



Brookhaven College

2002-2003

Catalog

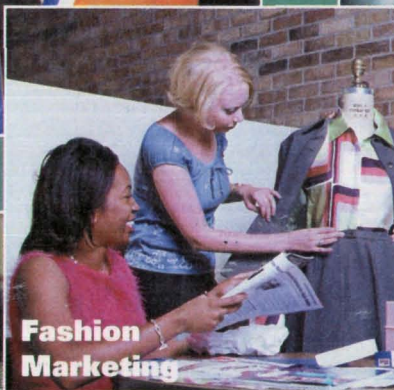
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Award-winning students at Commencement



Music



Fashion Marketing



Science Lab



INSIDE:

- General Information
- Admissions Information
- Academic Calendar
- Associate Degree Plan Outlines
- Technical/Occupational Program Outlines
- Course Descriptions
- Student Code of Conduct

One of the seven colleges of the Dallas County Community College District

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Mission Statement

Brookhaven College is committed to the highest standards of performance in educational programs including college preparatory, academic transfer, career training, and lifelong learning. The college will maintain a supportive educational environment which emphasizes the processes of reflection, creativity, and responsible decision making. Within this environment the college seeks to serve a diversity of students by offering a broad spectrum of learning experiences.

The college recognizes the worth and dignity of all persons and seeks to be responsive to their needs as well as to those of organizations and businesses in the community. By providing the educational environment described above, Brookhaven College seeks to prepare its students to accept the challenges of the future as responsible and productive members of society and to value and enjoy the contributions of all members of our multicultural community.

Within the overall mission, Brookhaven College provides the following:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences, including core and field of study curricula leading to associate and toward baccalaureate degrees;
4. continuing adult education programs for occupational upgrading or personal enrichment;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs to meet local and statewide needs; and
8. adult literacy and other basic skills programs for adults.

The Texas Higher Education Coordinating Board or the Dallas County Community College District Board, in the best interest of post-secondary education in Texas, may prescribe other purposes.

Brookhaven College Goals

Goal 1/A - Career Preparation

Brookhaven College students will obtain the knowledge, skills, and services needed to succeed in jobs and careers that meet the area workforce needs.

Goal 1/B - Transfer Preparation

Brookhaven College students will obtain the freshman and sophomore level knowledge, skills, and services needed to succeed in earning a baccalaureate degree.

Goal 2 - Continuing Education

Brookhaven College students will obtain quality continuing education to enrich their lives personally, socially, and culturally and to upgrade occupational and job skills.

Goal 3 - Basic Skills

Brookhaven College students will acquire basic literacy skills and developmental education to live more functionally and become ready to participate successfully in college-level curricula.

Goal 4 - Distance Learning

Brookhaven College will use existing and emerging telecommunication technologies to provide convenient and flexible access to accredited and lifelong learning opportunities to students and workforces.

Goal 5 - Access

The Brookhaven College student body will reflect the demographic characteristics of the Dallas County adult population and will persist in achieving their individual learning goals.

Goal 6 - Economic Development

Brookhaven College in partnership with business, industry, and governmental entities prepares a quality workforce to enhance economic development.

Goal 7 - Citizenship

Brookhaven College students will acquire the knowledge and skills needed to succeed in and contribute to a global community, to understand the value of lifelong learning, and to exercise their rights and responsibilities as citizens.



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One of the seven colleges of the Dallas County Community College District

3939 Valley View Lane
Farmers Branch, Dallas, TX 75244-4997

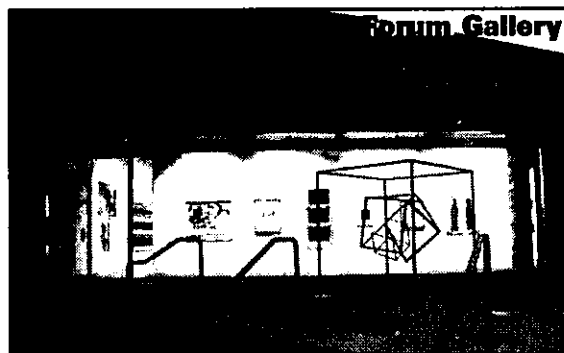
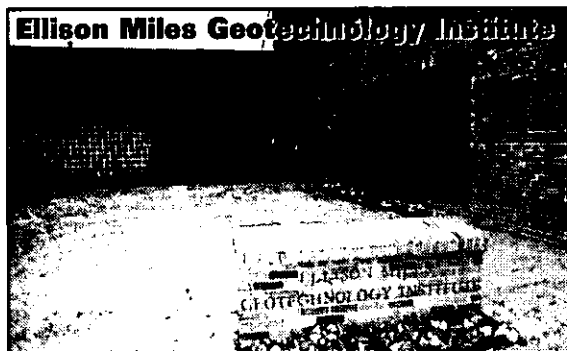
Admissions: 972-860-4883

Advising and Counseling: 972-860-4830

Public Information: 972-860-4700

In addition to the main campus, Brookhaven College classes also may be offered at one of our centers. Check the class schedule for class locations. See the back of this catalog for a map.

- BHC East Center
13608 Midway Road, Dallas, TX 75244
- BHC North Center
18106 Marsh Lane, Dallas, TX 75287
- BHC West Center
14940 Venture Drive, Dallas, TX 75234



This publication reflects up-to-date information at press time. For the most current information, please refer to the official catalog on the Brookhaven College web site, www.BrookhavenCollege.edu.

Brookhaven College reserves the right to make changes at any time to reflect current Board policies, administrative regulations and procedures and applicable state and federal regulations. This catalog is for information purposes and does not constitute a contract, express or implied, between any applicant, student or faculty member and Brookhaven College or the Dallas County Community College District.

Educational and employment opportunities are offered by Brookhaven College without regard to race, color, age, national origin, religion, sex or disability. El Colegio Brookhaven ofrece oportunidades educativas y de empleo sin considerar raza, color, edad, origen nacional, religión, sexo o impedimento.

Brookhaven College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the associate degree.

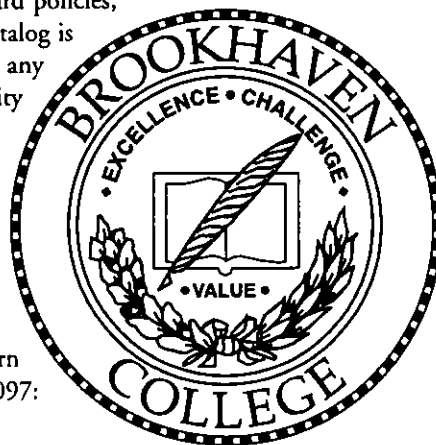


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The Senior Adult Education Program at Brookhaven College offers tuition waivers for up to six credit hours per semester for Dallas County adults who are 65 years of age or older.

Brookhaven College

Mission Statement

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The college recognizes the worth and dignity of all persons and seeks to be responsive to their needs as well as to those of organizations and businesses in the community. By providing the educational environment described above, Brookhaven College seeks to prepare its students to accept the challenges of the future as responsible and productive members of society and to value and enjoy the contributions of all members of our multicultural community.

Within the overall mission, Brookhaven College provides the following:

1. technical programs up to two years in length leading to associate degrees or certificates;
2. vocational programs leading directly to employment in semi-skilled and skilled occupations;
3. freshman and sophomore courses in arts and sciences, including core and field of study curricula leading to associate and toward baccalaureate degrees;
4. continuing adult education programs for occupational upgrading or personal enrichment;
5. compensatory education programs designed to fulfill the commitment of an admissions policy allowing the enrollment of disadvantaged students;
6. a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;
7. workforce development programs to meet local and statewide needs; and
8. adult literacy and other basic skills programs for adults.

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About Brookhaven College

Brookhaven College, the seventh college of the Dallas County Community College District, is conveniently located north of the city of Dallas in Farmers Branch. Its primary service area is north-west Dallas County — the core of one of the fastest growing business communities in the nation.

The outstanding faculty, excellent facilities and innovative programs offered at Brookhaven College combine to make an impressive educational package. The college is equipped to serve the changing, growing community with a wide variety of educational, cultural and recreational opportunities. Brookhaven College is recognized as a valuable community resource, providing credit programs as well as corporate and continuing education.

You will find a full range of accredited freshman- and sophomore-level college courses offered at Brookhaven, which are fully transferable to four-year colleges and universities. Students may also pursue a two-year associate degree; work toward certification in technical/occupational programs; gain a new skill or refresh an existing one; or simply explore an area of interest.

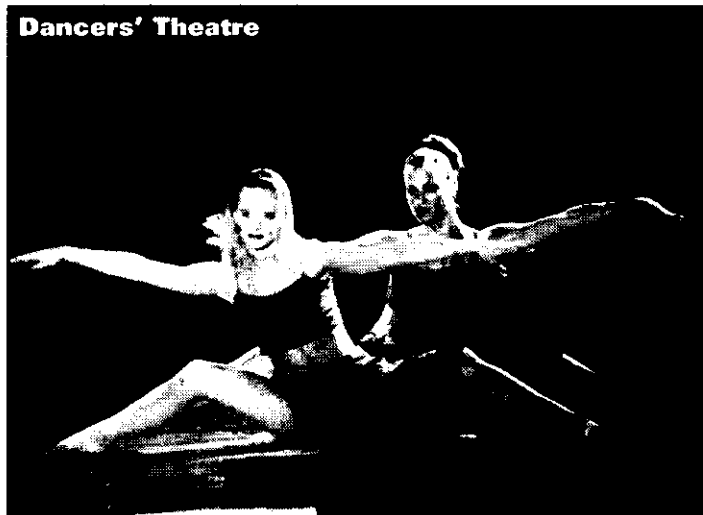
Brookhaven College student services include advisement for all students, as well as career counseling and job placement assistance, special programs and services for women, veterans, returning adults, students for whom English is a second language, and those with disabilities. Counseling referrals, health services and opportunities to qualify for scholarships and financial aid also are available.

A variety of student and community cultural enrichment offerings complement Brookhaven College's academic programs. Through the Fine Arts Division, the Brookhaven College Center For the Arts presents a variety of cultural and entertainment events for the Dallas community. Offerings include visual arts exhibits, concerts, dance and theatrical performances by students. National talent who have been showcased recently include guitarists Earl Klugh and Mark O'Connor; jazz group Spyro Gyra; and The Flying Karamozov Brothers.

The Brookhaven College campus is situated on a 200-acre site at 3939 Valley View Lane, just north of LBJ Freeway (IH-635). Facilities include a 65,000-square-foot Student Services Center, a computing/communications center, a 700-seat performance hall, a fully-equipped Center for Business Studies, a top-notch Parent/Child Study Center, and an automotive laboratory with the latest technical equipment. The Brookhaven campus is fully accessible to those with physical disabilities.

The Brookhaven College North Center, located at Marsh Lane and Frankford Road, serves the educational needs of the population of far northwest Dallas. The Brookhaven College East Center, located at Midway and Alpha roads, provides additional classroom space. The Brookhaven College West Center, located on Venture Drive, just south of Beltline, houses the emergency medical services program.

The Ellison Miles Geotechnology Institute moved to its new 20,000 square foot facility on the Brookhaven College campus in January 2001. The Institute provides continuing education for oil and gas professionals with a specialization in computational methods for assessing oil and gas exploration and production data.



Institutional Memberships & Affiliations

- American Association of Community Colleges
- Texas Public Community/Junior College Association
- The Texas Association of Colleges and Universities
- The League for Innovation in the Community College
- Farmers Branch Chamber of Commerce
- Metrocrest Chamber of Commerce
- Greater Dallas Hispanic Chamber of Commerce
- Dallas Black Chamber of Commerce

National Certifications

- National Automotive Technical Education Foundation
- Automotive Service Excellence
- Association of Automotive Service Provider, of Texas
- Automotive Service Association, Texas Chapter
- International Association of General Motors, Automotive Service Excellence Programs

Brookhaven College is recognized and sanctioned by the
Coordinating Board of the Texas Higher Education Agency.

Instructional Areas

Automotive Technology	972-860-4189	Room Q100
Business Studies	972-860-4160	Room M118
Child Development	972-860-4130	Room G113
Communications	972-860-4770	Room L420
Corporate & Continuing Education	972-860-4600	Room S022
Fine Arts	972-860-4730	Room D123
Nursing	972-860-4754	Room K224
Physical Education	972-860-4120	Room T315
Science/Mathematics	972-860-4750	Room K224
Social Science	972-860-4130	Room K240

Student and Campus Services

Advising Center	972-860-4830	Room S113
Admissions Office	972-860-4883	Room S041
Athletics Department	972-860-4121	Room T202
Bookstore, on campus	972-484-7652	Room S238
Box Office (Center For the Arts, Performance Hall)	972-860-4118	Room C202
Business Office	972-860-4814	Room S057
Cashier's Office	972-860-4819	Room S054
Career Development Center	972-860-4894	Room S065
Corporate/Contract Training	972-860-4600	Room S022
Economic and Resource Development	972-860-4857	Room A217
East Center	972-860-7840	13608 Midway Rd.
EXCEL/Exemplary Programs Office	972-860-4626	Room S124
Facilities Services	972-860-4798	Room R110
Financial Aid- See Scholarships		
Health Center	972-860-4195	Room S072
Human Resources	972-860-4813	Room A235
Library	972-860-4863	Room L200
Media Distribution	972-860-4860	Room L253
Multicultural Center	972-860-4845	Room S136
North Center	972-860-7817	18106 Marsh Lane
Police Department	972-860-4190	Room B200
Public Information	972-860-4700	Room A219
Scholarship/Financial Aid Office	972-860-4110	Room S018
Senior Adult Education Office	972-860-4698/4807	Room M203
Student Programs & Resources (SPAR)	972-860-4115	Room S201
Special Services	972-860-4847	Room S124
Testing Center	972-860-4865	Room S080
Tours	972-860-4824	Room A219
West Center	972-484-1158	14940 Venture Dr.

Public Information e-mail: bhcPubInfo@dcccd.edu
web site: www.BrookhavenCollege.edu

Brookhaven College Administration

President	Alice W. Villadsen	972-860-4809
Executive Vice President, Instruction & Student Support	H. Eugene Gibbons	972-860-4808
Vice President, Instructional Administration	Rafael Díaz	972-860-4161
Vice President, Business Services	George Herring	972-860-4634
Executive Director, Resource and Economic Development	Mary Brumbach	972-860-4857
Executive Dean, Student Support Services	Claude Caffee	972-860-4832
Assistant to the President	Carrie Schweitzer	972-860-4848
Assistant to the Executive Vice President	Juanita Flint	972-860-4694

Brookhaven College Faculty and Administrators

The faculty and administrator listings reflect up-to-date information at press time. For the most current directory, please refer to the Brookhaven College web site. Enter the site and click the "A" tab or the "F" tab.

Alt, William Joe	Faculty, Automotive Citrus College, A.A.S.	Burnette, Sherie	Assistant Dean, Corporate & Continuing Education Murray State Univ., B.S., M.S.Ed.
Ames, Lois	Faculty, Associate Degree Nursing Michigan St. Univ., B.S.N.; Univ. of Texas/Arlington, M.S.N.	Burton, Sharon	Faculty, New Program Development Lamar Univ., B.B.A.; Univ. of North Texas, M.B.E.
Anderson, Thomas	Assistant to the President University of New York, Albany, B.A.; Brown University, M.A.; Nashotah House, M.Divinity	Burks, Parti	Faculty, Computer Information Technology Univ. of North Texas, B.B.A.; Univ. of Texas at Dallas, M.S.
Arndt, Joy	Director, Student Programs and Resources Eastfield College, A.A.; Univ. of Texas at Dallas, B.G.S.	Cadenhead, Charles	Faculty, Computer Information Technology Texas Tech Univ., B.S.; Univ. of North Texas, M.S.
Attner, Raymond F., Jr.	Faculty Dean, Business Studies Automotive Technology California State Univ./Long Beach, B.S.; N.E. Louisiana Univ., M.B.A.	Caffee, Claude	Executive Dean, Student Support Services; East Texas State Univ., B.S., M.E., Ed.D.
Austin, Robert F.	Faculty, Music Univ. of North Texas, B.Mus., M.Music., D.M.A.	Carlos, Hazel	Faculty, English Jackson State Univ., B.A.; Western Michigan Univ., M.A.
Avera, Mary Lou	Faculty, Management Illinois Institute of Technology, B.S.; Governor's State Univ., M.B.A.	Cheng, Elaine L.	Faculty, Mathematics Univ. of Southwestern Louisiana, B.S.; McNeese State Univ., M.S.
Barnes, Ben	Executive Dean, Information Technology & Research Indiana Univ., B.M.E., M.A.	Chu, Chong Keun	Faculty, Art Southern Methodist University, B.F.A.; Temple University, M.F.A.
Barlow, Nancy	Faculty, Developmental Writing/English Univ. of Texas at Dallas, B.A., M.A.	Cinclair, Carol L.	Faculty, Developmental Studies/English Mount Mary College, B.S.; Northern State College, M.S.
Becker, Joan	Faculty, Associate Degree Nursing Hunter College, B.S.N.; New York Univ., M.A.	Clarke, Winifred	Director, Testing Center William Woods College, B.A.; Lincoln Univ., M.Ed.
Beecham, Jessie	Faculty, Associate Degree Nursing Univ. of Texas Health Science Center/San Antonio, B.S.N., M.S.N.	Coder, Ann	Librarian III University of Texas, Austin, B.A.; University of California, Berkeley, M.L.S.; San Francisco State University, M.A.; University of San Francisco, Ed.D.
Bennett, Rodger	Executive Dean, Fine Arts/Physical Education & Athletics Southern Methodist Univ., B.M., M.M.	Cofer, Don E.	Faculty, Automotive Brookhaven College, A.A.S.
Brown, Betty	Coordinator, Financial Aid Brookhaven College, A.A.S.	Coffey, Sylvia	Director, Multicultural Center Catholic University of Puerto Rico, B.S.
Brumbach, Mary A.	Faculty/Exec. Director, Resource and Economic Development Mary Hardin-Baylor College, B.A.; Univ. of N. Texas, M.A., Ph.D.	Collins, Lauri	Faculty, Visual Communications Univ. of North Texas, B.F.A., M.F.A.

Corbeil, Marc Faculty, Mathematics
Concordia Univ., B.A., M.T.M.

Cuellar-McGuire, Adrien Faculty, Fine Arts/Humanities
Southern Methodist Univ., B.A., M.A.

Cyriaque, Christopher Visiting Scholar, English
Grambling State University, B.A., M.A.

Dalton, Brenda Director, Academic Advising/TASP
Univ of Texas/Dallas, B.S.; Amber Univ., M.S.

Díaz, Rafael Vice President, Instructional Administration
Univ. of South Carolina, B.A., M.E.; Univ. of Texas/Austin, Ph.D.

Dotson, Barbara A. Coordinator, Special Services Population
Eastfield College, A.A.S.; University of Texas, Arlington, B.A.;
Texas A&M University, M.S.

Drescher, Nita Faculty, Reading
Univ. of Texas/Austin, B.S., M.Ed.; Univ. of North Texas, Ph.D.

Drago, Margaret Librarian III
Texas Woman's University, B.S.; Univ. of North Texas, M.I.S.

Dwyer, James Director, Facilities Services

Edrich, Teresa Director, Human Resources

Ehrich, Lisa Faculty, Art
Univ. of Texas/Austin, B.F.A.; Univ. of North Texas, M.F.A.

Ferguson, Sarah A. Executive Dean, Educational Resources
Texas Woman's Univ., B.A., M.L.S.

Fleming, Delryn Faculty, English/Speech
Southwestern Univ., B.A.; East Texas State Univ., M.A.

Flint, Juanita Zapata Asst. to the Executive Vice President for Instruction &
Student Support; Faculty, Nursing
Texas Woman's Univ., B.S., M.S., F.N.P.C.

Garcia, Edward H. Faculty, English
Univ. of Texas/Austin, B.A.; Ohio State Univ., M.A.; Univ. of
Texas/Austin, Ph.D.

Gardner-Morales, Elaine Martina Faculty, Music
Univ. of North Texas, B.M.; East Texas State Univ., M.M.

Garza, Mike Faculty, Psychology
Univ. of Corpus Christi, B.S.; East Texas State Univ., M.S., Ed.D.

Gibbons, H. Eugene Executive Vice President
for Instruction & Student Support
Ouachita College, B.A.; Oklahoma City Univ., M.A.;
Univ. of Oklahoma, Ph.D.

Gill-King, H. Faculty, Biology/Anthropology
Southern Methodist Univ., B.A., M.A., Ph.D.

Gonzales, Adam Assistant Dean,
Resource and Economic Development
Texas Tech University, B.A., M.A.

Goodwin, Randall Faculty, Automotive

Graff, Nancy Faculty, Chemistry
Southern Methodist Univ.; B.S., M.S.

Green, Charlotte Faculty, Associate Degree Nursing
Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.

Gutierrez, Octavio Visiting Scholar, Music
Univ. of North Texas, B.M., M.M.

Hamm, D. Michael Faculty Dean,
Science/Mathematics & Nursing
Univ. of Texas at Arlington, B.A., M.A.; Univ. of North Texas, Ph.D.

Hammerschlag, Bill Faculty, Computer Information Technology
Carnegie Mellon Univ., B.S.E.E.; Southern Methodist Univ., M.S.E.E.;
Univ. of Texas/Arlington, Ph.D.

Hammond, Jay Faculty, History
Univ. of Missouri, B.S., M.A.

Hanus, Debbie Faculty, Mathematics
Lamar Univ., B.S.; Texas A&M, M.S.

Hardin, Carol Faculty, Associate Degree Nursing
Univ. of Texas, B.S.N.; Texas Women's Univ., M.S.N.

Hellmund, Roy Faculty, Automotive
Southern Illinois Univ., B.S.

Herd, Stephen M. Faculty, Automotive
Eastfield College, A.A.S.

Herring, George T. Vice President for Business Services
Eastfield College, A.A.S.; University of Texas, Arlington, B.S.;
Amber University, M.B.A.

Herring, Gus W. Faculty, Economics
St. Edward's Univ., B.S.; Univ. of Dallas, M.B.A., M.S.

Hill, Jerry Faculty, Visual Communications
Univ. of Houston, B.S.; Univ. of North Texas, M.S.

Hueston, Robert Stewart Faculty, Physical Education
Univ. of Texas/Austin, B.S.; Univ. of North Texas, M.Ed.;
Southern Methodist Univ., M.I.A.

Jackson, Mary Faculty, Mathematics
University of Dallas, B.A.; East Texas State Univ., M.S.

Jacobs, Greg Faculty, Social Science/Sociology
Univ. of North Texas, B.A., M.Ed.

Jamieson, Avis T. Faculty, Physical Education
Univ. of Texas/Austin, B.S., M.Ed.; Southern Methodist Univ., M.F.A.

Johnson, Marvin Faculty, Automotive
California State Univ./Long Beach, B.A.

Johnston, Rebecca Faculty, Associate Degree Nursing
Baylor Univ., B.S.N.; Univ. of Texas at Arlington, M.S.N.

Jones, Donald Faculty, Automotive
De Anza College, A.A.S.; Univ. of North Texas, B.A.A.S.

Kasparian, Glenn D. Faculty, Biology
Tufts Univ., B.S.; Univ. of Texas/Dallas, M.S.

Faculty and Administrators

- Kelly, Shirley** Assistant Dean, Corporate & Continuing Education
College of Notre Dame, B.A.
- Kelley, Mildred** Campus Nurse, Health Services
Brookhaven College, A.A.S.
- Kurtzer, Eileen** Faculty, Associate Degree Nursing
Texas Woman's Univ., B.S., M.S.
- Lee, Linda Hope** Faculty/Director,
Staff & Instructional Development
Fisk Univ., B.A.; American Univ., M.A.
- Levesque, Lynne** Athletic Director
Southern Connecticut St. College, B.S.; Indiana State Univ., M.S.
- Link, Stephen William** Faculty, Psychology
State Univ. of New York/Oneonta, B.A.; State Univ. of New York/
Albany, M.S., E.D.S.; Univ. of North Texas, Ph.D.
- Little, Robert** Faculty, Government
Univ. of North Texas, B.S.; State Univ. of New York/Buffalo, Ed.M.
- Love, Cynthia H.** Executive Dean,
Corporate & Continuing Education
Abilene Christian University, B.S.; Louisiana Tech, M.A.
Texas Tech University, Ed.D.
- Lynch, Eileen** Faculty, Government
North Texas State Univ., B.A., M.A., Ph.D.
- Lynch, Marilyn Kolesar** Executive Dean, Career Resources
Univ. of North Texas, B.B.A., M.B.E.
- Mannering, Monique** Faculty, Dev. Reading/Writing
Stephen F. Austin University, B.A.; University of North Texas, M.Ed.
- Maness, Marie Y.** Faculty, Physical Education
Florida Atlantic Univ., B.S.; Georgia State Univ., M. Ed.;
Texas Woman's Univ., Ph.D.
- Maxey, Susan** Faculty, Geology
Univ. of Texas/Austin, B.S.; Univ. of Dallas, M.A.T.
- Maxwell, Rick** Faculty, Art
Univ. of Dallas, B.A.; Southern Methodist Univ., M.F.A.
- McAdams, Charles D.** Faculty, Fine Arts/Humanities
Louisiana State Univ., B.M.Ed.; Memphis State Univ., M.A.;
East Texas State Univ., Ph.D.
- McCoy, M. Clarice** Faculty, Accounting
S.E. Oklahoma State Univ., B.S.; Texas A&M/Commerce, M.B.A.
- McLelland, Sue Annette** Faculty, Associate Degree Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N., R.R.T., R.C.P.
- Meersman, Key** Faculty, Dance
Marymount Manhattan College, B.A.;
Southern Methodist University, M.F.A.
- Meltzer, Lisa** Director, Career Development Center
Denison Univ, B.A.; Arizona State Univ., M.A.
- Miller, Zack** Executive Dean, Communications
Stanford Univ., B.A.; Reed College, M.A.T.
- Moore, Janice E.** Faculty, Associate Degree Nursing
Univ. of Texas/Arlington, B.S.N.; Texas Women's Univ., M.S.N.
- Moore, Michael L.** Faculty/Director, Media Services
Kilgore Jr. College, A.S.; East Texas State Univ., B.S., M.S.
- Neal, John F.** Faculty, Journalism/Visual Communications
Univ. of Houston, B.A.; Univ. of Texas/Austin, M.A.;
East Texas State Univ., M.S.; Univ. of North Texas, Ph.D.
- Neal, Leslie** Faculty, English for Speakers of Other Languages
Wheaton College, B.A.; University of North Texas, M.B.A., M.A.
- Nelson, Eileen** Faculty, French/Spanish
Univ. of Dallas, B.A.; Tulane Univ., M.A.; Univ. of Dallas, M.A.
- Nolan, Patricia** Faculty, Computer Information Technology
Art Institute of Dallas, A.A.S.; Univ. of North Texas, B.A.
- Ostrom, Aaron B.W.** Faculty, English for Speakers of Other Languages
Univ. of Texas/Arlington, B.A., M.A.; Univ. of Texas/Austin, Ph.D.
- París, Kevin** Faculty, English for Speakers of Other Languages
Univ. of Puerto Rico, B.A., M.Ed.
- Pendleton, Julianne K.** Faculty, Mathematics
Univ. of Texas/Austin, B.A., M.Ed., Ph.D.
- Perez, Julie Marie** Faculty, Communications/Speech
North Texas State Univ., B.S., W.Ed.; Texas Woman's Univ., Ph.D.
- Pitts, Mark D.** Faculty, Management
University of Texas/Dallas, B.S., M.B.A.
- Polite, Giraud** Faculty, Visual Communications
North Lake College, A.A.S.; University of Texas, Arlington, B.A.
- Prupes, René F.** Program Director,
Corporate & Continuing Education
University of Texas, Dallas, B.A.
- Quetin, Jane** Faculty, Theatre
San Jose State Univ., B.A.; Univ. of Utah, M.F.A.
- Reagan, David** Director, Campus Police Department
Univ. of Texas/Arlington, B.S.
- Reeves, Ricky** Visiting Scholar, Humanities/Music
East Texas State University, B.M.; Southern Methodist University, M.M.
- Reding, Diana L.** Faculty, Associate Degree Nursing
Hatwick College, B.S.; West Texas State Univ., M.S.
- Rountree, Rhuwan C. (Rudy)** Faculty, Government
East Texas State Univ., B.A., M.A.
- Routh, Brenda F.** Faculty, Associate Degree Nursing
California State Univ., B.S., M.S.
- Rowe, E. Jane** Faculty, Child Development
Michigan State Univ., B.S.; Univ. of Tennessee, M.S.;
East Texas State Univ., Ph.D.
- Schmitt, Justine** Faculty, Associate Degree Nursing
Univ. of Michigan, B.S.N.; Texas Woman's Univ., M.S.N.

Schuster, Steve Faculty, History/Geography
Texas Christian Univ., B.A., M.A.; Univ. of Utah, M.S.;
Texas Christian Univ., Ph.D.;

Schweitzer, Carrie Assistant to the President
Univ. of Texas/Austin, B.A.

Scott, Ladan R. Faculty, Developmental Mathematics
East Texas State University, B.S.

Shelp, Phillip R. Faculty, Biology
Concordia Teachers College, B.S.; Arizona State Univ., M.S.

Sidhwa, Anahita Faculty, Physics
Univ. of Karachi, B.S., M.S.; Univ. of Hawaii, M.Ed.

Smith, Martha Faculty, English
Prairie View A&M, B.A.; Texas Southern Univ., M.A.

Speyerer, Carol Faculty, Associate Degree Nursing
Incarnate Word College, B.S.N.; Texas Woman's Univ., M.S.N.;
Nova Univ., Florida, Ed.D.

Stewart-Alexander, Selena Faculty, Developmental Reading and Writing
Southern Methodist Univ., B.F.A.; Univ. of Texas/Arlington, M.A.

Stock, Bob Faculty, Physical Education
San Jose State College, B.A.; East Texas State Univ., M.S.

Stroman, Jamileh Faculty, English for Speakers of Other Languages
Univ. of Oregon, B.A., M.A.

Sullivan, Lianne K. Faculty, Art
California State University, B.A.; John Hopkins Univ., M.A.

Sullivan, Marilyn Faculty, Fashion Marketing
Kansas State Univ., B.S., M.S.

Taliaferro, Monica Director, Marketing & Public Information
Abilene Christian Univ., B.A.

Taylor, Donald Lee Faculty, Art
Louisville School of Art, B.F.A.; Washington Univ., M.F.A.

Trammell, Deborah Faculty, Associate Degree Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas/Arlington, M.S.N.

Ueoka, Travis Faculty, Photography
New Mexico Highland Univ., B.S.; Indiana Univ., M.S.;
East Texas State Univ., M.S.L.S., Ed.D.

Vaglianti, Kendra Faculty, Developmental Reading and Writing
Texas A&M Univ., B.A.; Sam Houston State Univ., M.A.

Venza, Stephanie Faculty, English
Lamar Univ., B.A.; Univ. of Texas/Austin, M.A.;
Univ. of Texas/Arlington, M.A.

Villadsen, Alice W. President
University of Alabama, B.S., M.A., Ph.D.

Villarreal, Ramiro Faculty, Computer Information Technology
Univ. of Texas/San Antonio, B.S.; Texas A&M Univ., M.S.

Vo, Thoa Hoang Director of Admissions/Registrar
Univ. of Texas/Dallas, B.A.

Voigt, Susan Director, Business Operations
El Centro College, A.A.S.

Walker, Teresa R. Director, Institutional Research
Brookhaven College, A.A.S.; University of Texas, Arlington, B.S.;
Our Lady of the Lake Univ., M.B.A.

Walsdorf, Marisa Faculty, Management
Dallas Baptist Univ., B.A.B.A., M.B.A.

Weaver, David L. Faculty, Accounting
Oklahoma State Univ., B.S.; Univ. of North Texas, M.B.A.

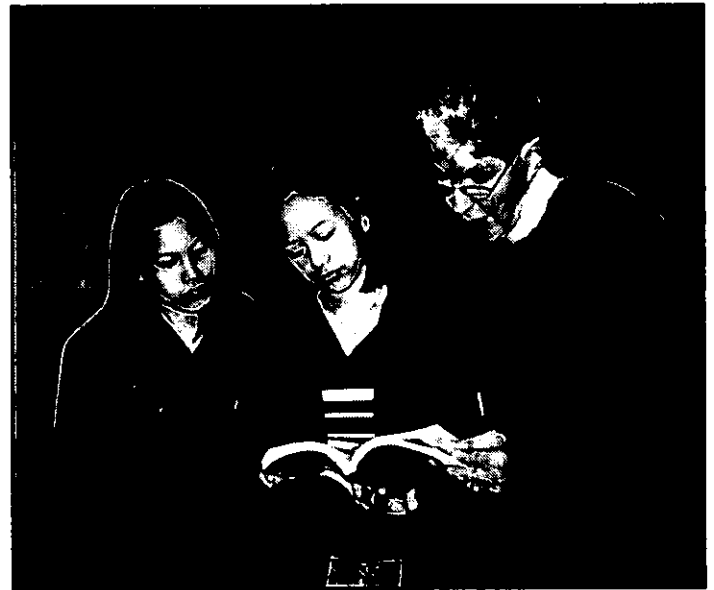
Westberry, Marjorie Faculty, English
Allegheny College, B.A.; Wayne State Univ., M.A.;
Texas Woman's Univ., Ph.D.

Whitson, Kathleen K. Associate Dean, Exemplary Programs
Dallas Baptist Univ., B.A.; Southern Methodist Univ., M.L.A.;
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Wickham, Sheri Faculty, English for Speakers of Other Languages
Pars College/Tehran, B.A.; Texas Woman's Univ., M.Ed.;
Southern Methodist Univ., M.A.

Williams, John D. Faculty Dean, Social Science
Louisiana Technical Univ., B.A., M.A.; North Texas Univ., Ph.D.

Ziegler, Marla Faculty, Art
McMurry College, B.A.; Southern Methodist Univ., M.A.



History professor Mary Jo Henry received Brookhaven College's Excellence in Teaching Award for Adjunct Faculty for 2001-2002.

Academic Calendar for 2002-2003

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. This calendar contains dates set at the time this publication went to press. **Please confirm all dates with the Brookhaven College class schedules and Internet site, www.BrookhavenCollege.edu.**

Fall Semester, 2002

First day of Fall registration	June 11 (T)
Last day for suspended students to apply	Aug. 9 (F)
Extended Saturday registration, 9 a.m.- 1 p.m.	Aug. 17 (S)
Faculty reports	Aug. 19 (M)
100 percent refund period ends	Aug. 24 (S)
Extended Saturday registration, 9 a.m.-4 p.m.	Aug. 24 (S)
TASP test administered	Aug. 24 (S)
Classes begin	Aug. 26 (M)
Deadline to apply for Fall admission, 3 p.m.	Aug. 28 (W)
Last day to register for classes	Aug. 28 (W)
Late registration ends	Aug. 28 (W)
Labor Day holiday	Sept. 2 (M)
12th class day	Sept. 9 (M)
Last day to drop without a grade	Sept. 9 (M)
No residency changes will be made after today	Sept. 9 (M)
70 percent refund period ends	Sept. 12 (R)
25 percent refund period ends	Sept. 18 (W)
Application deadline for graduation	Oct. 26 (S)
TASP test administered	Nov. 9 (S)
Last day to withdraw with a grade of "W"	Nov. 12 (T)
Thanksgiving holidays begin	Nov. 28 (R)
Classes resume	Dec. 2 (M)
Final exams	Dec. 9-12 (M-R)
Semester ends	Dec. 12 (R)
Grades due in registrar's office by 10 a.m.	Dec. 16 (M)
Holiday hours, ...	Dec. 23-24
(Student Services Center, Bldg. S, 8:30 a.m. to 5 p.m.)	
College buildings/offices close for holidays, 5 p.m. .	Dec. 24 (T)

Semester-10 Program

(10-week semester, Sept. 16-Nov. 22)

Classes begin	Sept. 16 (M)
100 percent refund period ends	Sept. 14 (S)
Last day to register for classes	Sept. 17 (T)
Last day to drop without a grade	Sept. 23 (M)
70 percent refund period ends	Sept. 25 (W)
25 percent refund period ends	Sept. 28 (S)
Last day to withdraw with a grade of "W"	Nov. 5 (T)
Last day of classes	Nov. 22 (F)

Winter Minimester, 2002-2003

Please see the class schedule for more information.

Classes begin	Dec. 13 (F)
Last day of classes	Jan. 11 (S)

Spring Semester, 2003

College buildings and offices open	Jan. 2 (R)
Faculty reports	Jan. 6 (M)
Classes begin	Jan. 13 (M)
Martin Luther King, Jr. Day holiday	Jan. 20 (M)
12th class day	Jan. 27 (M)
District Conference Day, faculty & administrators ..	Feb. 20 (R)
Faculty professional development (TCCTA)	Feb. 21 (F)
TASP test administered	March 1 (S)
Spring Break begins	March 10 (M)
District Conference Day, prof. support staff.	March 13 (R)
Spring holiday for all employees	March 14 (F)
Classes resume	March 17 (M)
Last day to withdraw with a grade of "W"	April 10 (R)
Holiday begins	April 18 (F)
Classes resume	April 21 (M)
TASP test administered	April 26 (S)
Final exams	May 5-8 (M-R)
Semester ends	May 8 (R)
Graduation	May 8 (R)
Grades due in registrar's office by 10 a.m.	May 12 (M)

May Minimester, 2003

Please see the Spring 2003 class schedule for dates.

Summer Sessions, 2003

First Summer Session:

(Based on four-day class week plus first Friday)

Memorial Day holiday	May 26 (M)
Classes begin	June 2 (M)
Fourth class day	June 5 (R)
Class day (first Friday class meeting)	June 6 (F)
Last day to withdraw with a grade of "W"	June 19 (R)
TASP test administered	June 21 (S)
Final exams	July 2 (W)
Semester ends	July 2 (W)
Fourth of July holiday	July 4 (F)
Grades due in registrar's office by 10 a.m.	July 7 (M)

Second Summer Session:

(Based on four-day class week plus first Friday)

Classes begin	July 8 (T)
Class day (first Friday class meeting)	July 11 (F)
Fourth class day	July 11 (F)
TASP test administered	July 26 (S)
Last day to withdraw with a grade of "W"	July 31 (R)
Final exams	Aug. 7 (R)
Semester ends	Aug. 7 (R)
Grades due in registrar's office by 10 a.m.	Aug. 11 (M)

Commonly Used Terms & Abbreviations

Academic advisor: A member of the college staff who helps students set educational goals and select courses to meet those goals.

Add: During any single semester, to enroll in additional course(s) after registration.

Admission: A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office before registering. An application can be acquired online at www.BrookhavenCollege.edu.

Audit: Enrollment in a credit course without receiving academic credit.

BHC: Brookhaven College

College-based distance learning course: A College-based Distance Learning Course has more than 50 percent of the instructional contact hours delivered at a distance, with occasional college-based instructional requirements, i.e. testing and review sessions. Most student services are delivered on campus. College-based Distance Learning Courses are offered using one or more of the distance learning course-delivery formats.

Career and technical courses: Courses that lead to a certificate or associate in applied science degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Catalog: The book containing course descriptions, certificate and associate degree requirements, and general information.

Class schedule: A booklet that is published prior to each semester listing classes, sections, dates, times, instructors' names and meeting places. This booklet is used by students in preparing personal class schedules each semester.

Common Course Number: Beginning in Fall 1995, the Common Course Number became the official number of the course. This same Common Course Number is being used for the same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.

Concurrent enrollment: (a) Enrollment by the same student in two different colleges of the Dallas County Community College District (DCCCD) at the same time; (b) enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) enrollment by a student in two courses in the same semester; (d) enrollment in both a college of the DCCCD and another college or university at the same time; or (e) enrollment in both credit and continuing education courses at the same time.

Core/Core Curriculum: The 48 prescribed hours of a 61-hour degree plan that a student must successfully complete in order to receive an associate in arts/associate in sciences degree.

Course load: The number of hours or courses in which a student is enrolled in any given semester.

Credit: The numerical value assigned to a course (See "credit hours/semester hours.")

Credit hours/semester hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a three-credit-hour class (English, history, etc.) meets three hours per week during the fall/spring semester; a four-credit-hour class (science, languages, etc.) meets six hours per week. Check this catalog or the current Credit Class Schedule for the value of any course you wish to take.

Credit/non-credit: Credit classes are those that award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered as continuing education courses through the Corporate and Continuing Education Division.

DCCCD: Dallas County Community College District. The district is composed seven colleges plus two other entities, Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake, and Richland colleges and the Bill J. Priest Institute for Economic Development and the R. Jan LeCroy Center for Educational Telecommunications. These institutions are all subject to the policies established by the DCCCD Board of Trustees.

DALLAS TeleCollege virtual class: Courses offered through DALLAS TeleCollege are defined as "virtual classes." A DALLAS TeleCollege virtual class requires that all instruction and student services be delivered at a distance with no college-based requirements. DALLAS Telecollege virtual class sections are numbered 9000-level. Virtual class sections may be offered using the online course or Telecourse Plus distance learning course delivery formats. A course offered through DALLAS TeleCollege is the equivalent of the same course offered by all colleges of the DCCCD.

Developmental studies courses: Courses that develop prerequisite skills in reading, writing and mathematics. Because of the nature of these courses, the credit earned will not count toward graduation requirements and may not be transferred to colleges outside the DCCCD.

Distance learning: Distance learning courses are offered in a variety of formats. Each format requires a unique set of technologies essential to successful course completion. The distance learning modalities are online, telecourse and telecourse plus.

Terms and Abbreviations

Drop: The act of officially withdrawing from a particular course without penalty before a specified date. See the *Academic Calendar* in this catalog for "Last Day to Withdraw." *It is the student's responsibility to drop a course by the date published.*

Dual credit: Credit earned for both high school and college via concurrently enrolled high school students.

eConnect: eConnect is a web application that allows you to search, register and pay for your credit classes, view your grades and access your financial information online at eConnect.dcccd.edu.

Electives: Courses that do not count toward a major but are required for most college degrees. Electives are selected for personal interest, skill development, or to increase one's knowledge or understanding. Consult with an advisor before deciding upon electives.

Flexible-entry course: A course beginning and ending on dates that are different from the regular semester. This is also referred to as "flex-entry" or "short semester." See the Class Schedule for offerings.

Former student: One who has not attended a college of the DCCCD in the past year.

Full-time student: A student who is enrolled for at least 12 credit hours during a semester or for six credit hours during a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the full-time requirement.

GED: General Educational Development Test

GPA: Grade Point Average. Two different ways of computing a GPA are utilized. For further explanation, see page 44.

Grades/Grade points: See *Grades & Transcripts*, page 44.

Lab hours: The number of hours a student spends each week in a laboratory or other learning environment.

Lecture hours: The number of hours a student spends each week in a classroom other than a laboratory.

Live-interactive television course: The live-interactive television course uses one-way video and two-way audio. Each class is a live cable broadcast. Tapes are not available for these courses. Students must view class at broadcast times. See the Cable Broadcast Schedule in the distance learning pages printed in the Brookhaven College Credit Class Schedule. Students must have access to a participating cable television system. Students may interact during the live class with the faculty by telephone, placing a call to a voice bridge system. The course may include college-based requirements including orientations, testing and review sessions. Call the Distance Learning Hotline for more information about participating cable systems, 972-669-6400, or if outside Dallas, toll-free: 888-468-4268. Only college-based distance learning classes may utilize the live-interactive television course delivery format.

Major: The subject or field of study in which the student plans to specialize. For example, one "majors" in Automotive Technology, Business, etc.

Online courses: Online courses are delivered using only computers and computer peripherals. Students are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. DALLAS TeleCollege virtual classes and campus-based distance learning courses may use the online course delivery format.

Part-time student: A student who is enrolled for fewer than 12 credit hours during a semester or fewer than six credit hours in a summer session. The student may be enrolled in one or more colleges of the DCCCD as long as the total number of hours meets the part-time requirement.

Performance grade: A grade of "A," "B," "C," "D" or "F." This does not include the grades of "W," "I," "E" or "WX." See *Grades & Transcripts* for more on grades and grade point averages.

Prerequisite: A requirement that must be met *before* registering for a specified course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or instructor's permission.

Probation: A warning for a student whose academic work or behavior is unsatisfactory. Students on academic probation may be suspended if their academic performance does not improve.

Registration: The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the College's Class Schedule for registration dates.

Registration number: A number indicating the course, day/evening, hour, room number and name of instructor for a particular course.

Self-paced Course: Courses that allow the student to work and learn independently. They may include on-campus as well as off-campus activities.

Semester: A word denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (fall and spring) that last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II terms) that last approximately 12 weeks. BHC also offers a 10-week semester.

Syllabus (syllabi): An outline for a course of study. Students usually receive a syllabus from the instructor at the beginning of each course.

TASP: Texas Academic Skills Program; See *TASP & Alternative Assessment*, page 17.

Technical/occupational courses: Courses that lead to a Certificate or Associate in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be used in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

Tech-Prep (Technical Preparatory): An educational process where Brookhaven College and the public high school districts cooperatively develop and implement a planned sequence of course work to prepare students for technologically advanced careers. Tech Prep programs are endorsed and approved by the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB). Through the Tech-Prep process students earn college credit while in high school and advance to college programs after graduation.

Telecourse: The telecourse allows the student to work and learn independently, with campus-based requirements including orientations, testing and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered through the telephone, fax and mail. Students are required to have access to a participating local cable system, KDTN public television, or a VHS-format videocassette player. Only college-based distance learning classes may use the telecourse delivery format.

Telecourse Plus Courses: The Telecourse Plus course incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. Students are required to have access to a participating local cable system, KDTN public television, or a VHS-format videocassette player. Students are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions between faculty and students, and more. DALLAS TeleCollege virtual classes and campus-based distance learning classes may use the Telecourse Plus delivery format.

Telephone registration: Touch-tone registration is available for eligible students (see Class Schedule) during regular registration. The telephone number for touch-tone telephone registration is 972-613-1818.

Transfer courses: Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or check on the college web site about the transferability of specific courses. Because a course will transfer does not mean it will apply toward a specific major or degree at a four-year college or university.

Transcript: An official copy of a student's academic record which can be obtained at no cost through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the registrar.

Withdrawal: The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date or be subject to an "F" semester performance grade. See the *Academic Calendar* on page 10 in this catalog or in the College Class Schedule for the "Last Day to Withdraw."

Getting Started

General Admissions Policy

Brookhaven College's open door admissions policy ensures that every person who can benefit from higher education has the opportunity to enroll. Students admitted to this college are automatically admitted to the seven colleges of the Dallas County Community College District which are Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland colleges. Admitted students may take courses at any of the colleges under certain conditions.

How to Enroll

Follow these steps:

Complete an Application for Admission, located in the back of this catalog. Applications also are on page 199, from the Admissions Office and on the college Internet at www.BrookhavenCollege.edu.

Submit all of the following with your Application for Admission:

- proof of Texas residency (for those who wish to be considered residents for tuition purposes),
- scores from college entrance exams (SAT, ACT) taken in the last five years,
- scores from the Texas Assessment of Academic Skills Program (TAAS) taken in the last three years,
- scores from the Texas Academic Skills Program (TASP) OR scores from the alternative assessment to the TASP,
- GED (General Educational Development) certificate (required for students who have taken the GED exam),
- official transcripts from high school (required for students with no college experience), and
- official transcripts from all colleges previously attended (required for students with college experience).

After you are admitted, but prior to registration, you must present either TASP scores or take the alternative assessment unless you are TASP exempt or have a TASP Test waiver.



Applying early is a good idea because your place in registration is determined by the date you apply. An early start ensures you have plenty of time to visit with an advisor and plan your course schedule.

Immunizations

The college does not require proof of immunizations for admission to most programs. However, all prospective students should have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis. (See Texas Department of Health's Recommended Adult Immunization Schedule on page 188.) Some health-related programs require specific immunizations prior to admission; that information is outlined in student orientations for those programs.

Student Identification

When you apply, you are asked to furnish a Social Security number. This number ensures the accuracy of your student records. If you do not have a Social Security number, or do not choose to use the Social Security number, the college will assign you a number other than your Social Security number. Each student will be assigned an identification number. It is your responsibility to report any changes in your name or address to the Admissions Office.

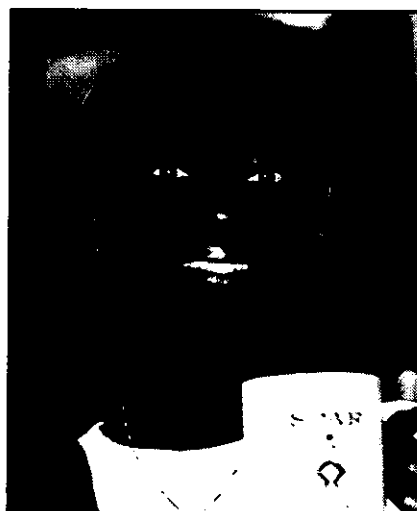
Admission Requirements

If you wish to be classified as a resident and have the benefit of paying lower tuition than non-residents, you must prove you lived in Texas for the 12 months immediately prior to the semester in which you enroll. If you cannot provide proof of residency, you will be classified as a non-resident and required to pay non-resident tuition.

For specific information about required documentation, contact the Admissions Office.

Some admission requirements vary depending on a variety of factors. Determine which one or more of the following categories best describes you, then read the corresponding information below:

- First-time-in-college student
- Student concurrently enrolled in high school and the DCCCD
- High school student enrolled in dual credit programs
- Transfer student
- Former DCCCD student
- International student



First-time-in-college Students

You may apply as a beginning freshman if you meet *one* of these standards:

- you are a graduate of an accredited high school,
- you are a graduate of an unaccredited high school and are 18 years of age or older,
- you passed the General Educational Development (GED) Test,
- you are at least 18 years of age and do not have a diploma or GED (may be admitted by individual approval).

If you are under the age of 18, are no longer enrolled in high school of any kind, and do not have a diploma or a GED certificate, you may be admitted by *one* of the following:

- a written recommendation of the principal or superintendent of the last high school you attended, *or*

- TASP or alternative assessment results indicating you have the ability to benefit from the college's programs.

If you are 16, did not graduate from an accredited school, but did graduate from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled), you may be admitted if you meet *all* of the following conditions:

- present a written recommendation of the principal or superintendent of the last school you attended, or TASP or alternative assessment results indicating you have the ability to benefit from the college's programs; *and*

- present a notarized record of the high school equivalent work completed and the date of successful completion; *and*

- complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college, *and*

- agree to limitations on conditions of admission established by the college.

After you are admitted, but prior to registration, you must either present TASP test scores or take the alternative assessment.

Students Concurrently Enrolled in High School and the College

If you are still enrolled in high school you may be admitted under the following conditions:

- if you have completed your junior year in an accredited high school, you may be admitted with your high school principal's written recommendation. You also must present scores from the TASP test or the alternative assessment with results indicating your ability to complete college-level work. You may take no more than two courses each semester.

If you have not completed your junior year at an accredited high school, you may be admitted upon meeting *all* of the following conditions:

- submit your high school principal's written recommendation;

- present scores from the TASP test or alternative assessment with results indicating your ability to do college-level work;

- receive approval from the college Brookhaven College Executive Vice President of Instruction and Student Support or designee. Upon approval, you may take no more than two courses each semester. However, if you meet specific conditions, you may be permitted to enroll for three courses.

If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following conditions:

- provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);

- present scores from the TASP test or alternative assessment with results indicating your ability to do college-level work;

- complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within college;
- agree to limitations on conditions of admission. You may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses; and
- receive approval from Brookhaven College's Executive Vice President of Instruction and Student Support or designee.

If you are enrolled in non-accredited high schools or educated in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school, you may be admitted by meeting all the following conditions:

- provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- present scores on TASP or alternative assessment with results indicating your ability to do college-level work;
- complete the enrollment agreement noting you understand and accept that academic freedom and the collegiate environment is supported in all courses within the college.
- agree to limitations on conditions of admission. You may take no more than two courses each semester; and
- receive approval from the Executive Vice President of Instruction and Student Support or designee.

High school students generally are not admitted into developmental courses unless a contract for such services exists between the college and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships between a public school district, a private secondary school or a home school and the college. Concurrent course credit is provided to high school students for both high school and college credit. College credit may be for certificate or associate degree programs.

Eligibility requirements:

To enroll in courses for an associate degree or level-two certificate (TASP eligible) program, you must present a passing score from the TASP test or the alternative assessment in at least one area (reading, writing, or math) as deemed applicable by Brookhaven College for the intended course in which you wish to enroll. If you are exempt from the TASP test, you are also exempt from local assessment for the purposes of dual course credit. Public school students wishing to enroll in level-one certificate (TASP test waived) programs must have met TAAS standards by passing all sections of the exit-level TAAS or through end-of-course exams.

High school students are generally limited to enrolling in two dual credit courses per semester. You may be permitted to enroll in more than two courses if recommended to do so by your high school principal or appropriate home school "official" and under one of the following conditions:

- achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; *or*
- prove you have passed all sections of TASP or the alternative assessment; *or*
- prove your eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these score standards are often altered by the THECB and the currently approved scores must be used.)

High school students must meet all appropriate admissions criteria to the college.

High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

Transfer Students

If you wish to transfer college credit, you are eligible for admission for enrollment from an accredited collegiate institution as defined in the Acceptance of Credit in Transfer section (next) if you meet the following conditions.

You must present a complete official transcript bearing the seal and signature of the college/university official of each institution attended. Transcripts must be submitted before you enroll and should include the previous admission record and evidence of honorable dismissal. If you do not submit transcripts prior to enrolling, you can be blocked from a number of courses that require taking certain prerequisites. Transcripts received become the permanent property of the college. If you have earned a baccalaureate and/or graduate degrees from accredited colleges and universities, you may submit a copy of a college/university diploma in lieu of transcripts. However, documentation of prerequisites for specific courses must still be provided.

If you are transferring from another college, you are not at liberty to disregard your collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for the purposes of evaluating the acceptability of credits. If you do not report all accredited college/university course work, you will be subject to disciplinary action, including expulsion and possible loss of credit for subsequent course work taken at the college.

You must meet the minimum academic standards of the college. If another institution enforced scholastic withdrawal or suspension, and you meet the minimum academic standards of the college, you may petition for admission to the college's admissions committee. Admission may be provisional, and credit hours and course work may be limited.

You must meet all TASP requirements, as follows, after you are admitted:

- if you are transferring from another Texas public college or university, you must present TASP test or alternative assessment scores if you are not TASP exempt and wish to enroll in any college-level coursework, and
- if you are transferring from a private and/or out-of-state college or university, you must present TASP test or alternative assessment scores unless you are TASP exempt or will be enrolled at this college for only one semester or two summer sessions.

Acceptance of Credit in Transfer

Credit for courses in which a passing grade of "D" or better, has been earned may be transferred to the college from colleges and universities accredited through one of the following associations:

- Middle States Association of Colleges and Schools/Commission on Higher Education,
- New England Association of Schools and Colleges,
- North Central Association of Colleges and Schools,
- Northwest Association of Colleges and Schools/Commission on Colleges,
- Southern Association of Colleges and Schools/Commission on Colleges,
- Western Association of Schools and Colleges/Accrediting Commission for Senior Colleges,
- Western Association of Schools and Colleges/Accrediting Commission for Community and Junior Colleges.

It is the college's responsibility not to transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, if you have gained proficiency through completing coursework from non-accredited institutions, you may receive college credit through credit-by-examination and, in some circumstances, credit by experience.

The Registrar or other appropriate college personnel will complete course-by-course evaluations as needed for degree or program planning. Individual courses transferred will not be posted to the college's student record. Official transcripts from all higher education institutions must be on file in the Admissions Office.

Credits earned through other education programs – such as credit-by-examination, military experience, and the U.S. Armed Forces Institute – are reviewed by the Registrar and credit may be granted if applicable.

You must submit all official transcripts from all higher education institutions and a request for a degree plan evaluation to the Admissions Office before an evaluation can take place. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Admissions Office. If you are admitted with a grade point deficiency, you cannot graduate until you have cleared the deficiency by earning additional grade points.

Academic Forgiveness Policy

In keeping with Texas SB1321 passed into legislation in 1993, any Texas state resident may elect not to have the college utilize college credits on courses which are 10 years or older. If you elect this option, no college courses or credits 10 years or older will be evaluated for credit. You may not selectively choose courses 10 years or older to be utilized. This provision does not relieve you from notifying the college of attendance at previous institutions nor of the need for you to submit transcripts indicating all previous course work attempted. If you elect this option, must notify the Registrar's Office when you submit your Application for Admission. The Academic Forgiveness Policy does not apply toward eligibility issues for federal financial aid.

Former Students

If you were formerly enrolled at Brookhaven College or any college of the DCCCD, but have not attended a DCCCD college for more than one year, you must update your Application for Admission. If you have unsettled financial debts or your record is blocked for any other reason at BHC or any DCCCD college, you will not be allowed to register until the record is cleared.

Aliens Who are Residents of Texas

Texas State Law states that you can be admitted to the college and be considered a resident of Texas if you resided with a parent, guardian, or conservator at least part of the time while you attended a public or private high school in Texas, and met all the following conditions:

- graduated from a Texas public or private high school or received the equivalent of a high school diploma in Texas;
- resided in Texas for at least three years as of the date you graduated from high school or received the equivalent of a high school diploma;
- have not registered as an entering student at any college or university prior to the fall semester of 2001; and

Sign the affidavit provided by the college that states you will file an application to become a permanent resident at the earliest opportunity you are eligible to do so.

International Students

The college is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. If you are an international student seeking F-1 visa status, you must:

- Contact the Brookhaven College Multicultural Center to request international student admission information;
- Provide an official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. If you meet one of the following criteria, you will be excused from the TOEFL requirement

- you are a graduate of an accredited U.S. college or university; or
- you are a native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international student advisor for list of approved countries).

- a score of 530 or higher on the paper /pencil version or 197 or higher on the computerized version of the Institutional TOEFL offered by the University of North Texas or the University of Texas at Arlington may be substituted for the traditional ETS TOEFL score;



- you have successfully completed the final level of the American English and Culture Institute (AECI) *or*
- you can present documented completion of the final level of an Intensive English Language Program that is approved by the DCCCD through an established agreement.

Upon admission, all international students are required to:

- complete the college assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required;
- show documented evidence of sufficient financial support for the academic year;
- provide written proof of negative tuberculin skin test or chest X-ray taken within the last one year, diphtheria/tetanus immunizations taken within the last 10 years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if you are under 19 years of age;
- submit official transcripts from each high school, college or university previously attended with a minimum of "C" grade average;
- fulfill all admission requirements before the deadline designated by the college for international students and receive approval for admission from international admissions advisor.

In addition to the requirements stated above, if you are an international student wishing to transfer from another U.S. institution, you must also:

- present documentation indicating valid non-immigrant status;
- provide official transcripts or documented proof verifying that you are "in-status" and have been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by Immigration and Naturalization Service (INS) for attendance.

International students are subject to the requirements of the Texas Academic Skills Program (TASP).

Upon admission, students must present all original immigration documents including a valid visa (I-94 arrival/departure record) and unexpired passport to be copied and kept on file. Students with F-1 visas:

- must receive and secure the Form I-20AB from each new school attended.
- enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status.

It is strongly recommended that F-1 students obtain health insurance for the duration of their studies in the college. After admission, international students must present TASP test scores or take the alternative assessment unless otherwise exempt.

Evaluation of Foreign Credentials

Coursework completed at colleges and universities outside the United States will be considered for transfer on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation.

An official evaluation of foreign credentials must be completed before transfer credit will be considered. You, the student, are responsible for arranging for credential evaluation. A partial list of acceptable professional evaluation services is available in the

District Office of Academic and Student Programs or the College's Admissions Office. You, the student, are expected to pay all costs of translation and/or evaluation of foreign credentials.

Evaluations of credentials from outside the United States completed by individuals and/or by professional evaluation services are subject to review and approval by the director of Admissions/Registrar.

Texas Academic Skills Program (TASP) and Alternative Assessments

After you are admitted, but prior to registration, you must either present TASP test scores or take the college alternative assessment. See *Exemptions from TASP Requirements* in this section to determine if you are exempt or waived from TASP requirements. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

The Texas Academic Skills Program (TASP) is required by state law to ensure students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide information about your reading, writing, and math skills. The program is very complex, and you are expected to consult with the BHC TASP advisor in order to meet the TASP requirements. *It is the student's responsibility to be aware of all TASP regulations.*

When TASP Requirements Must Be Met

You must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree or before taking junior or senior level courses at a Texas public university.

Meeting TASP Requirements

You may meet the TASP requirements in several ways:

- Pass all sections of TASP;
- Pass all sections of the college alternate assessment on the initial attempt;
- In the exact following order, take and fail a section of TASP, complete all required developmental coursework with a grade of "C" or better, retake and fail the same section of TASP, and then take and make a "B" or better in an approved, related college-level course; or
- In the exact following order, take and fail a section of the college alternate assessment, complete all required developmental coursework with a grade of "C" or better, retake with TASP and fail the same subject area originally failed on the college alternate assessment, and then take and make a grade of "B" or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP coordinator to learn of all required steps to be met.

• The "B or Better" courses that can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316, Math 1414 or a higher level math course for which any of the above Math courses are prerequisites.

If you are a deaf student enrolling Fall 1995 and thereafter, you are subject to all TASP regulations with the exception that you must take the Stanford Achievement Test rather than TASP or the college alternate assessment.

Low Assessment Scores

Students entering with academic deficiencies or low assessment scores may be admitted on probation and will be required to enroll in developmental or other programs designated by the college.

If you fail a section of the TASP or the college alternate assessment, you must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from your college-level courses. Concurrently enrolled high school students will not be mandated to take developmental courses while in high school. You must continue to participate in mandated developmental coursework until:

- you pass the failed section of TASP test, (please note that the college alternate assessment cannot be used for retesting purposes), or
- you have completed the developmental coursework required, at which time the college may release you from such coursework. The college is not required to release you from further developmental coursework.

Exemptions from TASP Requirements

You must have TASP or the college alternate assessment (an approved TASP alternate test) scores on file prior to enrolling for college-level courses. If you meet any of the following conditions, you are exempt or waived from the TASP requirements:

- you have at least three hours of college credit prior to Fall 1989;
- you are blind/deaf and have at least three hours of college credit prior to Fall 1995;
- you enroll in certain certificate programs;
- you have a baccalaureate or higher degree;
- you have ACT/SAT or TAAS scores which meet state standards for an exemption;
- you enroll as a transient student from an out-of-state or private institution;
- you are not seeking a degree and are at least 55 years of age;
- you are not seeking a degree and are an international student;
- the Texas Higher Education Coordinating Board has certified you as being dyslexic or having a related disorder or as having a math disorder. If you seek this exemption, you must check with the college TASP Coordinator to ascertain what documentation must be submitted to the Texas Higher Education Coordinating Board as only that agency may grant such an exemption;
- you are an out-of-state student enrolled in official distance education courses;
- you transfer from a private or out-of-state college or university with a transcript showing a grade of "A" or "B" in a course that the DCCCD believes is equivalent to a course on the "B or Better" list (See previous section, *Meeting TASP Requirements*.);
- you are a self-declared casual, enrichment, or non-degree seeking student. You must be tested on TASP, or the college alternate assessment, but you do not have to participate in remediation. You must sign a form, available in the Advising and Counseling Center each semester you are enrolled. You will be restricted from enrolling in certain courses until TASP requirements for such courses have been

met, and you will not be awarded a certificate or degree;

- you are a student who is serving full-time, active duty as a member of the armed forces of the United States. Members of the National Guard or other less-than-full-time military groups will not qualify; or

- you are a student who graduates from a public high school or an accredited private high school in any state with a grade point average of 3.5 or higher on a 4.0 scale or the equivalent and completed the recommended or advanced high school curriculum or an equivalent or similar curriculum at an accredited private high school or at a high school outside of Texas. This exemption is effective only for a student who enrolls in an institution of higher education on or before the second anniversary of the date the student graduated from high school.

All other students are subject to TASP requirements.

When Tests Are Administered

The college alternate assessment and TASP test are offered at the Brookhaven College Testing Center throughout the year at various times. Please contact the Advising and Counseling Center for specific information regarding college alternate assessment and TASP test administration procedures.

Visit the Advising and Counseling Center to pick up your TASP registration bulletin which lists the dates the TASP test is offered by the state. In addition to these dates, Brookhaven College administers the TASP test several times during the semester. This is known as the Quick TASP and is identical to the state-given test. Please check with the Advising and Counseling Center for Quick TASP dates and times. Please note that you may only retake the Quick TASP every 90 days. You *must* sign up for the Quick TASP in the Advising and Counseling Center or register for the state-given TASP by mailing in a TASP registration form available in the Admissions Office, Advising and Counseling Center or the Testing Center. The registration fee for TASP or Quick TASP is \$29. A TASP study guide is available for purchase.

Transferring Assessment Scores

If you take the college's state approved alternate assessment test for TASP, accumulate any collegiate hours, and later transfer to another Texas public college or university, the receiving institution will honor your officially transcribed scores. If you transfer from another Texas public college or university to this college, the college will honor your officially transcribed state-approved TASP alternative assessment scores.

TASP Assistance

The college TASP Coordinators can assist you with information about TASP requirements:

Brookhaven College: Brenda Dalton 972-860-4677

District Office: Velma Hargis 214-860-2406

For additional TASP information, visit the Higher Education Coordinating Board's website at : www.theccb.state.tx.us

And remember, TASP rules are always subject to change. For the latest TASP information, see the college TASP Coordinator.

Money Matters

Tuition

Tuition is the dollar amount a student pays for his or her academic instruction. It is based on credit hours and place of legal residence. Tuition rates are subject to change, without notice, by DCCCD's board of trustees and by the State of Texas.

Reduced-Tuition Program

In Fall 2002 and Spring 2003 semesters, the college is offering reduced tuition for certain afternoon and weekend classes. Classes that qualify for reduced tuition have a lecture start time between 1:30 and 4:15 p.m. Monday-Thursday, and; between 1:30 p.m. Friday and 11 p.m. Sunday. Note: Normal tuition applies to distance learning and off-campus classes, also to winter term, May term, summer term, flex term, and fast track classes (except those fast track classes that occur between the hours of 1:30 p.m. Friday and 11 p.m. Sunday).

Texas residents, who own property subject to ad valorem taxation by the DCCCD, or dependents of such persons, may pay tuition at the rate of residents of Dallas County. If a senior citizen (person 65 years or older) who resides in or owns property subject to ad valorem taxation in Dallas County enrolls in credit courses, DCCCD colleges will waive a maximum of six hours tuition each semester or summer session if space is available.

An individual who has moved to Texas and enrolled before having resided here for 12 months immediately preceding registration, and his or her dependents, may be entitled to pay the tuition required of Texas residents. Such an individual 1) must be an employee of a business or organization that is part of Texas' economic development and diversification program, and 2) must file with the college a letter of intent to establish residency in Texas.

Dallas County Community College District Tuition- All Semesters

credit hours	in-district (in Dallas County)	out-of-district (outside Dallas Cty.)	out-of-state or out-of-country
1	\$26	\$46	\$200
2	52	92	200
3	78	138	228
4	104	184	304
5	130	230	380
6	156	276	456
7	182	322	532
8	208	368	608
9	234	414	684
10	260	460	760
11	286	506	836
12	312	552	912
13	338	598	988
14	364	644	1,064
15	390	690	1,140
16	416	736	1,216
17	442	782	1,292
18	468	828	1,368
19	494	874	1,444
20	520	920	1,520

The chart above reflects regular tuition rates. Students taking courses that are included in the Reduced-Tuition Program will see the reduced price of tuition on their tuition receipts.

For Dallas County residents, full tuition is \$26 per credit hour, \$26 minimum; for Texas residents outside Dallas County, tuition is \$46 per credit hour, \$46 minimum; for out-of-state and out-of-country residents, tuition is \$76 per credit hour, \$200 minimum. Reduced tuition for certain afternoon and weekend classes for Dallas County residents is \$13 per credit hour, \$13 minimum; for Texas residents outside Dallas County, reduced tuition is \$23 per credit hour, \$23 minimum; for out-of-state and out-of-country residents, reduced tuition is \$38 per credit hour, \$100 minimum.



Did you know you can pay your tuition online?
Visit eConnect.dcccd.edu to pay with your VISA, Mastercard,
Discover or American Express cards.

Residency

The residency status of each student is determined during the admissions process, based upon documentary evidence available to make that decision. If the college later determines that a student was not entitled to resident status at the time of his or her registration, the student shall pay the college the amount he or she should have paid as a non-resident. If the student fails to pay as required, he or she is not entitled to receive a transcript or to receive credit for the courses taken while falsely registered as a resident student.

State law requires that students sign an oath of residency. The oath of residency is not and may not be substituted for documentary evidence.

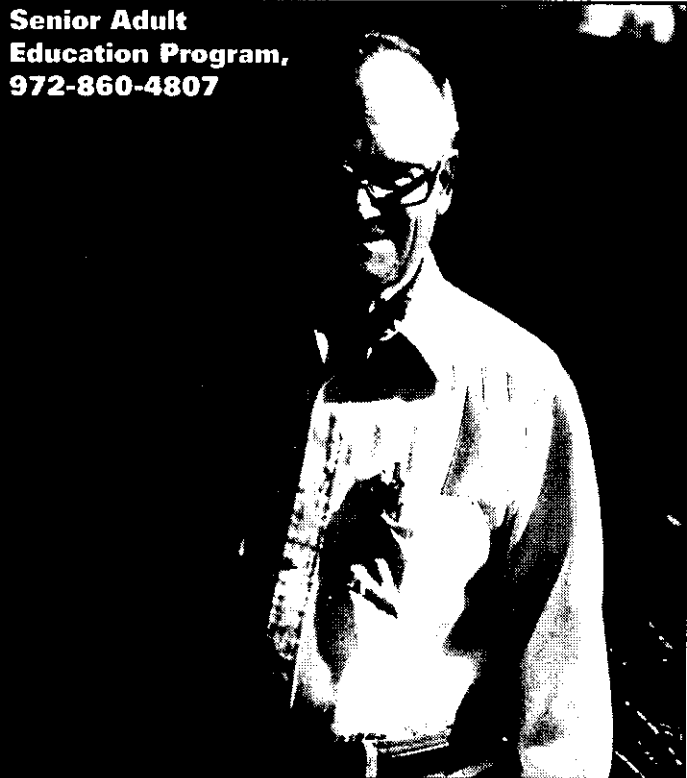
Provided they established legal residence in the state of Texas, the county of residence for a student under 18 years of age is the county in which his or her parents or legal guardian resides. Students who are 18 years of age and older are deemed to be residents of the county in which they reside.

Students less than 18 years of age whose family resides in another state or whose family has not resided in Texas for 12 months immediately preceding the date of registration are classified as out-of-state residents. Students 18 years of age or older who have not been residents of the state 12 months following their 18th birthdays or for the 12 months immediately preceding the date of registration are also classified as out-of-state residents.

A foreign national on any other than a permanent resident visa must pay out-of-country tuition.

The descriptions of residency statuses contained above are generally applicable. The Education Code (Section 54.052), rules of the Texas Higher Education Coordinating Board, and judicial and/or administrative interpretations specifically govern residency status. In the case of conflict between the above-noted descriptions and the latter authorities, the latter shall govern. Questions concerning residency should be directed to the Admissions Office.

**Senior Adult
Education Program,
972-860-4807**



Tuition Installment Pay Plan (TIPP)

Students may elect to pay tuition in installments during the fall and spring semesters. The following conditions apply.

- A nonrefundable, \$15 charge is due when the installment plan is initiated, which must be before the first day of classes.
- Tuition for flexible-entry courses may not be paid in installments unless registered for prior to the official certification date of the term in which the pay plan is initiated.
- Course credit may be denied if payment in full has not been made by the end of the semester.
- A promissory note must be signed when the first payment is made.
- If courses are dropped, the refund (if any) is applied to the balance due.
- If courses are dropped and no refund is due, the balance must still be paid in full.
- A \$10 late charge is applied to a late payment (maximum of \$20 per pay plan).

On your payment due date, 50 percent of your tuition is due. Before the end of the fifth week of courses, 25 percent is due and before the end of the 10th week of courses, 25 percent is due. See the current class schedule for deadlines for signing up for T.I.P.P.

HOPE Scholarship and Lifetime Learning Tax Credits

The Taxpayer Relief Act of 1997 (TRA) provides education tax incentives in the form of the Hope Scholarship Credit and the Lifetime Learning Credit. These benefits allow taxpayers to reduce their federal income tax based upon qualified tuition and fees paid, assuming the taxpayer meets TRA requirements. The Hope Scholarship Credit is for students who are enrolled at least half-time in one of the first two years of post-secondary education and are pursuing an undergraduate degree, certificate or other recognized credential. The Lifetime Learning Credit is offered to encourage people to improve or acquire new job skills. For more information about these education tax incentives, call the Internal Revenue Service at 1-800-TAX-1040 or visit their Web site at www.irs.gov.

For purposes of filing tax returns, 1098-T forms indicating amount of tuition paid and financial aid received during the tax year are mailed to taxpayers by January 31 of each year. There is a telephone number on the form to call if any of the information appears incorrect. Students may view their 1098-T online after January 31 through the web site <http://www.1098t.com>.

Reciprocal Tuition Agreements

Courses in certain associate degree programs offered by Brookhaven College may be taken by Collin and Tarrant County residents at in-county tuition rates. Check with the other DCCCD colleges for a list of reciprocal tuition agreements available for their programs.

Collin County

Automotive Technology

Tarrant County

Automotive Technology—Dealership-sponsored Technician
Electronic Commerce
Visual Communications

Tuition Rebate Program

Students who graduate with a baccalaureate degree from a Texas public university may qualify to receive \$1,000 from the baccalaureate-granting institution if they meet the following criteria:

- must have enrolled in a Texas public institution of higher education in fall 1997 or thereafter;
- must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree;
- must have received a baccalaureate degree from a Texas public university; and
- must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree in the catalog under which graduated. Hours attempted includes transfer credits; course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

The college has academic advisors to help students plan their course of study at the community college to maximize their chances of qualifying for this rebate when they graduate from a university with a baccalaureate degree.

Refund of Tuition

To be considered officially withdrawn from one or more classes and eligible for a refund, a student must have filed the appropriate form with the college within the refund period. Refunds for flexible-entry classes are prorated based on the number of weeks each class spans. Refund periods for fall, spring and summer semesters are the following:

Fall and spring semesters (based on a 16-week semester)

- Prior to the first class day of the semester: 100 percent
- During the first 15 class days of the semester: 70 percent
- During the 16th-20th class days of the semester: 25 percent
- After the 20th class day of the semester: NONE

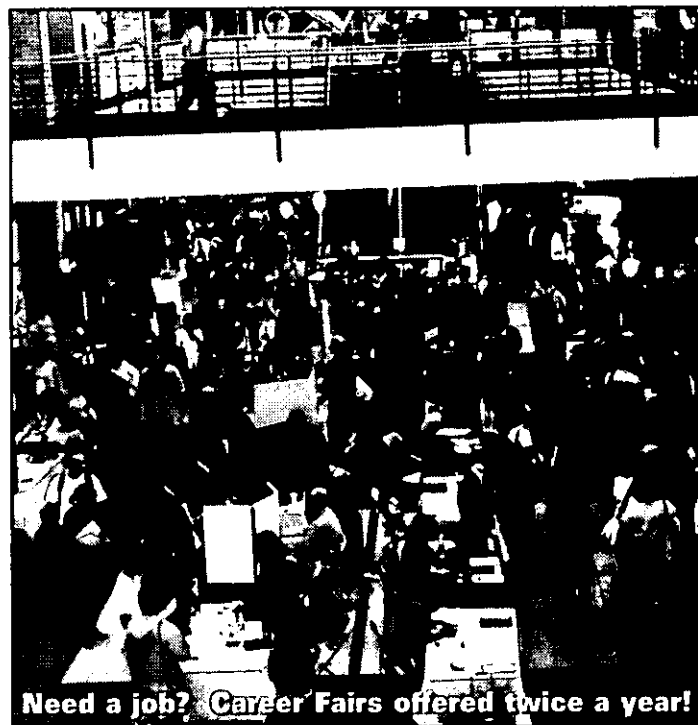
Summer semesters (based on a 5-week semester)

- Prior to the first class day of the semester: 100 percent
- During the first five class days of the semester: 70 percent
- During the sixth class day of the semester: 25 percent
- After the sixth class day of the semester: NONE

The amount of refund may be reduced for federal financial aid recipients who have not completed 60 percent of the enrollment period for which they have received aid. The first class day is the official institutional first day of classes; it may precede a student's actual first day of class. Refunds are based on net charges for classes dropped and added if occurring prior to the date the college must report official enrollment.

Refunds are made to credit cards (if tuition was paid by credit card) or by check mailed to the student's address on file with the college. Refunds are not issued in cash. Tuition paid directly to the college by a sponsor, donor, employer or scholarship is refunded based on the terms stipulated by the funding source. Processing a refund check normally requires a minimum of one month from the date of approval.

A student who wishes to appeal for a greater refund may do so by submitting a petition and explanation of any extenuating circumstances to the college refund petitions committee. If the committee approves the petition, the college will notify the student and issue a refund accordingly.



Need a job? Career Fairs offered twice a year!

Returned Checks

The college notifies students, in writing, to pay the amount of returned checks plus a \$20 service charge, with cash or a cashier's check, within time limits prescribed in the written notification. If for any reason a check for tuition is returned, the college may submit the check to a Justice of the Peace for legal action and collection. The college vice president may implement disciplinary action—the student may be dropped from classes and may be blocked from future enrollment until all accounts are paid.

Additional Charges

Some classes may use facilities or services for which students pay a third party, such as for scuba gear rental or bowling alley admission. The college levies a service charge for administering tests that establish credit-by-exam; the charge may change without prior notice. Out-of-state students who receive all instruction remotely through DCCCD's "Virtual College" pay \$55 per credit hour for distance learning services. (This charge may be adjusted depending on contracted services with distance learning partners.) Graduating students pay for cap and gown rental. The cost for auditing a course is the same as if taking the course for credit.

Financial Aid

The primary goal of financial aid is to assist students who, without such aid, would be unable to attend college. The college Scholarship/Financial Aid Office administers grants, loans, scholarships and part-time employment. To learn more about student financial aid programs, visit www.students.gov (federal Web site), www.collegefortexans.com (state Web site), and www.BrookhavenCollege.edu (college Web site). To reflect changes in students' eligibility and needs and changes in the cost of attendance, applications are required annually. Financial aid is awarded for one academic year at a time.

It is important to read all information carefully to ensure compliance with regulations governing receipt and maintenance of financial aid funds.

Eligibility Requirements for Aid

In general, a student is eligible for financial aid if he or she meets the following requirements:

- be a U.S. citizen or an eligible non-citizen;
- have a demonstrated financial need;
- be making satisfactory academic progress (as defined by the college) in the course of study;
- not be in default on a Federal Perkins Loan, Federal Stafford Loan, or Federal PLUS Loan;
- be enrolled at the college for the purpose of obtaining a degree or certificate;
- have a high school diploma or G.E.D., or meet special ability-to-benefit requirements;
- be registered with the selective service if required to do so; and
- not owe a refund on a Federal Pell Grant or Federal Supplemental Educational Opportunity Grant.

Learn about all kinds of financial aid

- Loans, scholarships and grants
- Need-based and other types of financial aid



Types of Aid Available

Generally, loans must be repaid whereas grants and scholarships do not require repayment. In all cases, students should make themselves completely familiar with the terms and conditions of financial aid they receive.

Federal Pell Grant

Pell Grants are awarded to undergraduate students who have not earned a bachelor's or professional degree. For many students, Pell Grants provide a foundation of financial aid to which other aid may be added. Eligibility requirements include enrollment for at least one credit hour.

Federal Supplemental Educational Opportunity Grant (FSEOG)

The Federal Supplemental Educational Opportunity Grant program is for undergraduates with exceptional financial need—that is, students with the lowest Expected Family Contributions (EFCs) and gives priority to students who receive federal Pell Grants. Eligibility requirements include enrollment for at least three credit hours.

Texas Public Educational Grant (TPEG)

Texas Public Educational Grants are for students enrolled in credit and certain continuing education courses whose educational costs are not met in whole or in part from other sources. TPEGs may be used to assist students who have demonstrable financial need but may be ineligible for other aid programs. Eligibility requirements include enrollment for at least three credit hours.

Toward EXcellence, Access and Success (TEXAS) Grant

TEXAS Grants are for well-prepared, eligible graduates (no earlier than 1998) from public or accredited high schools in Texas. In addition to satisfying general eligibility requirements, recipients of these grants:

- are Texas residents,
- completed the recommended or advanced high school curriculum or its equivalent,
- enroll at least 3/4 time in an undergraduate degree or certificate program,
- receive their first award in this grant program within 16 months of high school graduation, and

- have not been convicted of a felony or a crime involving a controlled substance.

Academic performance and other requirements must be met for students to receive continuing eligibility.

Toward EXcellence, Access and Success (TEXAS) Grant II (TGII)

TGIIs provide aid to financially needy students enrolled in Texas public two-year colleges. In addition to satisfying general eligibility requirements, recipients of these grants:

- are Texas residents,
- if applying for a first-time award, have a family contribution of no more than \$2,000,
- are enrolled at least 1/2 time in an associate's degree or certificate program at a two-year college in Texas,
- have not been granted an associate's or a bachelor's degree, and
- have not been convicted of a felony or a crime involving a controlled substance.

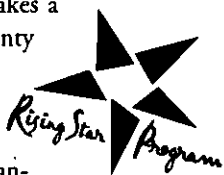
Academic performance and other requirements must be met for students to receive continuing eligibility.

Leveraging Educational Assistance Partnership Program (LEAP, formerly SSIG)

LEAP is a federally funded program that provides grant assistance to financially needy students who are Texas residents and who receive state grant funds. Eligibility requirements include enrollment for at least six credit hours.

Rising Star Program

Each year, the Rising Star Program makes a promise to graduating seniors in Dallas County high schools: If you graduate from high school, demonstrate a modest level of academic potential, and have specific financial need, the DCCCD Foundation, Inc. guarantees you the opportunity to earn an associate's degree or job certification from any of the seven DCCCD colleges. Rising Star scholarships cover all direct costs, up to \$2,200, for tuition, books and other charges associated with enrollment at a DCCCD college. For more information, visit www.dcccd.edu/fdn.



Academic eligibility requirements for Rising Star scholarships are 1) graduation from a Dallas County public high school or Dallas CAN! Academy, and 2) ranking in the top 40 percent of the graduating class OR having at least a "B" average OR passing the TASP test (or DCCCD alternative test) before enrolling in college classes. Financial eligibility is based on number of people in household and annual family income.

Foundation and College Scholarships

Through the generosity of individuals, businesses, foundations, and many community, professional and service organizations, the DCCCD Foundation and colleges have an array of student scholarships. Visit www.dcccd.edu/fdn/scholarships or the college Scholarship/Financial Aid Office to obtain a complete listing and application.

Stafford and PLUS Loans

Stafford Loans to students are either subsidized or unsubsidized. A subsidized loan is awarded on the basis of financial need. The borrower is not charged any interest before beginning repayment or during authorized periods of deferment. The federal government "subsidizes" the interest during these periods.

An unsubsidized loan is not awarded on the basis of need. The borrower is charged interest from the time the loan is disbursed until it is paid in full. If the borrower allows interest to accumulate, it will be capitalized—that is, the interest will be added to the principal amount of the loan and additional interest will be based upon the higher amount. The borrower can receive a subsidized loan and an unsubsidized loan for the same enrollment period.

Students planning to become teachers may be interested in Stafford Loan cancellation for teachers. Borrowers may be able to cancel up to \$5,000 of their Stafford Loans if they are teaching in a low-income school. To qualify, the borrower must work as a full-time teacher for five consecutive years in an elementary or secondary school that has been designated as a "low-income" school. The U.S. Department of Education each year designates low-income elementary and secondary schools, and a list of these schools, by year, is posted on the department's Web site. A full list of qualifying conditions and other information concerning repayment of loans may be found at www.ed.gov or from the college Scholarship/Financial Aid Office.

PLUS loans enable parents with good credit histories to borrow to pay the education expenses of each child who is a dependent undergraduate student enrolled at least half time. The yearly

limit on a PLUS loan is equal to the student's cost of attendance minus any other financial aid he or she receives. Eligibility requirements include enrollment for at least six credit hours.

Emergency Short-term Loans

The college has limited funds available for short-term loans to meet emergency needs of students. Loans are usually limited in amount, bear no interest, and must be repaid within 60 days of the date of the loan or the end of the term, whichever comes first. A late charge of \$10 and collection costs is added for payments made after the due date. To qualify, applicants must be making satisfactory academic progress (as defined by the college) and not have any debts or blocks on their college record.

Tuition Installment Pay Plan

See the "Money Matters" section of this catalog on page 20 for information about paying tuition in installments.

Part-time Employment

The Federal College Work-Study Program (FCWS) provides part-time (not to exceed 18.5 hours per week) employment for eligible students. To be considered, students should indicate their interest in work-study employment on the financial aid application they submit each year.

The college also provides a limited number of part-time employment opportunities for students who do not demonstrate financial need. Brookhaven College's Career Development Center offers resources to help student's find employment off campus.

Tuition Exemptions

The State of Texas offers a number of exemptions for various categories of students. For example, exemptions are available to:

- AFDC students,
- American (other than U.S.) hemisphere students,
- blind or deaf students,
- children of disabled firemen and peace officers,
- children of prisoners of war or persons missing in action,
- early high school graduation students,
- fire fighters enrolled in fire science courses,
- foster care students,
- highest ranking high school graduate,
- ROTC/National Guard students,
- senior citizens, and
- veterans and dependents.

For a full list and the criteria for eligibility, visit the web site at www.collegefortexas.com or contact the Texas Higher Education Coordinating Board at 1-800-242-3062.

Vocational Rehabilitation

The Texas Rehabilitation Commission offers tuition assistance to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students who are not receiving other forms of financial aid. For information, contact the Texas Rehabilitation Commission at 817-467-8400.

American Indian/Native American Students

The Bureau of Indian Affairs offers educational benefits to American Indian/Native American students. For information, contact the Oklahoma Area Education Office at 405-945-6051 or 405-945-6052.

Veterans' Educational Benefits

Brookhaven College assists veterans with completing proper forms and coordinating the certification procedures for monthly benefits administered under the auspices of the U.S. Department of Veterans Affairs (VA). The college veterans' services coordinator in the Admissions Office may also provide information about VA educational benefits and assist with accomplishing enrollment and arranging tutoring services. (The VA Web site is www.va.gov.)

VA regulations are subject to change without notice. Contact the veterans' services coordinator for information about current regulations and procedures. Direct questions about specific financial benefits to the VA Regional Office at 1-800-827-1000.

Under the Hazlewood Act, certain Texas veterans who have exhausted their educational benefits from the VA can attend Texas public colleges and have tuition waived. To be eligible, the student must:

- have been a resident of Texas at the time he or she entered the service,
- have an honorable discharge,
- now be a Texas resident,
- be ineligible for federal financial aid grants, and
- not be in default on any federal educational loans.

Financial Aid Application Process

First, file an application for admission with the college. This is essential. Without an application for admission, the college will not act upon an application for financial aid. See www1.dcccd.edu/stuapp or visit the Admissions Office to obtain a paper form.

Then, as soon as possible, file a Free Application for Federal Student Assistance (FAFSA). See www.fafsa.ed.gov to file electronically, or obtain a paper form from a high school counselor or college Scholarship/Financial Aid Office. (One of the advantages of filing electronically is the U.S. Department of Education offers an automated application services that gives immediate assistance with errors.) Note: Answering "yes" to question 28 on the FAFSA will accomplish Selective Service Registration for those who are required to register.



**Apply for federal
financial aid online!
Visit FAFSA on the web
at www.fafsa.ed.gov.**

Don't forget to apply early!

Processing a FAFSA may be delayed at the U.S. Department of Education for reasons such as the following:

The U.S. Department of Education randomly selects applicants and requires verification of information on the FAFSA. If selected, the applicant must provide additional documents.

The U.S. Department of Education matches data with the Immigration and Naturalization Service (INS). If the match with INS has not confirmed the applicant's noncitizen eligibility, the college must submit a document to INS to complete the confirmation.

The social security number of each applicant is verified by the Social Security Administration (SSA). If the number does not match SSA records, the FAFSA is returned to the applicant unprocessed.

The applicant receives a Student Aid Report (SAR), which he or she should examine immediately for accuracy. Applicants may correct SARs at www.fafsa.ed.gov.

The college has established priority-processing dates for SARS (see table below). SARS received after these dates are acted upon, as funds are available and time permits. Late applicants should be prepared to pay for tuition and books from personal resources.

Priority Processing Dates

SARS received by (date)	For the period of
April 1	The next summer sessions
May 1	The next academic year
October 1	The next spring semester

Continuing students should file a FAFSA as soon as possible after January 1 of each year if they want to receive aid the next academic year.

Class Registration Deadlines

To use a Fall 2002 financial aid award, a student must be registered for classes on or before September 9, 2002. To use a Spring 2003 financial aid award, a student must be registered on or before January 27, 2003. To use a summer 2002 financial aid award, a student must be registered on or before June 6, 2003.

Distance Learning

In most cases, federal and state agencies award financial aid similarly for traditional on-campus and distance education classes. However, students should be careful to adhere to the rules and regulations that apply to distance education where financial aid is concerned. Visit <http://telecollege.dcccd.edu> for more information.

Federal Repayment Dates

Under certain conditions, students will be required to repay a portion of federal aid received. These conditions include:

- students who withdraw from all Fall 2002 courses on or before October 30, 2002,
- students who withdraw from all Spring 2003 courses on or before March 26, 2003, and
- students who withdraw from all Summer 2003 courses on or before June 20, 2003.

Standards for Satisfactory Academic Progress (SAP)

Unless the terms of a particular grant or funding source require otherwise, the college uses standards for satisfactory academic progress (SAP) to determine eligibility for all need-based financial aid. Standards for SAP are the following:

- Each award year, the student must maintain a Cumulative Grade Point Average (CGPA) of 2.0 or higher. A continuing student must have a CGPA of 2.0 on all credit hours earned from colleges before the year for which aid is requested.
- For the fall and spring semesters of each award year, the student must complete a minimum number of credit hours from all hours attempted. Grades of W, WX, E, F and I count as hours attempted but not as hours completed.

Requirements for Hours Completed

Hours Attempted	Hours Required to Complete with a Passing Grade
24 or more	18
18-23	12
12-17	9
6-11	6
5 or less	Must complete all

Students may apply for, and if eligible receive, financial aid for no more than 108 attempted credit hours. Credit hours transferred to the college and developmental credit hours count toward the 108 maximum. To complete an educational program within the 108 hours, students should file a degree plan or establish a transfer plan and enroll in courses that apply to their degree or transfer program.

An otherwise eligible student may receive financial aid for a maximum of 30 attempted credit hours in developmental/remedial course work. Once the 30 credit hour maximum is reached, additional developmental credit hours will not be used to calculate the award amount, but will continue to count toward the 108 maximum.

The college will review academic records in May of each year and determine each student's compliance with SAP. Students who fail to satisfy SAP will be placed on financial aid suspension for the next award year in which they enroll. To regain eligibility, a student must pay the expenses related to enrollment during the next award year and meet standards of SAP. Financial aid will be terminated for students who receive three suspensions for failure to meet standards of SAP.

A student placed on financial aid suspension may petition the college Scholarship/Financial Aid Office to consider mitigating circumstances. The petition must be in writing with supporting documentation regarding the circumstances (for example, medical statements, divorce documents, unemployment letters, etc.). The Scholarship/Financial Aid Office will notify the student of its decision. If the petition is denied, the student may make the same appeal to the executive dean for student support services.

Registration

How to Register

When you are admitted, you will receive notification about when you can register for classes. Class schedules made available each semester and summer session outline the courses that are planned. As students register, some class sections reach capacity, making them unavailable to more students. You may select classes available at the time you register.

Registration for specific courses takes place throughout the academic year. Refer Flexible Entry Courses in this section and/or contact the Admissions Office for additional information.

Follow these steps:

- 1) After receiving notification that your Application for Admission has been accepted, ask the college's Admissions Office staff what assessment steps are required for you.
- 2) Obtain a schedule for the semester or summer session for which you are enrolling. Schedules are available at the college and online.
- 3) Meet with an advisor to determine the courses you wish to take. Refer to Recommended Academic Load in this section.
- 4) Register for classes.

Assessment Procedures

Our assessment services evaluate your readiness for certain college courses and determine whether you are likely to be successful in those courses. The college offers an assessment and advisement program for entering students that is a required part of the enrollment process.

The assessment program is comprised of several parts. You complete a questionnaire that documents information about your career and work plans, previous academic achievement and other relevant information. Your basic skills in reading, writing and mathematics are also assessed; this information may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered at the college. If you have taken TASP, you will also need your TASP scores. *You should have official copies of TASP, ACT, RSAT, or SAT scores and transcripts mailed to the Admissions Office or make them available when you apply for admission. It is your responsibility as a student to have these available when you enroll.*

The assessment program provides you and your academic advisor the information you need to make informed decisions. Information about your skills, abilities, career plans, educational background, life experiences and motivation is important in helping you make selections from the many educational options available. The college reserves the right to insist that you enroll in the appropriate remediation if your assessment results indicate a need for improving skills in reading, writing and/or mathematics.

Details of assessment and advisement procedures are available through the college Advising and Counseling Center or in the College Class Schedule, published each semester.

If you are not exempt from TASP, you must take the TASP (Texas Academic Skills Program) or the college alternative assess-

ment prior to enrolling in any college-level course work. If you fail either the reading, writing, or mathematics section of the TASP or alternative assessment, you are mandated by state law to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See Texas Academic Skills Program (TASP).

Advising and Counseling Services

The college offers valuable resources in the Advising and Counseling Center to help you plan each semester of study.

Our academic advisors can assist you in selecting courses of study, determining transferability of courses and choosing or changing careers. Advising staff provides academic advisement to develop and clarify educational plans and help you make appropriate course choices.

Career counselors can help you explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities.

A professional counselor can help you with gaining independence, and confronting problems of daily living. Some of the services include confidential counseling sessions to assist you in managing the academic environment and dealing with issues that may hinder success; small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand; and crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Among the Advising and Counseling Center's resources are computerized transfer guides, a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information.

You can also take advantage of several computer resources to help you clarify goals, identify career and occupational interests, and research information about senior institutions.

The college also plans events especially for students who plan to transfer. These activities include College Days (where officials from senior institutions visit on campus to talk directly with you), special transfer workshops and seminars, and events designed to assist students in making career decisions. Many other materials are available to help you if you plan to transfer, including Transfer Guides and Course-by-Course Equivalency Guides.



Flexible Entry Courses

In keeping with its commitment to meet individual educational needs, the college offers flexible entry courses. These courses are often self-paced, allowing you to work at your own speed. You should be aware of the time specified by the college that course requirements need to be completed. You should check with the Admissions Office to determine times for registration in these courses. You must obtain approval to enroll in these courses.

Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. You must receive permission from the appropriate college official to carry a heavier load. If you are employed and carrying a full load (12 credit hours or more), it is recommended that you not work more than 20 hours per week. If you work more than 20 hours, you should consider reducing your academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. For shortened terms, you may not enroll for more credit hours than the total number of weeks the class meets; i.e. for a three-week term, you may register for no more than three credit hours. Contact your college advisor for specific information.

Change of Schedule

You should pay close attention to the days and meeting times for your classes. If you must request a class change, contact the Admissions Office during the time specified in the current Class Schedule. No change is complete until it has been appropriately processed through the registration system.

Classification of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

A student carrying fewer than 12 credit hours in a fall or spring semester.

Full-time:

A student carrying 12 or more credit hours in a fall or spring semester.

Distance Learning

Brookhaven College Distance Learning

Mission Statement

The mission of Brookhaven College's Distance-Learning Program is to provide alternative modes of effective instruction that students may access electronically.

General Information

Since 1972, the colleges of the DCCCD have offered distance learning courses and programs. Over the years, these programs have evolved to embrace emerging technologies and expanded to meet increasing student demand. About 14,000 students enroll in distance education courses in the colleges of the DCCCD each year.

Making distance learning options convenient and accessible to students is part of the college mission. In a rapidly changing local, national and world community, the college is committed to delivering flexible, accessible, affordable and quality-driven education.

Distance learning is a collaborative effort of all seven of the DCCCD colleges. The program draws its strength from its faculty and the breadth of courses – from technical to baccalaureate-transfer classes – offered by the college. Faculty teach distance learning through the R. Jan LeCroy Center for Educational Telecommunications and through the colleges. Faculty ensures the continued success of distance learning courses by facilitating vigorous student interaction via multiple technologies.

Distance Learning Formats

The college offers distance learning courses in several formats. Each format requires a unique set of technologies essential to successful course completion.

Telecourse

A telecourse allows you to work and learn independently and may include campus-based requirements such as orientations, testing, and review sessions. The course includes a pre-produced video series with print materials. Class interaction is offered via the telephone, fax and mail. You are required to have access to local cable, KDTN public television, or a VHS format videocassette player.

Online Course

An online course is delivered using only computers and computer peripherals. You are required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The course may include college-based requirements including orientations, testing and review sessions.

Telecourse Plus Course

The Telecourse Plus format incorporates the use of video and the online classroom. The course includes a pre-produced video series with print materials. You are required to have access to local cable, KDTN public television, or a VHS-format videocassette player. You are also required to have reliable Internet access and the latest version of an Internet browser software. The online classroom is used to deliver instruction, facilitate interactions among faculty and students, and more. The courses may include campus-based requirements including orientations, testing and review sessions.

Live-Interactive Television Course

A live-interactive television course uses one-way video and two-way audio. You must have access to a participating cable television system. Students may interact with the faculty by telephone, placing a call to a voice bridge system. The course may include college-based requirements including orientations, testing and review sessions.

College-Based Distance Learning

The college offers a growing number of distance learning courses and programs each year. As the college identifies student demand for distance learning instruction in specific programs and courses, the college, through its appropriate instructional division, begins the process of adding the distance delivery option for a specific program or course.

A college-based distance learning course has more than 50 percent of the instructional contact hours delivered at a distance, with occasional on campus instructional requirements. Most student services are delivered on campus.

College-based distance learning courses are offered using one or more of the distance learning delivery formats detailed previously. For a complete listing of college-based distance learning courses offered district-wide by all of the DCCCD colleges, refer to the distance learning pages printed in the college's schedule of classes. A college-based distance learning class schedule is also available on the web at <http://telecollege.dcccd.edu>, click on Class Schedules.

Student Services

Student Programs and Resources

Recent research in higher education indicates that for many students involvement is an important contributor to academic success. That's why the college plans activities to encourage your involvement in college life.

SPAR staff plans and presents a variety of programs and activities for students and the surrounding community. These programs may include lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide you with valuable educational experiences. Leadership conferences, retreats, diversity training, and service learning programs offer you opportunities to develop skills that enrich your quality of life.

The institution invites you to take an active role in your college experience. You have many opportunities to become involved in the decision-making processes for the college. You may want to join a student club, participate in student government/ambassador activities, or serve on one of several committees engaging in real decision making for the college. You may be able to become involved regularly in decisions regarding:

- improvements for an aspect of the college (facilities, services provided, instruction, etc.);
- programming speakers and special events offered to the student body;
- student disciplinary hearings;
- conducting (or completing) surveys and questionnaires designed to gather information about your college experiences; and/or
- the selection process of new college administrators.

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources (SPAR) Office. The development of student organizations is determined by student interest. Categories of organizations include:

- co-curricular organizations pertinent to the college's educational goals and purpose;
- social organizations to provide an opportunity for you to make friends and establish a sense of community with fellow students;
- service organizations to promote your involvement in the community; and
- pre-professional and academic organizations to contribute to your career development.

Testing Center

The Testing Center offers a variety of testing services that meet the expressed needs of students, staff and the community. Testing Centers provide these services:

- academic testing (instructors' tests, make-up exams, self-paced exams and distance education testing)
- assessment testing (approved alternate TASP testing that meets both TASP and placement requirements)

- standardized exams (national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.), and

- psychometric Testing (assessment of personality, vocational interests, aptitude, etc.); you must be referred by a counselor or appropriate faculty member for psychometric testing.

Before taking a test in the Testing Center, you must provide photo identification. Student ID cards may be obtained in the SPAR Office. There is a charge for some test services. For additional information, please contact the college Testing Center.

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action. See the Student Code of Conduct.

Career Planning and Job Placement Services

The college provides career planning and job placement services free of charge to students, alumni, former students and those in the process of enrolling. The Brookhaven College Career Development Center provides opportunities for you to learn job search skills, such as how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job. In addition, the college offers services such as career testing and computerized career guidance programs to assist you with choosing a college major and making career decisions.

Job listing services are provided at the college, and it participates in an Internet-based job listing service that contains full- and part-time opportunities in the Metroplex. The Career Development Center strictly adheres to EEO guidelines. Employers posting job openings with the college Job Placement Services must be EEO employers. All services are free of charge to students.

Special/Disability Services Office

The Special Services Office offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit your individual needs and may include sign language interpreting, note-taking, tutoring, mobility assistance, reading/audio taping, and loan of specialized equipment such as audio tape recorders, talking calculators, raised-line drawing kits, and large print materials. Academic and career advisement services, testing accommodations, registration assistance, and extensive information and referral services are also available.

If you are a student with disabilities and/or special needs, and you wish to request accommodations, you are responsible for documenting your needs and initiating a request at the Special Services Office, *preferably one month prior to registration*. Orientation and registration information will be provided.

Students with disabilities attending the college have a right to appeal decisions concerning physical and academic accommodations by submitting a written petition to the Associate Dean for Exemplary Programs, Brookhaven College's Americans with Disabilities Act (ADA) Compliance Officer.

For additional information, contact the Special Services Office at the college.

Health Services and Insurance

The Health Center is a multi-purpose facility that promotes health, wellness, and preventive care for the college community. Registered nurses coordinate and provide the health services, that include:

- first aid for accident, injury or illness;
- health information and brochures;
- some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids;
- referral information for community health services;
- selected health education and screening programs;
- confidential health counseling; and
- a rest area.

Health services are available to current students and staff. You do not need to be sick to come to the Health Center. Health questions and concerns are welcome. Students with chronic health problems should visit the Health Center to discuss any special concerns with the nurse before attending classes or whenever problems arise. No information about your health will be released without your written permission unless it is required by law.

We recommend that all prospective students have adequate immunization for bacterial meningitis, diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis (See the *Texas Department of Health's Recommended Adult Immunization Schedule* on page 188.)

Optional student health insurance, with optional coverage for spouse and children, is available through outside vendors. These limited coverage policies are administered by an insurance company at a cost outlined by the insurance company.

Housing

The college does not operate dormitories of any kind nor maintain listings of available housing for students. If you do not reside in the area, you must make your own arrangements for housing.

Library

The college library orients students to the information environment. The staff introduces the tools needed to navigate an increasingly complex world of information resources. Through orientation and research classes, the library provides information skills to help you achieve your academic goals.

The college library has an information center where you can receive assistance in using print and non-print materials, electronic full-text resources, the Internet and database services to supplement classroom and distance learning. Electronic resources are available to you both on-campus and off-campus. The library has a growing collection of books and journals on a variety of subject areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections available of career materials, pamphlets, newspapers, popular magazines and technical periodicals.

Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films, digital videodisks and electronic books. Willful damage to library materials (or property) or actions disturbing other library users may lead to your losing library privileges. Damage cases are referred to the appropriate

authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript may be issued until your library record is cleared.

College Police Department

Campus safety is provided within the framework of state law to protect and police buildings and grounds. All state laws apply to the college community. College Police Department officers are licensed Peace Officers of the State of Texas; they are specifically trained and educated to protect life and both college and personal property. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and college policies, including the Student Code of Conduct.

The college complies with the provisions of the *Campus Security Act of 1990*, Public Law 101-542. Copies of the document for are available upon request through the Brookhaven College Police Department.

Tutoring Services

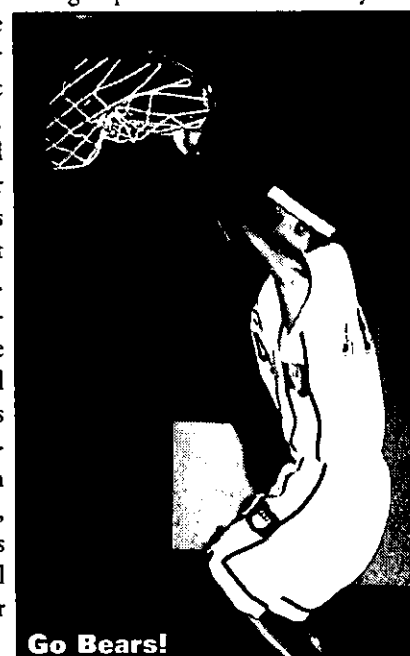
The college may provide individual and small group tutoring as an academic support service for students needing extra help with coursework and/or study skills. Visit the Special Services Office early in the semester to request these services.

Athletics

Intercollegiate Athletics

The intercollegiate athletic program provides student athletes opportunities to compete in sports in an educational environment. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportsmanship and team commitment.

The athletic program strives to bring together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for women and men meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association (NJCAA). Most teams are associated with the NJCAA, and our conference champions compete at regional, district and national tournaments. Brookhaven College's athletic programs include men's baseball, basketball and soccer and women's softball, volleyball and soccer. For more information regarding eligibility, rules, standards, and sports offered contact the school Athletic Department or Physical Education Office.



Policies

Equal Educational And Employment Opportunity Policy

Brookhaven College is committed to providing equal educational and employment opportunity regardless of sex, race, color, religion, age, national origin or disability. The college provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the college are used to handle student grievances. When you believe a condition of the college is unfair or discriminatory, you can appeal to the administrator in charge of that area. Appeals to a higher administrative authority are considered on the merits of the case.

Family Educational Rights and Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the college may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received.

Students may request that all or any part of the directory information be withheld from the public by giving written notice to the Registrar's Office during the first 12 class days of a fall or spring semester or the first four class days of a summer session. If no request is filed, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

Student Consumer Information Services

Pursuant to the Educational Amendment of 1980, Public Law 96-374, the college provides all students with information about its academic programs and financial aid available to students.

Student Right to Know Act

Under the terms of the Student Right to Know Act, the college maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. College crime statistics may be obtained from college Police Department or at www.BrookhavenCollege.edu. (Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.)

Equity in Athletics Disclosure Act

All coeducational institutions of higher education that participate in any Federal student financial aid program and have intercollegiate programs must provide information concerning their intercollegiate athletics programs under the Equity in Athletics Disclosure Act of 1994, Section 360B of Public Law 103-382. This Act and accompanying federal regulations requires that intercollegiate athletics information be made available for inspections by students, prospective students and the public. The college web site or Physical Education Office can provide this information.

Drug-Free Schools and Communities Act

To satisfy the requirements of the "Drug Free Schools and Communities Act," the colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. The college prohibits the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Advising and Counseling Center, Health Center, and location Human Resources Office.

Standard of Conduct

As a college student, you are considered a responsible adult. Your enrollment indicates acceptance of the Student Code of Conduct published on page 176 in this catalog.

If you are unable to complete the course (or courses) for which you have registered, it is your responsibility to withdraw formally from the course (or courses). Failure to do so will result in your receiving a performance grade, usually an "F."



Brookhaven College's music students have many opportunities to perform at concerts, recitals and college events.

Academic Information

Degree Requirements

The college confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Applied Sciences Degree, the Associate of College/University Transfer Degree, and Certificates to students who have completed all requirements for graduation.

If you are seeking a certificate or associate degree, you must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. If you fail to submit official transcripts from other institutions you have attended, you will not receive a degree or certificate.

If you enroll in a college of the DCCCD Fall 1989 or thereafter, you must successfully complete all sections of the TASP test (Texas Academic Skills Program) before a degree can be awarded. See *TASP & Alternative Assessment*.

To qualify for a second degree or certificate, you must fulfill the residence requirement and must complete all required courses in the plan for the second degree or certificate.

Associate in Arts and Associate in Sciences Degrees

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the college Advising and Counseling Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the core curriculum are assured that the core will transfer to any Texas public college or university; in such instances, the core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students are encouraged to complete the entire core within the college. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

Students transferring from another Texas public college or university who have completed that institution's core requirements are assured that this college will accept the completion of that core in lieu of its own toward the requirements for the Associate in Arts or the Associate in Sciences degree.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170.

In order to receive either of these degrees, students should complete the college's 48-hour core curriculum and 13 additional elective hours. Students should look and follow the degree outline for those degree requirements.

At the completion of these requirements students may select the title of their degree, either their Associate in Arts or the

Associate in Sciences. These 61 hours may be completed at any college of the DCCCD and must include all the courses listed on the degree outline.

Associate in Arts/

Associate in Sciences Field of Study Degrees

The Texas Higher Education Coordinating Board has created degrees called Field of Study Degrees. These degrees are designed to transfer in a specific major to any Texas public college or university. Students who complete these degrees are guaranteed that all courses completed with a grade of C or better will transfer and count toward that specific major at all Texas public colleges and universities. At the time of printing of this catalog, Field of Study Degrees exist for the following majors: Business, two areas for teacher preparation leading to certification (Pre-K through Grade 4 and Grade 4 through Grade 8), and Music. As additional Field of Study Degrees are approved, they will appear on the college web page.

Associate in Arts/

Associate in Sciences "Emphasis" Degrees

In addition, the college offers a number of "emphasis" degrees in specific majors. An "emphasis" degree is one designed by the college. It includes the core curriculum required in all degrees plus courses within the student's desired major. Students pursuing an "emphasis" degree should work closely with an advisor to ensure all courses will transfer and count toward the major at the selected institution to which the student plans to transfer. An "Articulated Emphasis" degree is one that will transfer to specified universities.

You must earn at least 25 percent of the credit hours required for graduation through instruction (not credit-by-examination) by the college of the DCCCD granting the degree. The degree must be awarded by a college that offers the program in which you majored. The registrar must approve correspondence work for graduation credit. If you qualify for a degree from more than one college of the DCCCD, you must indicate which college is to award the degree.

Associate in College/University Transfer Degree

A student transferring to a private or out of state college or university may earn an Associate in College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the Associate in Arts or Associate in Sciences Degree that fall within the student's transfer plan. Students must have completed a minimum of 61 credit hours; earned a grade of "C" or better in English 1301, the selected college-level math course, and speech (if required); a grade point average of at least "C" (2.00) based upon GPA (2); and have met all TASP requirements (if students are not TASP Exempt) to receive this degree. These 61 hours may be earned at any college of the DCCCD and must include:

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours)
- A college level math course numbered 1000 or above (consult your advisor for appropriate course selection)

- A speech communications course (three credit hours), IF a speech course is required.

The remaining hours will be comprised of courses equivalent to those designated by the student's selected transfer institution as being applicable to the baccalaureate degree being sought. In no case will course prerequisites be waived. Students who qualify for an Associate in Arts or the Associate in Sciences degree will be granted that degree rather than the Associate in College/University Transfer degree. Students who qualify for the Associate in Arts or the Associate in Sciences degree are not eligible for the Associate in College/University Transfer degree.

Students who wish to transfer to another Texas public college or university should follow the Associate in Arts / Associate in Sciences degree because that degree pattern includes the 48 credit hour core requirements. Other Texas public colleges and universities must accept the core requirements in place of their own core requirements.

Receiving institutions have a right to determine if they will accept grades of "D" as meeting the core requirements. Students wishing to transfer are encouraged to make a grade of no less than "C" in any core course.



**Get more with the
Core! Brookhaven
College's Core
Curriculum is guaranteed to
transfer to any public college
or university in Texas.**

Associate in Applied Sciences Degree

This degree is designed to teach specific career/technical skills. The requirements for each major in the Associate in Applied Sciences Degree are clearly shown in the curriculum patterns in this catalog. Students seeking such a degree should become familiar with the specific required courses in the appropriate curriculum pattern.

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 or English 1302 [whichever is required], Speech Communication 1311, and in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate in Applied Sciences Degree. These 60 hours must include the following general education requirements:

- English 1301 or English 1302 (3 credit hours): *A core course requirement; a grade of "C" or better must be earned.*

- Speech Communication 1311 (3 credit hours): *A core course requirement; a grade of "C" or better must be earned.*

If the degree plan requires Math 1314 or higher, a grade of "C" or better must be earned. (Please note that courses which have as their prefix something other than Math will not meet this requirement.) Should the degree plan not include Math 1314 or higher, then a grade of "C" or higher must be earned in the required Science (Biology, Chemistry, Geology, Physics) course.

Unless specified courses are named within their degree plans, the following list of courses will count toward the requirements in Humanities/Fine Arts, Social/Behavior Sciences, and Science/Natural Sciences.

- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, American Sign Language

Program, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370 OR 2371, Foreign Language, Humanities, Music, Philosophy, Photography, or Religion. Exceptions that will not count are courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

- Three credit hours from a Social/Behavioral Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Anthropology, Economics, Geography, Government, History, Human Development numbered greater than 1000, Psychology, or Sociology.

- Three credit hours from a Science/Natural Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Biology, Chemistry, Ecology, Geology, or Physics.

Specific degree plans for each technical/occupational/workforce development program can be found in this catalog.

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in

which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Career and Technical Programs for a more detailed explanation. The GPA for an Associate in Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

Certificate Program Requirements

Certificate Programs are part of the Career and Technical Program offerings. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses required in the certificate program will be used in calculating the GPA to determine eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program requirements. If you attempt other coursework, your TASP-waived status will end and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization. See *Career and Technical Programs*.

Transfer Students

Core Curriculum

Every Texas public college and university is required by Texas law to have a core curriculum that, if completed at one institution, will transfer and take the place of the core at the receiving institu-

tion. Therefore, if your plans include transferring to a Texas public university, it is to your distinct advantage to complete the core at this college since the core will transfer as a block of credit to the receiving university. In addition, the core is the very basis of the Associate in Arts or Associate in Sciences degrees. If you complete the core of 48 hours, you need only an additional 13 hours in order to receive a degree.

If you take some of the college's core but do not complete it, you are assured that core courses will transfer and apply to the receiving institution's core IF that institution also requires the same course(s) within its core. Most universities will not accept a grade of D in transfer as meeting core requirements. In addition, you should take care in the selection of math and science courses to ensure they are applicable to the major you wish to pursue.

The core curriculum is predicated on the judgment that series of basic intellectual competencies—reading, writing, speaking, listening, critical thinking, and computer literacy—are essential to the learning process in any discipline. Although students can be expected to come to college with some experience in exercising these competencies, they often need further instruction and practice to meet college standards and, later, to succeed in both their major field of academic study and their chosen career or profession. Therefore, the following six intellectual competencies can be found throughout the college core:

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

• **WRITING:** Competency in writing is the ability to produce clear, correct, and coherent prose adapted to purpose, occasion, and audience. Although correct grammar, spelling, and punctuation are each essential in any composition, they do not automatically ensure that the composition itself makes sense or that the writer has much of anything to say. Students need to be familiar with the writing process including how to discover a topic and how to develop and organize it, how to phrase it effectively for their audience. These abilities can be acquired only through practice and reflection.

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

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

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

• **COMPUTER LITERACY:** Computer Literacy at the college level means the ability to use computer-based technology in communicating, solving problems, and acquiring information.

Core-educated students should have an understanding of the limits, problems, and possibilities associated with the use of technology, and should have the tools necessary to evaluate and learn new technologies as they become available.

The core curriculum includes courses that satisfy specific exemplary educational objectives.

COMPONENT AREA OF COMMUNICATION

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

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

The following courses include the above objectives in the college core: English 1301, English 1302, Speech 1311 or any Foreign Language course 1311 or higher (NOTE: Students seeking an Associate in Arts or Associate in Sciences must select Speech 1311.)

COMPONENT AREA OF MATHEMATICS

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

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

The following math courses include the above exemplary educational objectives: Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, or 2442 or higher level math.

COMPONENT AREA OF NATURAL SCIENCES

The objective of the study of a natural sciences component of a core curriculum is to enable the student to understand, construct, and evaluate relationships in the natural sciences, and to enable the student to understand the bases for building and testing theories. The exemplary educational objectives are:

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

The following science courses include the above exemplary educational objectives: Biology 1406, 1407, 1408, 1409, Chemistry 1405, 1407, 1411, 1412, Geology 1401, 1403, 1404, 1445, Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, and 2426.

COMPONENT AREA OF HUMANITIES AND VISUAL AND PERFORMING ARTS

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

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

The following humanities and visual performing arts courses include the above exemplary educational objectives: Arts 1301, 1303, 1304, Dance 2303, Drama 1310, 2366, Humanities 1301, Music 1306, 1308, 1309, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, Cultural Studies 2370, History 2321, 2322, 2380, 2381, Philosophy 1301, 2306, 2307, 2316, 2317, and Religion 1304.

COMPONENT AREA OF SOCIAL AND BEHAVIORAL SCIENCES

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

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

The following social and behavioral science courses include the above exemplary educational objectives: History 1301, 1302, Government 2301, 2302, Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, Psychology 2301, 2314, 2316, Sociology 1301, 1306, and 2319.

The Core Curriculum of 48 credit hours is composed of the following courses:

COMMUNICATIONS – 9 credit hours

(Select *each* of the following)

- English 1301: A grade of “C” or better must be earned.
 - English 1302
 - Speech 1311* or any Foreign Language Course 1311 or higher
- *Students must select Speech 1311 if seeking an AA or AS degree. *You must earn a grade of “C” or better if you select Speech 1311.*

MATHEMATICS – 3 credit hours

(Select *one* from the following)

- Math 1314, 1324, 1332, 1333, 1348, 1414, 2342, 2412, 2442, or higher level. A grade of “C” or better must be earned in the selected college-level math course.

LAB SCIENCES – 8 credit hours

(Select *two* from the following)

- Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426.

Students *may not* use the following combinations to meet this requirement:

- Biology 1406 and 1408;
- Chemistry 1405 and 1411;
- Physics 1401 and 1405;
- Physics 1401 and 2425; or
- Physics 1405 and 2425.

SOCIAL/BEHAVIORAL SCIENCES –

15 credit hours

(Select *each* of the following)

- History 1301, 1302
- Government 2301, 2302

(Select *one* from the following)

- Anthropology 2346, 2351, Economics 1303, 2301, 2302, 2311, • Psychology 2301, 2314, 2316, Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS – 9 credit hours

(Select *one* from each of the three groupings)

Category I

- Arts 1301, 1303, 1304
- Dance 2303
- Drama 1310, 2366
- Humanities 1301
- Music 1306, 1308, 1309

Category II

- English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III

- Cultural Studies 2370
- History 2321, 2322, 2380, 2381
- Philosophy 1301, 2306, 2307, 2316, 2317
- Religion 1304

OTHER – 4 credit hours

(Select *each* of the following)

- Physical Education 1164 and
- Computer Science 1300 or higher level COSC course.

Academic Transfer Programs

The college offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In addition to offering a strong, creative foundation for the freshman and sophomore years, the academic transfer curriculum is coordinated with a number of Texas four-year institutions to ensure the transfer of credits. Although each four-year school is different, you may guarantee the transferability of your courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at the college, you may ensure that the transfer process is a positive experience.

Another means of ensuring success in transferring to a Texas public college or university is to complete the core curriculum at this college since the entire core will transfer as a block of 48 credits. In addition, if you complete a Field of Study Associate in

Arts/Associate in Sciences, the curriculum is guaranteed to transfer and count toward the specific major at all Texas public institutions.

Earning an Associate Degree Prior to Transferring

You may elect to earn a two-year associate degree. The Associate in Arts and the Associate in Sciences degrees are designed specifically for those students who plan to transfer to a Texas four-year institution. Both of these degrees are built upon the college's core curriculum. The flexibility of these degree programs also allows you to complete many of the introductory courses specifically related to your major field of study. You should also keep in mind the Associate in Arts/Associate in Sciences Field of Study degrees in business, music, and the two programs in teacher preparation. The entire curriculum of the Field of Study degrees will transfer to all Texas public colleges and universities. In addition, the college offers “emphasis” degrees that feature “majors” that are

recommended to students transferring in a specific discipline. All these degree patterns are shown elsewhere in this catalog.

The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses that will apply toward a specific major at a specific university. Additional information about this degree can be found in this catalog or online: www.dcccd.edu.

Guarantee for Transfer Credit- See page 47.

Transfer Dispute Resolution

The Texas Higher Education Coordinating Board (THECB) intends that approved academic coursework transfer between Texas public institutions, providing that the course(s) are within approved transfer curriculum of the declared major field and provided that published transfer policies are met. Texas public institutions are required to notify students if approved academic coursework earned at another institution will not transfer.

If you transfer to a college of the DCCCD, you can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. To dispute a transfer decision made by the college, you should contact the District Office of Articulation and Transfer Services to appeal the denial of transfer credit for any approved academic course. Call 214-860-2453 or 2185.

If an academic course is not accepted in transfer by another Texas public college or university, you can request that the college submit a Transfer Dispute Form to the receiving institution. Forms are available through the District Office of Academic and Student Programs. The form must be completed within 15 days from the date you are notified of the non-transfer. If the college cannot identify an appropriate reason for the course not transferring, the form will be forwarded to the receiving institution and/or to the THECB for resolution.

Choosing a Major and Developing an Educational Plan

You may be entering college with a clear idea of what major you will choose and which senior institution you plan to attend. But, if you are like many students, you may not know where you will transfer or what your major will be.

If you are undecided about a major at the university, you may decide to take courses in the core curriculum as these will transfer to all Texas public universities. During the first semester, you should investigate your interests. By the second or third semester, you should begin to develop a clear sense of which senior institution you will attend and the requirements for your chosen degree program. Working closely with an advisor, and using current infor-

mation from four-year institutions, you should follow the Associate in Arts / Associate in Sciences Degree plan because many of the required courses are often required at four-year institutions.

The advising personnel at the college can help you develop a degree plan for almost any major. Listed below are some of the four-year majors you can begin at Brookhaven College:

Accounting	Marine Biology
Advertising	Marketing
Agriculture	Mathematics
American Studies	Medical Technology
Anthropology	*Medicine
Architecture	Meteorology
Art	Microbiology
Biological Science	Music
Botany	Music Education
Business Administration	Nursing
Chemistry	Occupational Therapy
Computer Science	Oceanography
Dance	Optometry
Dental Hygiene	Pharmacy
*Dentistry	Philosophy
Dietetics	Photojournalism
Drama	Physical Education
Economics	Physical Science
Engineering	Physical Therapy
English	Physics
Entomology	Political Science
Finance	Psychology
Fine Arts	Public Relations
Foreign Languages	Radio/TV/Film
Forestry	Recreation
Geography	Social Work
Geology	Sociology
Health Sciences	Speech Communication
History	Speech Pathology
Industrial Arts	Teacher Preparation
Interior Design	Telecommunications
Journalism	Theatre
*Law	*Veterinary Medicine
Legal Science	Wildlife Management
Liberal Arts	Zoology
Life Sciences	
Management	

*These fields require study beyond the bachelor's degree.

College Resources for Transfer Students

The college offers many resources designed specifically for those students planning to transfer to a university. You should take advantage of these resources early in your college experience, particularly if you have not chosen a major or have not selected a university. Many of the resources can assist you in making informed decisions when selecting courses, choosing a transfer institution, and completing all of the necessary steps in the transfer process.

Many resources are available online for future transfer students. On the Transfer Information and Services web page, www.dcccd.edu/trans/transfer.htm, you will find:

- tips on how to transfer successfully,
- answers to "most commonly asked" transfer questions,



It is your responsibility to know any specific requirement of the college or university to which you wish to transfer. Make sure you know course requirements, number of credit hours accepted and grade requirements.

- transfer guides for specific majors at approximately 30 Texas universities,
- course-by-course equivalencies for college courses at Texas universities,
- details on the Transfer Guarantee Program and the Associate in College University Transfer Degree,
- educational resources for students and advisors, and
- DCCCD/university articulation agreements.

Transfer Guides

Transfer Guides offer a listing of courses, by course numbers, necessary for a number of majors at many institutions throughout Texas. Transfer Guides may be available for the following majors:

Accounting	Kinesiology (Exercise and Sports Science)
Advertising Art	Legal Science
Aerospace Engineering	Management
Agriculture	Marketing
Architecture	Mathematics
Art	Medical Technology
Biology	Music
Business Administration	Music Education
Chemical Engineering	Nursing
Chemistry	Occupational Therapy
Civil Engineering	Pharmacy
Computer Science	Photojournalism
Criminal Justice	Physical Education
Dental Hygiene	Physical Therapy
E-commerce	Physician Assistant
Economics	Physics
Electrical Engineering	Political Science
English	Pre-Law
Exercise and Sports Studies	Pre-Medicine
Fashion Design	Pre-Veterinary Medicine
Fashion Merchandising	Psychology
Finance	Radio/TV/Film
Foreign Languages	Social Work
Geography	Sociology
Geology	Speech
History	Speech Pathology/Audiology
Motel & Restaurant Management	Teacher Preparation
Industrial Engineering	Theatre
Interior Design	Undecided

Although officials at the various universities have reviewed the information in these guides, the content is subject to change. It is your responsibility to verify the accuracy of this information with the institution of your choice. Counselors and academic advisors can also assist you in preparing for majors other than those listed above.

Course-by-Course Equivalency Guides

Equivalency Guides offer a listing of how every course transfers to each specific senior institution. This information can be helpful to you if you have selected a senior institution but have not chosen a major yet. You should note that the transfer equivalencies shown on these guides offer information on how, or if, courses are

generally accepted by the senior institution, and do not indicate how these courses will apply toward a particular major or degree program. An advisor can assist you in determining whether courses apply to a particular major.

Common Course Numbering System

To help meet your transfer needs, the college is a member of the Texas Common Course Numbering System Consortium. All Texas community/junior colleges participate in this system. Most universities are cooperating with this new numbering system indicating courses equivalent to the common course system.

Colleges teach courses similar in nature, and these courses have been designated by a common number. The common number facilitates the transfer of these courses between and among the participating institutions. Further in this catalog you will find course descriptions for every course offered in the college. Course descriptions will indicate if a course has been assigned a common course number. You should not assume that only courses with common course numbers will transfer.

Choosing a Catalog Year

The college catalog has a "life" of five years. This means that from the time you enter the college until you graduate, you may elect to utilize the requirements of any catalog during that 5-year period. If you plan to transfer, you should keep a copy of the catalog of the year in which you entered, the catalog of the university to which you wish to transfer, and the transfer guide valid at the time you enrolled at the college. You may wish to maintain a copy of all course syllabi, particularly if you plan to transfer to either a private university or one located out of state.

Other Things to Consider

During the time you are enrolled in the college, you should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and you should be certain you understand all of the requirements for admission, such as:

- application deadlines,
- minimum grade-point average requirements,
- limits on the number of credit hours that are acceptable in transfer,
- policies regarding acceptance of repeated courses,
- housing information, and
- financial aid application procedures.

Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus visitation periods where you can meet with representatives from all areas of the institution.

There is a limit on the number of hours taken by any one student in which the state of Texas will reimburse universities. By law, some Texas public universities may charge a higher rate of tuition to students who exceed the limit. Contact the college or university to which you plan to transfer and obtain more information concerning tuition fees.

Other Educational Programs

American English and Culture Institute

The Dallas County Community College District offers an intensive English program called the American English and Culture Institute (AECI) for international students preparing to study in American colleges and universities or planning to work in fields where English is the primary language. The AECI is a year-round program of English and culture study that is offered in eight-week sessions and divided into proficiency levels of one through six. Students who score higher than 117 but less than 197 on the computer-based TOEFL or who score higher than 430 but less than 530 on the paper-based TOEFL will be considered for the AECI.

Career and Technical Programs

You can prepare for a career as a skilled employee after one or two years of college study if you enroll in one of our many Career and Technical Programs. These programs are established after studies verify that related employment opportunities exist in business and industry. With the assistance and cooperation of representatives from local business, industry, and public agencies, the Career and Technical Programs are designed to meet increasing local and regional workforce needs. These programs provide you with the opportunity to develop the necessary competencies to meet the demands of area employers.

Career and Technical courses are accredited college courses that lead to a Certificate or an Associate in Applied Sciences Degree. We offer placement assistance to you as you complete course work in our Career and Technical Programs. We maintain a continuous relationship with local and regional industries to keep you informed of employment opportunities.

In addition to classroom instruction, the college offers external learning experiences programs. These are competency-based learning experiences provided at a work site that enhance lecture and laboratory instruction. See *External Learning Experiences for Career and Technical Programs* in this catalog for more information.

Certificate and associate degree Career and Technical Programs are offered at the college; these programs are designed for you to complete within one or two years. The Bill J. Priest Institute for Economic Development offers certificate programs; these are designed for you to complete in less than one year.

The College offers a Guarantee for Job Competency for all students who earn a certificate or an Associate in Applied Sciences Degree.

Certificate Programs

Some of the college's Career and Technical Programs offer certificates to graduates. In order to be awarded a certificate, you must complete all program course requirements with a grade point average of 2.00 ("C") or better. Only the grades for the specific courses

required in the certificate program will be used in the calculation of the GPA for determining eligibility for these awards.

Some certificate programs do not require you to meet TASP requirements. When you seek a TASP waiver based upon participation in one of these certificate programs, you may not enroll in any course other than those required for completing the certificate program. If you attempt other coursework, your TASP-waived status will end, and you must meet the TASP testing and/or remediation requirements that apply to students not enrolled in a TASP-waived certificate program.

The specific requirements for each certificate program are outlined within each technical specialization in this catalog.

Credit-By-Examination

If you think you already meet the requirements of a course by experience or previous training, you may request credit by examination. You may not request credit-by-examination for courses in which you are currently enrolled. The Admissions Office has information about the courses for which credit by examination is available. The examination may be an approved subject examination (not a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), Defense Activity for Nontraditional Education Support (DANTES), or an instructor-made test, depending on the course. You should ensure college acceptance of specific national exams prior to taking them. Scores for national testing programs, such as CLEP, AP, and DANTES, will be valid for 10 years.

You must pay a test administration service charge for each course examination. This service charge must be paid prior to taking the examination and is not refundable. Final acceptance of credit-by-examination for specific degree purposes is determined by the degree-granting institution. If you are planning to use credit by examination to meet degree requirements at other institutions, you should check the receiving institution's requirements.

You must be currently enrolled at the college to receive credit by examination. Although your current enrollment in a course may normally make you ineligible for national testing programs, the Foreign Language Curriculum Committee permits an exception

to this policy for students enrolled in foreign language courses. You may earn as many credits through examination as your ability permits and needs require, but at least 25 percent of the credit hours required for graduation must be taken through instruction and not through credit by examination.

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved credit by examination may choose to have either the grade earned or "CR" recorded on the transcript.

As of the publication date of this catalog, the national tests on p. 39-41 are approved for credit-by-examination procedures.



CLEP Computerized Test Subject Exams (CLEP General Exams are NOT approved)

*See Testing Center for test limitations for these CLEP exams

Students who meet the minimum passing standard on Computerized CLEP Exams will be awarded "CR." The option for a letter grade is not currently available.

Test Name	Minimum Score	Credits	Course(s)
Principles of Accounting	50	6	ACCT 2301, 2302
Principles of Management	50	3	BMGT 1303
General Biology	50	8	BIOL 1406, 1407
Introductory Business Law	50	3	BUSI 2301
General Chemistry	50	8	CHEM 1411, 1412
Principles of Macroeconomics	50	3	ECON 2301
Principles of Microeconomics	50	3	ECON 2302
English Literature	50	6	ENGL 2322, 2323
American Literature	50	6	ENGL 2327, 2328
College Level I French Language	50	8	FREN 1411, 1412
College Level I German Language	50	8	GERM 1411, 1412
College Level II German Language	63	14	GERM 1411, 1412, 2311, 2312
*American Government	50	3	GOVT 2302
History of U.S. I	50	3	HIST 1301
History of U.S. II	50	3	HIST 1302
Western Civilization I	50	3	HIST 2311
Western Civilization II	50	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra	50	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus with Elementary Functions	50	5	MATH 2513
Introductory Psychology	50	3	PSYC 2301
Human Growth and Development	50	3	PSYC 2314
Introductory Sociology	50	3	SOCI 1301
College Level I Spanish Language	50	8	SPAN 1411, 1412
College Level II Spanish Language	54	14	SPAN 1411, 1412, 2311, 2312

CLEP Paper/Pencil Test Subject Exams (CLEP General Exams are NOT approved)

* See College Testing Center for test limitations on these CLEP tests.

Test Name	Minimum Score	Credits	Course(s)
Intro Accounting (version retired in 7/95)	47	6	ACCT 2301, 2302
Principles of Accounting	45	6	ACCT 2301, 2302
Intro Management (version retired in 7/94)	47	3	BMGT 1303
Principles of Management	46	3	BMGT 1303
General Biology	46	8	BIOL 1406, 1407
Intro to Business Law	51	3	BUSI 2301
General Chemistry	47	8	CHEM 1411, 1412
Intro. Macroeconomics (version retired in 7/94)	48	3	ECON 2301
Intro. Microeconomics (version retired in 7/94)	47	3	ECON 2302
Principles of Macroeconomics	44	3	ECON 2301
Principles of Microeconomics	41	3	ECON 2302
English Literature	46	6	ENGL 2322, 2323
American Literature	46	6	ENGL 2327, 2328
College French 1 and 2 (version retired 7/97)	39	8	FREN 1411, 1412
College Level French Language	42	8	FREN 1411, 1412
College German 1 and 2 (version retired 7/95)	40	8	GERM 1411, 1412
College Level German Language	36	8	GERM 1411, 1412
College Level German Language	42	14	GERM 1411, 1412, 2311, 2312
*American Government	47	3	GOVT 2302

CLEP Paper/Pencil Test Subject Exams (continued)

Test Name	Minimum Score	Credits	Course(s)
American History I (version retired 7/96)	45	3	HIST 1301
History of U.S. I	47	3	HIST 1301
History of U.S. II	46	3	HIST 1302
Western Civilization 1	46	3	HIST 2311
Western Civilization 2	47	3	HIST 2312
Principles of Marketing	50	3	MRKG 1311
College Algebra (version retired 7/94)	45	3	MATH 1314
College Algebra	46	3	MATH 1314
Trigonometry	50	3	MATH 1316
Calculus w/ Elem. Functions (version retired 7/95)	47	5	MATH 2513
Calculus w/ Elem. Functions	41	5	MATH 2513
Intro. Psychology	47	3	PSYC 2301
Human Growth and Development	45	3	PSYC 2314
Intro. Sociology	47	3	SOCI 1301
College Spanish 1 and 2 (version retired 7/96)	41	8	SPAN 1411, 1412
College Spanish 1, 2, 3 and 4 (version retired 7/96)	50	14	SPAN 1411, 1412, 2311, 2312
College Level Spanish Language	45	8	SPAN 1411, 1412
College Level Spanish Language	50	14	SPAN 1411, 1412, 2311, 2312

AP Advanced Placement Examinations

Test Name	Minimum Score	Credits	Course(s)
Art History	3	6	ARTS 1303, 1304
Biology	3	8	BIOL 1406, 1407
Calculus AB	3	5	MATH 2513
Calculus BC	3	9	MATH 2414, 2513
Chemistry	3	8	CHEM 1411, 1412
Computer Science A	3	8	COSC 1315
Computer Science AB	3	6	COSC 1315, 2315
English – Language and Comp	3	3	ENGL 1301, 1302
*French – Language	3	8	FREN 1411, 1412
*French – Language	4	11	FREN 1411, 1412, 2311
*French – Language	5	14	FREN 1411, 1412, 2311, 2312
*German – Language	3	8	GERM 1411, 1412
*German – Language	4	11	GERM 1411, 1412, 2311
*German – Language	5	14	GERM 1411, 1412, 2311, 2312
Government & Politics – US	3	3	GOVT 2302
Government – Comparative and Politics	3	3	GOVT 2371
History – European	3	6	HIST 2311, 2312
History – US	3	6	HIST 1301, 1302
Macroeconomics	3	3	ECON 2301
Microeconomics	3	3	ECON 2302
Music Theory	3	3	MUSI 1311
Physics B	3	8	PHYS 1401, 1402
Psychology	3	3	PSYC 2301
*Spanish – Language	3	8	SPAN 1411, 1412
*Spanish – Language	4	11	SPAN 1411, 1412, 2311
*Spanish – Language	5	14	SPAN 1411, 1412, 2311, 2312
Studio Art-Drawing	3	3	ARTS 1316

* Students taking Advanced Placement Exams have a choice of receiving a grade or "CR" for credit, except for the AP language exams for which only "CR" may be granted. For all but the AP language exams, a score of 3 equals C; a score of 4 equals B; a score of 5 equals A. If you take any of the tests listed above, you should check with the Registrar's Office to ensure these tests will be accepted in lieu of coursework. You should do this prior to taking the test as the previous list may change. You may challenge courses not on this list by taking an instructor-made examination. If you are interested in this method, contact the appropriate academic division office.

DANTES

Test Name	Minimum Score	Credits	Course(s)
Principles of Financial Accounting	49	3	ACCT 2301
Introduction to Business	46	3	BUSI 1301
Lifespan Developmental Psychology	46	3	PSYC 2314

CERTIFIED PROFESSIONAL SECRETARY (CPS) EXAM

Students who can provide documentation from the Institute for Certifying Secretaries that they have passed all sections of the CPS should be granted credit for 15 hours from the courses listed below. Such students must complete 12 college level hours within the DCCCD and at least two courses must be completed in Office Technology with a grade of C or better. Credit earned through the CPS is applicable only to the Associate of Applied Sciences in Office Technology program. The student may select no more than 15 hours from the list below and ACR@ should be shown on transcript.

Before WECM	2001 WECM Course Name	Hours
OFCT 1373	POFT 1309	3 hours
OFCT 1376	POFT 2301	3 hours
OFCT 1377	POFI 1301	3 hours
OFCT 1378	No Course Available	3 hours
OFCT 1380	POFI 1345 or POFI 1349	3 hours
OFCT 2370	POFT 1302	3 hours

Continuing Education Programs

Within the college, continuing education programs deliver flexible, diverse, visionary instruction responsive to the needs of public, private, and corporate citizens. Continuing education programs provide workforce training, personal and professional development courses and other outreach programs to enhance individual, community and economic development including customized training for business and industry.

Continuing education instructors are professionals from the community chosen for their knowledge, expertise and experience in their fields. Training and instruction are offered as courses, programs, seminars, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes starting throughout the year on weekdays and weekends both during the day and evening hours. Continuing education classes are offered at the college and in a variety of locations throughout the community. For specific information on public course offerings, contact the college and request a current Corporate and Continuing Education Schedule or find it online at www.BrookhavenCollege.edu.

A variety of student services are available for continuing education students including financial aid, library privileges, job placement assistance, tutoring and academic/career advising. Some scholarship and grant funds may be available for specific non-credit programs and courses. To apply for these funds, contact the Brookhaven College Corporate and Continuing Education Division or the Scholarship/Financial Aid Office.

Continuing Education Units

Continuing Education Units (CEUs) are transcribed upon successful completion of all requirements, competencies and learning outcomes for approved workforce education courses. In all recognized educational circles, one CEU is equal to 10 contact hours of participation in an organized continuing education or extension

experience. The CEU is a means of recording and accounting for continuing education activities and meeting the certification requirements of certain professional organizations.

Credit for Experiential Learning

Because individuals learn in a variety of ways and through a multitude of experiences, the college has established a means by which students may earn credit for college-equivalent education acquired through earlier schooling, work or other life experiences. In order to petition for experiential learning the student must be currently enrolled in the college assessing the learning experiences.

A student may be able to transcript college credit based on recommendations of the College Credit Recommendation Service of the American Council on Education. Such credit is granted as "CR." Evaluation and awarding of credit is the responsibility of the college where the student is enrolled.

A student may also petition for credit for other experiential learning. Portfolio assessment is one method by which the prior learning may be documented. Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program or discipline area evaluates the portfolio and determines commensurate credit. Credit is recorded as "CR." A second method is for the student to enroll in an existing section of a course (after consultation with the instructor) and develop an individualized plan for participation and testing based on the instructor's evaluation of skill and experience levels. Completion of this method results in the award of a letter grade. Finally, any district curriculum committee has the option of designing a program unique to their discipline.

The number of equivalent credits awarded may not exceed 25 percent of the total number of credits required for the specific degree or certificate. The number of equivalent credits awarded

may not exceed the total number of credits required for the student's specific associate degree or certificate objectives. No graduation, residency, degree or certificate program requirements will be waived as a result of credits earned through this process.

Developmental Education

The college offers many levels of Developmental Writing, Developmental Reading, Developmental Math, and English for Speakers of Other Language courses to enable under-prepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. If you have low assessment test scores, you will be advised to enroll in developmental courses. Even if you are not required to take a developmental course, if you wish to review and improve your basic skills, you may also elect to take one or more of these courses. If you fail a portion of the state-mandated TASP, you will be required to participate continuously in developmental coursework until you meet the TASP standard for the failed section. **Failure to attend and participate in the required developmental coursework will result in administrative withdrawal from all college-level classes.**

Evening & Weekend College

Most courses offered during the day are also available in the evening or on the weekend. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction and excellent facilities. Student services, including advisement, health, library, bookstore, food services, financial aid, and recreation may be available. Instructors are selected from the college's own full-time staff, from outstanding Dallas-area educators, and from other professional specialists. To enroll in evening and weekend courses, contact the Admissions Office.

You may be eligible for reduced tuition of approximately 50 percent if you take classes between 1:30 p.m. and 4:30 p.m., Monday through Thursday or after 1:30 p.m. on Friday through Sunday at 11 p.m. The Reduced-Tuition Program is available during Fall 2002 and Spring 2003. See page 19 for more information.

External Learning Experiences for Career and Technical Programs

An external learning experience for Career and Technical Programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction, and is provided at a work site appropriate to the program. An external learning experience allows you to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. Four types of external learning experiences are available: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and you must not be paid for the learning experience.

External Learning Experience work sites must be approved by the college, and employers must be willing to enter into training agreements with the college and the student/employee. The college will assist you in seeking approved employment, if needed. Career and Technical Programs that include external learning experiences are indicated in this catalog.

Prior to enrolling in one of these courses, you must consult with the program's External Learning Experience Coordinator.

Human Development Courses

The Human Development curriculum is comprised of several courses that provide a theoretical and practical foundation in human growth and development across the life span. These courses are organized around different topics including educational and career/life planning; interpersonal communication; personal and social growth; learning theory and study skills; and success in college. The college may offer special sections of Human Development courses that emphasize various issues such as understanding multicultural concepts, making life transitions, and appreciating gender differences for special populations including women returning to school, adults making career or job changes, at-risk students, young adults, or academically under-prepared students.

Human Development courses transfer to many colleges and universities as elective credit. These courses use an experiential model that allows for the use of a variety of teaching and learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community.

International Studies/Study Abroad Opportunities

An important part of the commitment of the colleges of the DCCCD to enhancing student appreciation and understanding of diverse cultures is its international studies and study abroad programs. Therefore, any program offered by another college of the DCCCD is open to Brookhaven College students. These programs are available in a variety of countries during fall and spring semesters and in the summer. Semester-length programs are currently available in England, France, Costa Rica, Spain, Italy and Ireland. In most programs, no prior knowledge of a foreign language is required. Many of the colleges also offer study-abroad opportunities during the summer sessions. College faculty teach these courses, which normally last two to four weeks. In previous years, these courses have been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Italy, Jamaica, Mexico, Portugal, Russia, Senegal, and Spain. For information about any of the semester or summer programs, contact the District Office of Student and Academic Programs at 214-860-2410 or contact the study abroad advisor of the college. There are also other non-semester length courses offered during the year.

Texas residents enrolled in colleges that are members of the North Texas Community College Consortium may enroll in DCCCD international courses by paying "in-District" tuition. These colleges include: Brookhaven, CedarValley, Cisco, Collin County, Eastfield, El Centro, Grayson County, Hill, Kilgore, McLennan, Mountain View, Navarro, North Central Texas, Northeast Texas, North Lake, Panola, Paris, Richland, Tarrant, Texas State Technical at Marshall and Waco, Trinity Valley, Tulsa, Tyler, Vernon, Weatherford and the University of North Texas.

Non-Credit Student (Audit)

A person who meets the college's admission requirements may, with the consent of the division dean and instructor, enroll in a credit course as a non-credit student. As a non-credit student, you may attend class, but you will not receive a final grade or credit for the course. An instructor may give you exams if the instructor determines the examination is an essential component of the learning process. The tuition is the same for a non-credit student as for a credit student.

Reserve Officers Training Corps

Brookhaven College offers a Reserve Officers Training Corps (ROTC) program in cooperation with the University of Texas at Arlington. The ROTC program provides a unique opportunity for you to assess and develop your leadership skills by being exposed to a variety of leadership styles, techniques and tools. It also develops college-educated officers for the active Army and the reserve components, giving you the opportunity to pursue either a civilian or military career after completing college.

ROTC credits may be used to complete a college degree by applying them toward elective credit. Military science may be declared as a minor course of study in many degree programs at The University of Texas at Arlington. To be eligible, you must be enrolled in the ROTC program, must receive acceptance of military science as a minor from your major degree department, and must complete 18 hours of military science, 10 of which are advanced. If you participate in ROTC while enrolled in the college, you will be eligible to apply at UTA for ROTC scholarships to complete degrees at UTA. The U.S. Army Scholarship Program provides an excellent way for you to obtain assistance in financing a college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and \$200 a month for up to 10 months per year.

Servicemen's Opportunity College

In cooperation with other community colleges in the United States, Brookhaven College participates in the Servicemen's Opportunity College. Through this program, you can plan an educational experience regardless of where the military requires you to serve. While military service, per se, carries no equivalent college credit, coursework earned in the military may result in equivalent college credit with appropriate documentation. For further information contact the Admissions Office.

Tech Prep

Tech Prep is a college program that prepares students for technical careers. Participation in the program prepares the student for direct entry into the workplace as a technically skilled employee. It also leads to an associate degree, a post secondary certificate program, and may allow students the opportunity to continue toward completion of a baccalaureate degree.

Students can earn college credit while in high school through the Tech Prep Program. The college Tech Prep program is a sequence of courses developed cooperatively between the school districts and the college. These programs are supported and approved by both the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).

The Tech Prep policy is written as follows:

"Tech Prep students must enroll in an associate degree or certificate program at a college of the DCCCD to receive college credit for high school Tech Prep courses."

High school students must follow these steps to participate in Tech Prep:

- choose a Tech Prep career program offered at your high school;
- speak to the high school counselor and take the suggested high school classes; and
- ask the high school counselor to fill out a "Transfer of Tech Prep College Credit" form.

After high school graduation:

- enroll in the college where the Tech Prep associate degree is offered;
- meet with an advisor at the college; declare a major and file a degree plan in a related Associate in Applied Science (AAS) degree or Certificate Program;

Upon enrollment, the college personnel will begin developing a transcript for the student. The transcript will include courses taken at the high school, which meet Tech Prep requirements.

For more information about the Tech Prep program, contact the counselor or career and technology teacher at the high school or call the tech prep coordinator at 972-860-4711.

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for semester credit hours and Continuing Education Units (CEUs). These courses are used by the college to respond rapidly to the needs of business and industry. The WECM offers a means for the college to continually design and update high quality workforce courses by receiving input from business and industry and community college faculty throughout Texas.

The Texas Higher Education Coordinating Board approves all courses cited in the WECM for use by all Texas public community and technical colleges. Therefore, if you earn semester credit hours and CEUs by successfully completing the requirements for the course(s), you will be able to transfer the credits or CEUs to another Texas public community or technical college that also offers the same course(s).

Student Obligations

Attending Classes

You are expected to attend regularly all classes in which you enroll. You have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing attendance policies and procedures to you. If you are unable to complete a course (or courses) in which you are enrolled, it is your responsibility to withdraw from the course by the appropriate date. If you do not withdraw, you will receive a performance grade, usually a grade of "F."

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. *Sec. 51.911 Tx. Educ. Code.*

Dropping a Course or Withdrawing from College

To drop a class or withdraw from the college, you must follow the prescribed procedure. *It is your responsibility as a student to drop or withdraw.* Failure to do so will result in your receiving a performance grade, usually a grade of "F." Should circumstances prevent you from appearing in person to withdraw from the college, you may withdraw by the following: By mail or FAX to the registrar indicating which courses and by including college I.D. number and signature; through the college registration computer system; or through the "telephone registration" system. A drop/withdrawal request by any means must be received in the Admissions Office by the semester deadline. No drop or withdrawal requests are accepted by telephone unless through the "telephone registration" system. If you drop a class or withdraw from the college before the semester deadline, you will receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See *Refund Policy* for possible refund eligibility.

Students who withdraw from a mandated remediation course as a result of TASP requirements must also withdraw from all college-level courses.

Grades & Transcripts

Grades and Grade Point Average

Final grades are reported for each student for every course according to the following grading system.

Grade Point	Grade Interpretation	Value
A	Excellent	4 points
B	Good	3 points
C	Average	2 points
D	Poor	1 point
E*	Effort	Not computed
F	Failing	0 points
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, if you take a three-hour course and earn an "A" you will accumulate 12 grade points for that

course. Your grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, if you take the following courses, you will earn the following grades and have a grade point average of 2.93:

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit Hours:	Total Grade Points:	
12	35	
$35/12 = 2.93$		

Your transcript and grade reports will indicate two different GPAs. GPA(1) is based upon all DCCCD courses in which you

received a performance grade of A-F. GPA(1) is used to determine Suspension/Probation status and athletic participation eligibility. GPA(2) is based upon grade points earned in all college-level courses taken at the college and all other colleges of the DCCCD in which you received a performance grade of A-F. Courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 are not used in the calculation of GPA(2). GPA(2) is used to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Community Colleges. It is also the GPA that may be considered by four-year institutions if

you transfer. Federal financial aid eligibility is based upon ALL course work that is attempted.

For repeated courses, only the latest grade earned is included in cumulative grade point averages even if the latest grade is lower than a preceding grade. However, transcripts do indicate all work attempted and completed at all of the colleges of the DCCCD. When you withdraw from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

If you believe an error has been made in determining a course grade, you should contact the instructor or appropriate division office as soon as possible. Requests for grade changes will not be considered later than two years following the last day of the semester for which the grade was assigned.

An incomplete grade of "I" may be given when an unforeseen emergency prevents you from completing the work in a course. The "I" must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade.

An Incomplete Contract is used to assign an incomplete grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, you, and the appropriate division dean and sub-

 **Inform the Admissions Office of any changes in your name or address. This will ensure that your student records are accurate and that grade reports and other important documents are sent to the correct residence.**

mitted with the final grade report. When an Incomplete Contract must be submitted without your signature, the instructor must include a statement indicating that the you are aware of and agree with the contract.

If you do not complete course requirements, you may receive a "WX" grade when the instructor determines that reasonable progress has been made and when you can re-enroll for course completion prior to the certification date in the next regular semester. If you do not complete the course requirements, the "WX" is converted to a performance grade.

An "E" grade may be given when an instructor wishes to indicate that you have made progress in a developmental studies course. An "E" grade is non-punitive and is not computed. The "E" grade provides more flexibility for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An "E" grade indicates that you participated in a course according to TASP guidelines, but were unable to do C-level or passing work that would qualify you to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that you participated in and attended the class and attempted to do the work in the course.

Students on Federal Financial Aid should check with the Scholarship/Financial Aid Office concerning E grade(s) and any impact they have on benefits.

Acceptable Scholastic Performance

College work is measured in terms of credit hours. The number of credit hours offered for each course is listed with the course description in this catalog. In college-level courses (those numbered above 1000), the number of credit hours a course has is indicated by the second digit of the course number. A course numbered 1301 is a 3-hour credit course, one numbered 2401 is a 4-hour course, etc.

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA(1), of 2.0 (on a 4.0 scale) or better. You may not be graduated from any degree or certificate program unless you have a cumulative grade point average of 2.0, based on GPA (2), or better. Grade points and hours earned in courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 cannot be used to meet graduation requirements.

Grade Reports/Notification of Grades

A grade report may be mailed to you at the address on record at the end of each semester.

Transcript of Credit

The transcript of credit is a chronological listing of college credit classes attempted within the DCCCD seven-college system. The transcript is official if the document is embossed with the college seal and imprinted with the signature of the Registrar. It includes both GPA(1) and GPA(2).

Upon your written request, the Admissions Office will send an official transcript to you or to any college or agency named. A minimum of two working days is required for processing. A transcript will be released only if all obligations to the DCCCD have been settled.

Transfer credits from other institutions are not recorded on transcripts. If you desire a transcript of work completed at another institution, you must secure it from that institution.

Transcript Evaluations

If you have completed course work at a regionally accredited college or university, and you will be working toward an associate degree or a certificate at the college, you should contact the Admissions Office to request a transcript evaluation.

Probation, Suspension & Dismissal

Scholastic Probation

If you have completed a total of nine credit hours with a performance grade of "A," "B," "C," "D" or "F" and have a grade point average based on GPA(1) of less than 2.0, you will be placed on scholastic probation. While on scholastic probation, you may have coursework and total hours limited, but you may re-enroll at the college if you earn a minimum 2.0 grade point average based on GPA(1) in each semester or summer session. While on scholastic probation, if you fail to meet the above requirements in a semester or summer session, you will be placed on scholastic suspension and will not be allowed to register.

Scholastic Suspension

If you are on scholastic probation and become ineligible to re-enroll, you shall be suspended from the college for not less than one semester.

After you have served a first suspension, you may petition for readmission. If readmission is approved, you may then continue to re-enroll with completion of a semester or summer session with a GPA of 2.0 or greater.

Academic Dismissal

If you do not meet the required standards and are placed on continued scholastic suspension for a second time, you will be academically dismissed for a period of 12 months. Prior to applying for readmission, you must present to the admissions committee a written explanation of how you plan to improve the your academic standing. You may be readmitted on continued scholastic probation, and your coursework and total hours may be limited.

Indefinite Academic Dismissal

If you are readmitted after having been on scholastic suspension and academic dismissal, and subsequently fail to achieve a GPA(1) of 2.0 greater, you shall be placed on indefinite academic dismissal. After a period of more than 12 months, only the Executive Vice President for Instruction and Student Support or designee may recommend you for readmission.

It is your responsibility to understand and comply with the college's academic standards and procedures.

If you are on academic suspension or academic dismissal from another institution, you are ineligible for admission to the college unless you have met the academic standards required by the college.

Graduation Requirements

In addition to other graduation requirements, you are expected to complete within five years the course and hour degree requirements as outlined in the catalog in effect at the time of your

entrance to the college. You may have the option to select a more recent catalog year in which you were enrolled, provided the degree requirements are met within five years of the catalog selected and the requisite courses are still offered.

To qualify for a second degree or certificate, you must fulfill the residence requirement and must complete all required courses in the plan for the second degree or certificate.

The college reserves the right to modify curricula or to make changes as appropriate.

You, the student, have the ultimate responsibility to select and register for courses meeting graduation requirements.

Associate Degree Plans

If you are seeking an associate degree, you should request a degree plan from the Admissions Office no later than at the end of your freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time you request a degree plan. The application for the granting of the degree should be filed in the Admissions Office prior to the deadline announced by the registrar.

Certificate Plans

If you are following a one-year certificate program, you should request an official plan during your first semester of enrollment. The application for the granting of the certificate should be filed in the Admissions Office prior to the deadline announced by the Registrar.

Graduation Ceremony

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. If you graduate in December, you may participate in the next commencement if you desire; likewise if you graduate in July or August, you may participate in the spring commencement if you desire, but you are not required to do so. You should notify the Admissions Office if you wish to participate in the commencement ceremony. Instructions for graduation are mailed to all candidates prior to commencement.

Waiving of Scholastic Deficiency for Graduation Purposes

Any student in an academic transfer program may transfer to an Associate in Applied Sciences Degree or certificate program. In such a case, you may choose to have any grades below "C" disregarded. The procedure for disregarding low grades below a "C" may only be exercised while you are in that career program. The GPA for an Associate in Applied Sciences Degree or certificate is based only on the hours used to meet degree requirements; however, the overall GPA(2) must still be 2.0 or above. If you change to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. If you wish to use the procedure for waiving scholastic deficiency, you should indicate this in writing to the registrar prior

to registration, and you should inform an advisor of your intentions during the pre-registration advisement session.

Academic Recognition & College Honors

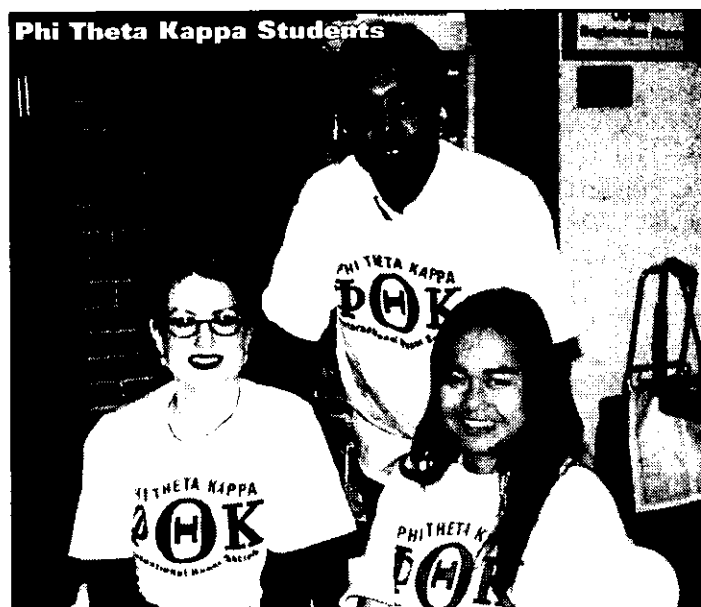
Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take six to 11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA(2) is used to determine academic recognition.

Phi Theta Kappa

Phi Theta Kappa is the international honor society for community colleges. Founded in 1918 to give prestigious recognition to students with excellent scholarship and character, Phi Theta Kappa has always maintained fidelity to its founders' commitment to provide enrichment in four hallmarks: scholarship, leadership, service, and fellowship. Phi Theta Kappa features some of the nation's finest educational programs for community college students. These programs form the cornerstone of the college's successes in nurturing intellectual curiosity, good citizenship, and leadership potential. Many scholarship opportunities are available including the USA All-American Scholarships and the Guistwhite Scholarship Program.

Who's Who Among Students in American Community Colleges

Selections to Who's Who Among Students in America Community Colleges are made each fall. Who's Who is a highly regarded honor reserved for outstanding second-year college students eligible for the program. In general, students are recognized at graduation and at an awards presentation in the spring.



Guarantees Offered by the College

Guarantee for Job Competency

The college makes certain guarantees to its students who earn its Associate in Applied Sciences degree or who complete a certificate program. If an Associate in Applied Sciences or Certificate Program graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies for his/her specific degree or certificate program, the graduate will be provided up to nine tuition-free hours of additional skill training by the college under the conditions of the guarantee policy.

Special conditions, which apply to the guarantee, are as follows:

- The graduate must have earned the Associate in Applied Sciences Degree or completed the certificate program beginning May 1992, or thereafter in a Technical program identified in the college catalog.
- The graduate must have completed this degree or certificate program in the DCCCD (with a majority of the credits being earned at the college) and must have completed the degree or certificate within a four-year time span.
- Graduates must be employed full time in an area directly related to the area of program concentration as certified by the Executive Vice President for Instruction and Student Support.
- Employment must commence within 12 months of graduation.
- The employer must certify in writing that the employee is lacking entry-level skills identified by the college as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
- The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.
- Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
- All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
- The graduate and/or employer is responsible for the cost of books, insurance, uniforms, and other course-related expenses.
- The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
- The student's sole remedy against the college and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.
- The program can be initiated through written contact with the office of the college president.

Guarantee for Transfer Credit

The college guarantees to its Associate in Arts and Associate in Sciences graduates the transferability of course credit to Texas public colleges and universities. Students pursuing these degrees will

complete the college's core curriculum of 48 credit hours. By Texas State Law, the entire core will transfer as a bloc to all Texas public colleges and universities to take the place of the core curriculum of the receiving transfer institution. Students should work closely with an advisor in the choice of electives to ensure that the transfer institution has cooperated with the college in the development of Transfer Guides that clearly indicate how the university accepts the selected elective courses in transfer.

Another means of ensuring the transferability and applicability of all courses within an Associate in Arts or an Associate in Sciences is to follow specific degree plans in specific majors that are called Fields of Study. A Field of Study plan has the approval of the Texas Higher Education Coordinating Board. The entire plan of courses is designed to transfer as a bloc of courses to all Texas public colleges and universities when the student majors in the specific Field of Study at the transfer institution.

The college guarantees the transferability of course credit to private and out-of-state colleges and universities when the student pursues the Associate in College/University Transfer degree. This degree is composed of courses negotiated through a formal process with private and out-of-state universities. Students interested in pursuing this degree should contact the Advisement Center early in their college career.

The college guarantees that a student may take tuition-free course(s) if: (a) A Texas public college or university refuses to accept in transfer core courses when the student has received the Associate in Arts or Associate in Sciences degree; (b) A Texas public college or university refuses to accept in transfer courses listed in that institution's Transfer Guide; (c) A Texas public college or university refuses to accept in transfer all courses taken in order to receive a Field of Study Associate in Arts/Associate in Sciences degree; or (d) A private or out-of-state institution refuses to accept in transfer a course when the student has received the Associate in College/University Transfer.

The conditions that apply to the guarantee area are as follows:

- Transferability means the acceptance of credits toward a specific major and degree at a Texas public college or university. The courses must consist entirely of those in the core curriculum, the courses outlined in an official Field of Study, and additional elective courses identified by the receiving university as transferable and applicable toward a specific major and degree in its Transfer Guides written within the last five years;
- For transfer to private and out-of-state institutions, a written plan with the receiving institution must be executed; and
- Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution.

The college works with a number of institutions to develop Transfer Guides. These include such as the University of North Texas, Texas A&M-Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Amberton University, Dallas Baptist University, Baylor University, Southern Methodist University, and others. In order to secure such a guarantee, students should begin the process in the college Advising and Counseling Center to work closely with an advisor.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

Effective Fall Semester 2002

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including all the required courses listed.
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level mathematics course;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title. These degrees may be taken through a combination of on-campus and distance education offerings, or if planned correctly, the degree may be completed entirely through distance education.

Students who plan to transfer must work closely with an advisor.

	Credit hours to be completed		Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	9	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the three groupings: 1) Arts 1301, 1303, 1304, Dance 2303 Drama 1310, 2366, Humanities 1301, Music 1306, 1308, 1309 2) English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	9
MATHEMATICS 3 (A grade of "C" or better required.) Select <u>one</u> from the following: Math 1314; Math 1324; Math 1332, Math 1333, Math 1348, Math 1414, Math 2342, Math 2412, or higher level	3	INSTITUTIONAL OPTIONS 4 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course	4
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	8	ELECTIVE CREDITS 13 These courses may be selected from those designed for a major field of study.	13
NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425			
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Select <u>one</u> from the following: Anthropology 2346, 2351 Economics 1303, 2301, 2302, 2311 Psychology 2301, 2314, 2316 Sociology 1301, 1306, 2319	15		
		TOTAL CREDIT HOURS	61

ASSOCIATE IN ARTS (A.A.) DEGREE EMPHASIS IN ART

Available at all DCCCD Colleges, Effective Fall Semester 2001

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Art. Students planning to continue their Art studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including all the required courses listed.
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics Course;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

Note: Students who complete this plan are awarded the Associate in Arts Degree in Art.

Credit hours
to be completed

Credit hours
to be completed

COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.) MATHEMATICS 3 (A grade of "C" or better required.) Select <u>one</u> from the following: Math 1314; Math 1324; Math 1332, Math 1333, Math 1348, Math 1414, Math 2342, Math 2412 or higher level LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425 SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Select <u>one</u> from the following: Anthropology 2346, 2351 Economics 1303, 2301, 2302, 2311 Psychology 2301, 2314, 2316 Sociology 1301, 1306, 2319	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the three groupings 1) Arts 1301, 1303, 1304 2) English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304 INSTITUTIONAL OPTIONS 4 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course ART EMPHASIS 13 This degree is awarded at 61 hours although students are encouraged to take at least 5 ARTS classes. Additional art classes also may be taken for the purpose of developing skills and ideas and a strong portfolio of work. Select <u>three</u> from the following: ARTS 1316 ARTS 1317 ARTS 1311 ARTS 1312 Select <u>two</u> from the following: ARTS 2316, ARTS 2326, ARTS 2346, ARTS 2313, ARTS 2341, ARTS 2333, ARTS 2356, ARTS 1301 or 1304, ARTS 2323 and 2324, or ARTS 1316, ARTS 1317, ARTS 1311, 1312
TOTAL CREDIT HOURS 61	

ASSOCIATE IN ARTS (A.A.) DEGREE EMPHASIS IN JOURNALISM

Available at Brookhaven, Eastfield, North Lake and Richland Colleges, Effective Fall Semester 2001

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in Journalism. Students planning to continue their Journalism studies as a transfer student should check specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including all the required courses listed.
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics Course;
- Receive a GPA (2) of at least 2.00 ("C"): and
- Meet all TASP requirements.

Note: Students who complete this plan are awarded the Associate in Arts Degree in Journalism

Credit hours to be completed	Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the three groupings 1) Arts 1301, 1303, 1304 2) English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304
MATHEMATICS 3 (A grade of "C" or better required.) Select <u>one</u> from the following: Math 1314; Math 1324; Math 1332, Math 1333, Math 1414, Math 1348, Math 2342, Math 2412 or higher level	INSTITUTIONAL OPTIONS 4 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425	JOURNALISM 13 Select <u>each</u> of the following: Journalism 1307 Journalism 2309 Journalism 2311 Journalism 1129 or 2129 or 2130 Select <u>one</u> from the following: Journalism 1335 Journalism 2315 Journalism 2327
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Select <u>one</u> from the following: Anthropology 2346, 2351 Economics 1303, 2301, 2302, 2311 Psychology 2301, 2314, 2316 Sociology 1301, 1306, 2319	
TOTAL CREDIT HOURS	61

ASSOCIATE IN ARTS DEGREE, MUSIC FIELD OF STUDY

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board
Available at all DCCCD Colleges, Effective Fall Semester 2002

This degree plan is designed to meet the needs of students who plan to major in Music and transfer to a four-year college/university. This curriculum applies to the Bachelor of Music degree, but also may be applied to the Bachelor of Arts or other baccalaureate-level music degree as deemed appropriate by the awarding institution. The field of study in music included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 66-semester credit hour transfer block to any public Texas four-year college or university.

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.

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. 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.

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 66 credit hours including all the required courses listed;
- Earn a grade of "C" or better, in English 1301, Speech 1311, and the selected college-level Mathematics course;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

Note: Students who complete this plan are awarded the Associate in Arts Degree in Music.

**Credit hours
to be completed**

**Credit hours
to be completed**

COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	FIELD OF STUDY IN MUSIC ENSEMBLE 4 Select <u>four</u> semester hours from the following: MUEN 1121, 1122, 1123, 1131, 1132, 1133, 1134, 1135, 1136, 1137, 1151, 1152, 1153, 2123, 2141 (Courses may be repeated for credit)
MATHEMATICS 3 (A grade of "C" or better required.) Select <u>one</u> of the following: Math 1314 or Math 1414 or higher level	APPLIED STUDY 8 1) Select <u>eight</u> semester hours in the major applied area of study from the following: MUAP 1101, 1105, 1109, 1113, 1115, 1117, 1121, 1125, 1129, 1133, 1137, 1141, 1145, 1149, 1153, 1157, 1158, 1161, 1165, 1169, 1177, 1181, 2201, 2205, 2209, 2213, 2215, 2217, 2221, 2225, 2229, 2233, 2237, 2241, 2245, 2249, 2253, 2257, 2258, 2261, 2265, 2269, 2277, 2281 (Courses may be repeated for credit) 2) Applied/class piano 0-4*
LAB SCIENCES 4-8* *Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	*The actual number of hours is determined by the college based upon student's level and piano proficiency. If the institution determines the student needs 4 hours of piano, the Science requirement is reduced to 4 hours.
NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425 *If a student is required to take 4 hrs. of Piano, this requirement is reduced to 4 hrs.	THEORY/AURAL SKILLS 16 Select <u>16</u> hours from the following: MUSI 1116, 1117, 1311, 1312, 2311, 2312, 2116, 2117 (Courses may be repeated for credit)
SOCIAL/BEHAVIORAL SCIENCES 12-15* Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 *Psychology 2301 *If the university to which the student wishes to transfer requires both Music 1308 AND 1309, or if student is undecided, the student does not have to take Psychology 2301.	MUSIC LITERATURE 3-6** Select <u>one</u> of the following: MUSI 1308** or MUSI 1309** **If the institution to which the student wishes to transfer requires only one music literature course the student should take MUSI 1308. If it requires two, the student should not take Psychology 2301, but should take MUSI 1308 and 1309. In the latter case, MUSI 1308 meets the Humanities/Visual and Performing Arts requirement.
HUMANITIES/VISUAL AND PERFORMING ARTS 0-3** **Music 1308	

ASSOCIATE IN ARTS (A.A.) DEGREE EMPHASIS IN TEACHER PREPARATION GENERAL EDUCATION

Available at Brookhaven, Eastfield and North Lake Colleges, Effective Fall Semester 2002

This is an "Emphasis" degree. Students should read and understand the paragraphs below.

This degree plan is designed to meet the needs of students who plan to transfer to a four-year college/university with a major in an academic subject. Students planning to continue their teacher preparation studies as a transfer student should check on specific requirements at the transfer institution. This is a general plan and it may not satisfy all the requirements of a specific transfer four-year college/university. Students should work closely with an academic advisor/counselor.

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including all the required courses listed.
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics Course;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

Note: Students who complete this plan are awarded the Associate in Arts Degree in Teacher Preparation

Credit hours to be completed	Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the following: 1) Arts 1301 or Music 1306 2) English 2326, 2327, 2328, 2331, 2332, or 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304
MATHEMATICS 3 Select <u>one</u> of the following: (A grade of "C" or better required.) Math 1314 or Math 1414	INSTITUTIONAL OPTIONS 4-5 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425.	OTHER REQUIRED COURSES 13 Select <u>each</u> of the following: EDUC 1301 - Instructional Practices: Educational Processes EDTC 1321 - Bilingual Education EDUC 1325 - Principles and Practices of Multicultural Education EDUC 2301 - Intro. to Special Education Students are encouraged to take a foreign language by local agreement.
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Psychology 2301	
TOTAL CREDIT HOURS	61

ASSOCIATE IN SCIENCES DEGREE BUSINESS FIELD OF STUDY

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board
Available at all DCCCD Colleges, Effective Fall Semester 2002

This degree plan is designed to meet the needs of students who plan to major in Business and transfer to a four-year college/university. This curriculum applies to the Bachelor of Arts, Bachelor of Science, or Bachelor of Business Administration as deemed appropriate by the awarding institution. The field of study in business included in this degree is approved by the Texas Higher Education Coordinating Board. This degree plan will constitute a 61-63 semester credit hour transfer block to any public Texas four-year college or university. Transferring students shall not be required to repeat courses transferred as part of the field of study curriculum. 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.

In order to be eligible to receive this degree, a student must:

- Complete a minimum of 61 credit hours including the courses listed below;
- Earn a grade of "C" or better in English 1301, Speech 1315, and Math 1324;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

NOTE: Students who complete this plan are awarded the Associate in Sciences Degree in Business

Credit hours to be completed	Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1315 (A grade of "C" or better required.)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the three groupings 1) Arts 1301, 1303, 1304, Dance 2303, Drama 1310, 2366, Humanities 1301, Music 1306, 1308, 1309 2) English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304
MATHEMATICS 3 Math 1324 (A grade of "C" or better required.)	INSTITUTIONAL OPTIONS 5 Select <u>each</u> of the following: Physical Education 1164 and BCIS 1405
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425	REQUIRED BUSINESS COURSES 12-14 Select <u>each</u> of the following: Accounting 2301 or 2401 AND Accounting 2302 or 2402 Economics 2302 Math 1325 or 1425
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Economics 2301	
TOTAL CREDIT HOURS	
61-63	

ASSOCIATE IN SCIENCES DEGREE IN CHILD DEVELOPMENT/ EARLY CHILDHOOD EDUCATION (TEACHER PREPARATION FOR PRE-K - GRADE 4)

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board.
Available at Brookhaven, Cedar Valley, Eastfield, Mountain View, and Richland Colleges, Effective Fall Semester 2002

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C," all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

In order to be eligible to receive an Associate in Sciences Degree, a student must:

- Complete a minimum of 61 credit hours as shown below;
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level mathematics course;
- Receive a GPA (2) of at least 2.00 ("C"); and
- Meet all TASP requirements.

Students receiving this degree will receive the Associate in Sciences Degree in Child Development/Early Childhood Education

Credit hours to be completed	Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one from each</u> of the three groupings: 1) Arts 1301 or Music 1306 2) English 2326, 2327, 2328, 2331, 2332, or 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304
MATHEMATICS 3-4 (A grade of "C" or better required.) Select <u>one</u> of the following: Math 1314 or Math 1414 or higher level	INSTITUTIONAL OPTIONS 4 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	OTHER REQUIRED COURSES 12 Select <u>each</u> of the following: Early Childhood Education (TECA) 1303 Early Childhood Education (TECA) 1311 Early Childhood Education (TECA) 1318 Early Childhood Education (TECA) 1354
NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425	ELECTIVE CREDITS 1-5 <u>One</u> additional hour or one* of these: Child Development (CDEC) 1421* Child Development (CDEC) 1319* Child Development (CDEC) 1359* Child Development (CDEC) 2441* *Before taking one, student should ensure the course is the correct one as approved by the university to which the student will transfer.
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Psychology 2301	
TOTAL CREDIT HOURS	61-66

ASSOCIATE IN SCIENCES DEGREE IN TEACHER PREPARATION FOR GRADES 4-8 CERTIFICATION

This plan is an official Field of Study Degree approved by the Texas Higher Education Coordinating Board.
Available at Brookhaven, Eastfield, Mountain View, and Richland Colleges, Effective Fall Semester 2002

This degree plan is an officially approved plan by the Texas Higher Education Coordinating Board. If the plan is completed in its entirety with no grade lower than a "C," all Texas public universities are required to accept this plan and count it in their Bachelor of Science in Human Sciences or Bachelor of Science in Interdisciplinary Studies with a Concentration in Child and Family Studies/Child Development.

In order to be eligible to receive an Associate in Sciences Degree, a student must:

- Complete a minimum of 61 credit hours as shown below;
- Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level mathematics course;
- Receive a GPA (2) of at least 2.00 ("C"): and
- Meet all TASP requirements.

Students completing the requirements will receive the Associate in Sciences degree in Teacher Preparation.

Credit hours to be completed	Credit hours to be completed
COMMUNICATION 9 Select <u>each</u> of the following: English 1301 (A grade of "C" or better required.) English 1302 Speech 1311 (A grade of "C" or better required.)	HUMANITIES/VISUAL AND PERFORMING ARTS 9 Select <u>one</u> from each of the three groupings 1) Arts 1301 or Music 1306 2) English 2326, 2327, 2328, 2331, 2332, or 2333 3) Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; or Religion 1304
MATHEMATICS 3-4 (A grade of "C" or better required.) Select <u>one</u> of the following: Math 1314 or Math 1414 or higher level	INSTITUTIONAL OPTIONS 4 Select <u>each</u> of the following: Physical Education 1164 and Computer Science 1300 or higher level COSC course
LAB SCIENCES 8 Select <u>two</u> from the following: Biology 1406, 1407, 1408, 1409 Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445 Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426 NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425	OTHER REQUIRED COURSES 12 Select <u>each</u> of the following: Education (EDUC) 1301 Early Childhood Education (TECA) 1354 Math 1350 Math 1351
SOCIAL/BEHAVIORAL SCIENCES 15 Select <u>each</u> of the following: History 1301, 1302 Government 2301, 2302 Psychology 2301	ELECTIVE CREDITS 1-4 Select <u>one</u> additional hour or one* of the following: Child Development (CDEC) 1359* Education (EDUC) 1325* Geography (GEOG) 1301* Any 3-4 hour Spanish course *Before taking one, students should ensure the course is the cor- rect one as approved by the university where the student plans to transfer and count it in their Bachelor of Science with a major in one of the following disciplines: Mathematics, Science, Mathematics/Science Composite, Social Sciences/Language Arts Composite, or Interdisciplinary Studies (Generalist and Bilingual Generalists).
TOTAL CREDIT HOURS	
61-65	

Dallas County Community College District **2002-2003 Technical/Occupational Programs Offered On Our Campuses**

BH- Brookhaven College, CV- Cedar Valley College, EF- Eastfield College, EC- El Centro College, MV- Mountain View College,
 NL- North Lake College, RL- Richland College

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Accounting AAS	•	•	•	•	•	•	•
Accounting Technician Enhanced Skills Certificate	•	•	•	•	•	•	•
Accounting Assistant Certificate	•	•	•	•	•	•	•
Accounting Clerk Certificate	•	•	•	•	•	•	•
Air Conditioning & Refrigeration - Residential AAS	•	•	•	•	•	•	•
Profit Center Manager Enhanced Skills Certificate	•	•	•	•	•	•	•
Residential Technician I Certificate	•	•	•	•	•	•	•
Technician III Certificate	•	•	•	•	•	•	•
Air Conditioning & Refrigeration Technology AAS	•	•	•	•	•	•	•
Associate Degree Nursing AAS	•	•	•	•	•	•	•
Peroperative Nurse Intern Enhanced Skills Cert.	•	•	•	•	•	•	•
Auto Body Technology AAS	•	•	•	•	•	•	•
Auto Body Metal Technician Certificate	•	•	•	•	•	•	•
Auto Body Painter Certificate	•	•	•	•	•	•	•
Auto Body Shop Management Certificate	•	•	•	•	•	•	•
Auto Body Technology Certificate	•	•	•	•	•	•	•
Automotive Technology	•	•	•	•	•	•	•
Dealership-Sponsored Technician AAS	•	•	•	•	•	•	•
Service Technician AAS	•	•	•	•	•	•	•
Chassis Service Technician Certificate	•	•	•	•	•	•	•
Electronics and Climate Controls Certificate	•	•	•	•	•	•	•
Engine Repair and Performance Certificate	•	•	•	•	•	•	•
Transmission Service Technician Certificate	•	•	•	•	•	•	•
Automotive Technology/Diesel & Heavy Equipment	•	•	•	•	•	•	•
Construction Equipment AAS	•	•	•	•	•	•	•
Heavy Truck AAS	•	•	•	•	•	•	•
Construction Equipment Technician Certificate	•	•	•	•	•	•	•
Diesel Engine Fuel Systems Technician Certificate	•	•	•	•	•	•	•
Heavy Truck Technician Certificate	•	•	•	•	•	•	•
Preventive Maintenance Technician Certificate	•	•	•	•	•	•	•
Aviation Technology	•	•	•	•	•	•	•
Aircraft Dispatcher AAS	•	•	•	•	•	•	•
Aircraft Dispatcher Certificate	•	•	•	•	•	•	•
Airport Management AAS	•	•	•	•	•	•	•
Professional Pilot Option AAS	•	•	•	•	•	•	•
Biotechnology AAS	•	•	•	•	•	•	•
Biotechnology Certificate	•	•	•	•	•	•	•
Business Administration AAS	•	•	•	•	•	•	•
Business Trainee I Skills Achievement Award	•	•	•	•	•	•	•
Business Trainee II Skills Achievement Award	•	•	•	•	•	•	•
Business Trainee III Skills Achievement Award	•	•	•	•	•	•	•
Child Development Associate	•	•	•	•	•	•	•
Administrator Enhanced Skills Certificate	•	•	•	•	•	•	•
Infant and Toddler Specialist Enhanced Skills Cert.	•	•	•	•	•	•	•
Special Child Caregiver Enhanced Skills Cert.	•	•	•	•	•	•	•
Administrative Certificate	•	•	•	•	•	•	•

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Assoc. Skills Ach. Award	•	•	•	•	•	•	•
Early Childhood Training Certificate	•	•	•	•	•	•	•
Infant-Toddler Certificate	•	•	•	•	•	•	•
School-Age Caregiver Certificate	•	•	•	•	•	•	•
Special Child Skills Achievement Award	•	•	•	•	•	•	•
Commercial Music	•	•	•	•	•	•	•
Arranger/Composer/Copyist AAS	•	•	•	•	•	•	•
Music Retailing AAS	•	•	•	•	•	•	•
Music Retailing Certificate	•	•	•	•	•	•	•
Performing Musician AAS	•	•	•	•	•	•	•
Performing Musician Certificate	•	•	•	•	•	•	•
Recording Technology AAS	•	•	•	•	•	•	•
Recording Technology One-Year Certificate	•	•	•	•	•	•	•
Recording Technology Two-Year Certificate	•	•	•	•	•	•	•
Computer-Aided Design & Drafting AAS	•	•	•	•	•	•	•
Computer-Aided Design/Drafting Enh. Skills Cert.	•	•	•	•	•	•	•
Computer-Aided Design Operator Certificate	•	•	•	•	•	•	•
Computer-Aided Design Advanced Operator Cert.	•	•	•	•	•	•	•
Integrated Circuit Design AAS	•	•	•	•	•	•	•
Integrated Circuit Design Certificate	•	•	•	•	•	•	•
Computer Graphics AAS	•	•	•	•	•	•	•
Computer Graphics Certificate	•	•	•	•	•	•	•
Computer Information Technology	•	•	•	•	•	•	•
Cisco Networking Asst. Skills Achievement Award	•	•	•	•	•	•	•
Cisco Networking Intern Skills Achievement Award	•	•	•	•	•	•	•
CNE-5 Certificate	•	•	•	•	•	•	•
C Programming Skills Achievement Award	•	•	•	•	•	•	•
Computer Networking AAS	•	•	•	•	•	•	•
Midrange Specialist AAS	•	•	•	•	•	•	•
Midrange Assistant Certificate	•	•	•	•	•	•	•
Midrange Tech Support Certificate	•	•	•	•	•	•	•
Network Administrator and Support AAS	•	•	•	•	•	•	•
Networking Specialist Enhanced Skills Certificate	•	•	•	•	•	•	•
Networking Associate Certificate	•	•	•	•	•	•	•
Networking Professional Certificate	•	•	•	•	•	•	•
Networking Support Certificate	•	•	•	•	•	•	•
Personal Computer Support AAS	•	•	•	•	•	•	•
Personal Computer Specialist Certificate	•	•	•	•	•	•	•
Personal Computer Technician Certificate	•	•	•	•	•	•	•
Personal Computer User Certificate	•	•	•	•	•	•	•
Personal Computer Technology Skills Ach. Award	•	•	•	•	•	•	•
Software Programmer/Developer AAS	•	•	•	•	•	•	•
Software Programmer/Developer Assistant Cert.	•	•	•	•	•	•	•
Unix AAS	•	•	•	•	•	•	•
Unix Administrator Certificate	•	•	•	•	•	•	•

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**Continued- Dallas County Community College District
2002-2003 Technical/Occupational Programs Offered On Our Campuses**

BH- Brookhaven College, CV- Cedar Valley College, EF- Eastfield College, EC- El Centro College, MV- Mountain View College,
NL- North Lake College, RL- Richland College

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Unix Skills Achievement Award	•						
Visual Basic Programming Skills Ach. Award	•						
Web Developer Specialist Certificate	•	•	•	•	•	•	•
WIN2000 Networking Certificate			•			•	
Construction Management and Technology AAS						•	
Construction Technology AAS						•	
Construction Technology Certificate						•	
Criminal Justice AAS	•	•	•	•			
Human Services Enhanced Skills Certificate			•	•	•		
Law Enforcement Enhanced Skills Certificate	•	•	•	•			
Criminal Justice Certificate (45 hours)	•	•	•	•			
Criminal Justice Certificate (30 hours)	•	•	•	•			
Diagnostic Medical Sonography AAS				•			
Diagnostic Medical Sonography Certificate				•			
Digital Imaging Technology AAS			•				
Digital Photography Certificate			•				
Electronic Pre-Press Certificate			•				
Echocardiology Technology AAS				•			
Echocardiology Technology Certificate				•			
Educational Personnel AAS						•	
Bilingual/ESL AAS						•	
Educational Assistant Certificate						•	
Electrical Technology AAS						•	
Electrical Construction AAS						•	
Electrical Construction Certificate						•	
Electrical Technology Certificate						•	
Electronic Commerce AAS	•	•	•	•	•	•	•
Electronic Telecommunications AAS			•				
Telephony Supervisor Enhanced Skills Certificate			•				
Convergence Technology AAS						•	
Convergence Technology Certificate						•	
Technical Platform Certificate (20 hours)						•	
Electronic Telecommunications Certificate			•				
Technical Platform Certificate (16 hours)			•				
Wireless Communications Technology Certificate			•				
Electronics/Computer Technology AAS			•				
Computer Technology Enhanced Skills Certificate			•				
Telecommunications Enhanced Skills Certificate			•				
Basic Electronics Technology Certificate			•				
Semiconductor Manufacturing Technology AAS			•				
Electronics Technology AAS					•	•	
Avionics Enhanced Skills Certificate					•		
Automated Manufacturing Enhanced Skills Cert.					•	•	
Computer Maintenance Enhanced Skills Cert.					•	•	
Avionics Technology Certificate					•		
Semiconductor Manufacturing Technology AAS					•	•	

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Emergency Medical Services	•						
Paramedicine AAS	•						
Emergency Medical Technician Basic Certificate	•						
Engine Technology		•					
Motorcycle Mechanics Certificate		•					
Outboard Mechanics Certificate		•					
Small Engine Mechanics Certificate		•					
Engineering Technology							•
CAD/CAM Certificate							•
Computer-Aided Design AAS							•
Electronics Technology AAS							•
Electronics Technology Certificate							•
Integrated Circuit Layout AAS			•				•
Integrated Circuit Layout Certificate			•				•
Computer-Aided Design Skills Ach. Award							•
Parametric Automated Design Skills Ach. Award							•
Fashion Design				•			
Apparel Design AAS				•			
Pattern Design AAS				•			
Food And Hospitality Institute				•			
Bakery/Pastry AAS				•			
Bakery/Pastry Certificate				•			
Certified Food and Hospitality Manager Certificate				•			
Culinary Arts AAS				•			
Basic Culinary Skills Certificate				•			
Food and Hospitality Service AAS				•			
Food and Hospitality Service Certificate				•			
Geographic Information Systems Technology Cert.					•		
Health Information Management AAS					•		
Medical Records Coder Certificate					•		
Hospitality Management AAS						•	
Hospitality Management Certificate						•	
Interior Design AAS				•			
Interior Design Advanced Technical Certificate				•			
International Business & Trade AAS				•		•	
Import/Export Certificate				•		•	
International Business & Trade Certificate				•		•	
International Business & Trade Skills Ach. Award				•		•	
Internet Development Technologies AAS				•			
Interpreter Training Program AAS				•			
Deaf Studies Certificate				•			
Invasive Cardiovascular Technology AAS				•			
Invasive Cardiovascular Technology Certificate				•			
Logistics Technology AAS	•					•	

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Community College District Programs Offered On Our Campuses

ld College, EC- El Centro College, MV- Mountain View College,
RL- Richland College

[illegible]

ACCOUNTING

Offered at all seven campuses

Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.ACCT

This degree is designed to prepare students FOR various career opportunities in accounting. Students may specialize in the areas of financial, managerial, cost, tax, and/or small business accounting. Emphasis is placed on internal accounting procedures and generally accepted accounting principles. This program is intended to provide a foundation on which the graduate can build an accounting career through expanded experience and/or further education.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR.....	3
+ACCT 2401 Principles of Accounting I(4)	
ACNT 1311 Introduction to Computerized Accounting	3
++POFT 1325 Business Math and Machine Applications	3
++POFI 2301 Word Processing	3
Elective 1 Business/Technical.....	3-4
	15-17
SEMESTER II	
ACCT 2302 Principles of Accounting II OR.....	3
ACCT 2402 Principles of Accounting II (4)	
ACNT 1313 Computerized Accounting Applications.....	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
Elective 1 Business/Technical.....	3-4
	15-17
SEMESTER III	
ECON 2301 Principles of Economics I.....	3
+++MATH 1324 Mathematics for Business and Economics I.....	3
Elective 1 Business/Technical.....	3-4
Elective 2 Accounting Specialty.....	3
Elective 3 Social/Behavioral Science.....	3
	15-16
SEMESTER IV	
ECON 2302 Principles of Economics II	3
ENGL 1302 Composition II	3
Elective 1 Business/Technical.....	3-4
Elective 2 Accounting Specialty.....	3
Elective 4 Humanities/Fine Arts.....	3
	15-16
Minimum Hours Required.....	60-66

Upon completion of Semester I courses, the Accounting Clerk Certificate will be conferred.

Upon completion of Semester I and Semester II courses, the Accounting Assistant Certificate will be conferred.

Upon completion of Semester I through Semester IV courses, the Associate in Applied Sciences Degree in Accounting will be conferred.

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective 1 (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective 1 (Business/Technical) list.

+++Any MATH course numbered 1300 or above may be substituted.

Elective 1—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

Elective 2—The Accounting Specialty elective must be selected from the following accounting courses:

ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1331	Federal Income Tax: Individual.....	3
ACNT 1380	Cooperative Education-Accounting.....	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I.....	3
ACNT 2304	Intermediate Accounting II.....	3
ACNT 2309	Cost Accounting.....	3
ACNT 2311	Managerial Accounting.....	3
ACNT 2380	Cooperative Education-Accounting.....	3

Elective 3—The Social/Behavioral Science elective must be selected from the following fields/courses:

Anthropology, ECON 1303, Geography (excluding GEOG 1301), Government, History, Human Development, Psychology, Sociology.

Elective 4—The Humanities/Fine Arts elective must be selected from the following fields:

Art, Dance, Drama, English, Foreign Language, Humanities, Music, Philosophy, Religion, Sign Language.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Accounting and provides the student advanced skills required by the industry to specialize in Accounting Technician.

ACCOUNTING TECHNICIAN

Offered at all seven campuses

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: ES.ACCT.TECH

	CREDIT HOURS
SEMESTER I	
ACNT XXXX.....	3
ACNT XXXX.....	3
	6
Minimum Hours Required.....	6

Select two courses not previously taken in the Associate in Applied Sciences Degree in Accounting from the following Accounting Specialty Courses:

ACNT 1329	Payroll and Business Tax Accounting.....	3
ACNT 1331	Federal Income Tax: Individual.....	3
ACNT 1380	Cooperative Education-Accounting	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I.....	3
ACNT 2304	Intermediate Accounting II.....	3
ACNT 2309	Cost Accounting.....	3
ACNT 2311	Managerial Accounting.....	3
ACNT 2380	Cooperative Education-Accounting	3

This is a Tech Prep Program. Students interested in pursuing this Tech Prep Enhanced Skills Certificate should consult their advisor.

ACCOUNTING ASSISTANT

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.ACCT.ASSIST

The program is designed to provide the student with an expanded knowledge of basic accounting and business principles while emphasizing the development of communication and human relations skills necessary for advancement in accounting or other business-related careers. The courses required for this certificate are applicable to the Associate in Applied Sciences Degree in Accounting.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR.....	3
+ACCT 2401 Principles of Accounting I.....	(4)
ACNT 1311 Introduction to Computerized Accounting	3
++POFT 1325 Business Math and Machine Applications.....	3
++POFI 2301 Word Processing	3
Elective 1 Business/Technical.....	3-4
	15-17
SEMESTER II	
ACCT 2302 Principles of Accounting II OR	3
ACCT 2402 Principles of Accounting II	(4)
ACNT 1313 Computerized Accounting Applications.....	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
Elective 1 Business/Technical.....	3-4
	15-17
Minimum Hours Required	30-34

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective 1 (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective 1 (Business/ Technical) list.

Elective 1—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

ACCOUNTING CLERK

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.ACCT.CLERK

This program is designed to provide the student with the skills necessary to obtain entry-level employment in accounting. Emphasis is on the development of basic accounting, spreadsheet, word processing, and ten-key skills. The courses required for the certificate are applicable to the Accounting Assistant Certificate and the Associate in Applied Sciences Degree in Accounting.

CREDIT
HOURS**SEMESTER I**

+ACCT 2301	Principles of Accounting I OR.....	3
+ACCT 2401	Principles of Accounting I.....	(4)
ACNT 1311	Introduction to Computerized Accounting.....	3
++POFT 1325	Business Math and Machine Applications.....	3
++POFI 2301	Word Processing.....	3
Elective 1	Business/Technical.....	3-4
		15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective 1 (Business/Technical) list in this program.

++Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective 1 (Business/ Technical) list.

Elective 1—The Business/Technical elective must be selected from the following fields/courses:

Accounting, Business, Computer Information Technology and/or Computer Science, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

**ASSOCIATE DEGREE NURSING-
See NURSING**

AUTOMOTIVE TECHNOLOGY — DEALERSHIP-SPONSORED TECHNICIAN

Brookhaven only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.AT.DEALERSHIP

This specialized program is designed to prepare students for entry-level employment as automotive technicians in specific manufacturer's dealership service organizations. Students entering this program must be sponsored by participating dealerships approved by the College. Emphasis is placed upon the development of the necessary skills and knowledge required to function in automotive dealerships repairing and maintaining late-model automobiles with electronic systems. This program includes operational theory, practical skills, and accepted shop procedures reinforced by intensive practice during cooperative work experience periods in the sponsoring dealership.

CREDIT HOURS

SEMESTER I.

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1306	Automotive Engine Removal and Installation	3
AUMT 1319	Automotive Engine Repair	3
AUMT 1380	Cooperative Education – Auto/ Automotive Mechanic/Technician	3
TECM 1341	Technical Algebra.....	2
		15

SEMESTER II

AUMT 1307	Automotive Electrical Systems	3
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Suspension and Steering.....	3
AUMT 1381	Cooperative Education – Auto/ Automotive Mechanic/Technician	3
PHYS 1405	Concepts in Physics	4
		16

SEMESTER III

AUMT 1345	Automotive Heating and Air Conditioning	3
AUMT 2311	Automotive Electronics Controls	3
SPCH 1311	Introduction to Speech Communication	3
		9

SEMESTER IV

AUMT 2317	Engine Performance Analysis I.....	3
AUMT 2334	Engine Performance Analysis II	3
AUMT 2375	Powertrain Diagnostics.....	3
AUMT 2280	Cooperative Education – Auto/ Automotive Mechanic/Technician	2
ENGL 1301	Composition I	3
PSYC 2302	Applied Psychology	2
		17

SEMESTER V

AUMT 2313	Manual Drive Train and Axles	3
AUMT 2325	Automatic Transmission and Transaxle	3
AUMT 2332	Automatic Transmission and Transaxle II	3
AUMT 2381	Cooperative Education – Auto/ Automotive Mechanic/Technician	3
HUMA 1301	Introduction to the Humanities	2
		15

Minimum Hours Required.....72

NOTE: Any student enrolling in TECM 1341 Technical Algebra must take PHYS 1405 Concepts I Physics. Other college level Math meets the requirement for Math and Natural Science.

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institutions of their choice.

AUTOMOTIVE TECHNOLOGY — SERVICE TECHNICIAN

Brookhaven only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.AT.SERVICE.TECH

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program reflects a building-block approach from simple to complex and includes theory, diagnosis, repair and maintenance of automobiles, including late model vehicles with electronic systems. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

CREDIT HOURS

SEMESTER I

AUMT 1305	Introduction to Automotive Technology	3
AUMT 1306	Automotive Engine Removal and Installation	3
AUMT 1319	Automotive Engine Repair	3
SPCH 1311	Introduction to Speech Communication	3
		12

SEMESTER II

AUMT 1307	Automotive Electrical Systems	3
AUMT 1310	Automotive Brake Systems	3
AUMT 1316	Suspension and Steering.....	3
+MATH	Any 3 or 4 credit Math course OR	3-4
TECM 1341	Technical Algebra AND.....	(3)
+Elective	Natural Science	4
		12-16

SEMESTER III

++Elective	Humanities/Fine Arts	3
		3

SEMESTER IV

AUMT 2313	Manual Drive Train and Axles	3
AUMT 2311	Automotive Electronics Controls	3
AUMT 1345	Automotive Heating and Air Conditioning	3
ENGL 1301	Composition I	3
		12

SEMESTER V

AUMT 2317	Engine Performance Analysis I.....	3
AUMT 2334	Engine Performance Analysis II	3
AUMT 2375	Powertrain Diagnostics.....	3
AUMT 2380	Cooperative Education – Auto/ Automotive Mechanic/Technician	3
PSYC 2302	Applied Psychology	3
		15

SEMESTER VI

AUMT 2325	Automatic Transmission and Transaxle	3
AUMT 2332	Automatic Transmission and Transaxle II	3
AUMT 2381	Cooperative Education – Auto/ Automotive Mechanic/Technician	3
		9

Minimum Hours Required 63-67

+Elective - Any student enrolling in TECM 1341 Technical Algebra must take one 4SCH natural science course selected from the DCCCD approved course list.

++ Elective – Must be selected from the DCCCD Humanities/Fine Arts approved course list.

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — CHASSIS SERVICE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.AUMT.CHASSIS

	CREDIT HOURS
SEMESTER I	
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1307 Automotive Electrical Systems	3
AUMT 1310 Automotive Brake Systems	3
AUMT 1316 Suspension and Steering.....	3
AUMT 1380 Cooperative Education – Auto/ Automotive Mechanic/Technician	3
	15
Minimum Hours Required	15

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — ELECTRONICS AND CLIMATE CONTROLS TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.AUMT.ELEC.CLIM

	CREDIT HOURS
SEMESTER I	
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1307 Automotive Electrical Systems	3
+Elective	3-4
	9-10
SEMESTER II	
AUMT 1345 Automotive Heating and Air Conditioning	3
AUMT 1381 Cooperative Education – Auto/ Automotive Mechanic/Technician	3
AUMT 2311 Automotive Electronics Controls	3
	9
Minimum Hours Required	18-19

+Elective - must be selected from the following:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
TECM	1341	Technical Algebra.....	3
MATH	1XXX	Any 3 SCH - 4 SCH Math	3-4
ITSC	1401	Introduction to Computers.....	3

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — ENGINE REPAIR AND PERFORMANCE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only
Certificate

Students pursuing this certificate program are waived from
TASP requirements.

Degree Plan Code: C1.AUMT.ENGINE.PERF

	CREDIT HOURS
SEMESTER I	
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1306 Automotive Engine Removal and Installation.....	3
AUMT 1307 Automotive Electrical Systems	3
AUMT 1319 Automotive Engine Repair.....	3
	12
SEMESTER II	
AUMT 2317 Engine Performance Analysis I	3
AUMT 2334 Engine Performance Analysis II	3
AUMT 2375 Powertrain Diagnostics.....	3
AUMT 2381 Cooperative Education – Auto/ Automotive Mechanic/Technician	3
+Elective	3-4
	15-16

Minimum Hours Required 27-28

+Elective - The Elective MUST be selected from the following:

ENGL	1301	Composition I	3
SPCH	1311	Introduction to Speech Communication	3
TECM	1341	Technical Algebra.....	3
MATH	1XXX	Any 3 SCH - 4 SCH Math	3-4
ITSC	1401	Introduction to Computers	3

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

AUTOMOTIVE TECHNOLOGY — TRANSMISSION SERVICE TECHNICIAN

Brookhaven, Cedar Valley and Eastfield only

Certificate

Students pursuing this certificate program are waived from
TASP requirements.

Degree Plan Code: C1.AUMT.TRANSMISSION

	CREDIT HOURS
SEMESTER I	
AUMT 1305 Introduction to Automotive Technology	3
AUMT 1307 Automotive Electrical Systems	3
AUMT 2313 Manual Drive Train and Axles	3
	9
SEMESTER II	
AUMT 2325 Automatic Transmission and Transaxle	3
AUMT 2332 Automatic Transmission and Transaxle II	3
AUMT 2380 Cooperative Education – Auto/ Automotive Mechanic/Technician	3
	9

Minimum Hours Required.....18

NOTE: Some students enrolling in this program may plan to transfer to four-year institutions. They should consult with an advisor or counselor regarding transfer requirements and to identify how courses will transfer to the four-year institution of their choice.

BUSINESS ADMINISTRATION

Offered at all seven campuses

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.BUSI.ADMIN

The Associate in Applied Sciences Degree in Business Administration is designed for students seeking a broad program of study in all phases of business practices. This degree focuses not only at the core of management (principles of management, organizational behavior, and personnel administration) but also encompasses the critical areas of business operations (principles of marketing, accounting, and business law).

CREDIT HOURS

SEMESTER I

BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
Mathematics*		3-4
+Elective		3

15-16

SEMESTER II

MRKG 1311	Principles of Marketing	3
ACCT 2301	Principles of Accounting I** OR.....	3
ACCT 2401	Principles of Accounting I**	(4)
ENGL 1302	Composition II	3
ITSC 1401	Introduction to Computers.....	4
+Elective		3

16-17

SEMESTER III

ACCT 2302	Principles of Accounting II OR	3
ACCT 2402	Principles of Accounting II.....	(4)
BUSI 2301	Business Law	3
ECON 2301	Principles of Economics I	3
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3

15-16

SEMESTER IV

HRPO 2301	Human Resources Management	3
HRPO 2307	Organizational Behavior	3
ECON 2302	Principles of Economics II	3
POFT 1302	Business Communications I.....	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
++Elective	Humanities/Fine Arts	2

18

Minimum Hours Required 64-67

+Electives-may be selected from the following:

BMGT 1191	Special Topics in Business Administration and Management, General	1
BMGT 1301	Supervision	3
BMGT 1302	Principles of Retailing	3
BMGT 1333	Principles of Salesmanship	3
BMGT 1349	Advertising and Sales Promotion	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
BMGT 1391	Special Topics in Business Administration and Management, General	3
BMGT 2331	Total Quality Management.....	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
BUSG 1315	Small Business Operations	3
BUSG 1341	Small Business Financing	3
BUSG 2309	Small Business Management	3
IBUS 1305	Introduction to International Business and Trade	3
IBUS 1354	International Marketing Management	3
IBUS 2335	International Business Law	3
IBUS 2339	International Banking and Finance	3
IBUS 2341	International Comparative Management	3
POFT 1325	Business Math and Machine Applications	3
POFT 1329	Keyboarding and Document Formatting.....	3

++Elective-may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
ENGL 2322	British Literature	3
ENGL 2323	British Literature	3
ENGL 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World Literature	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
Foreign Language or American Sign Language		4

*Mathematics must be selected from the following:

MATH 1314	College Algebra OR.....	3
MATH 1414	College Algebra	4
MATH 1324	Mathematics for Business and Economics	3
MATH 2342	Introductory Statistics.....	3

**Students may substitute ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

BUSINESS ADMINISTRATION — BUSINESS TRAINEE

Brookhaven only

The three levels of Business Trainee are designed to work with the student's career plans and to match the wide range of skill combinations needed at various entry level positions. Courses available for the various skill levels may be selected from but are not limited the attached list of courses.

BUSINESS TRAINEE I

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.BUSI.TRAIN.I

	CREDIT HOURS
SEMESTER I	
Any BUSG, BUSI, BMGT or IBUS 1300 or above*	3
Any ITSC, ITSW, POFI, POFT or MRKG 1200 or above**	2-4
	5-7
Minimum Hours Required	5-7

BUSINESS TRAINEE II

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.BUSI.TRAIN.II

	CREDIT HOURS
SEMESTER I	
Any ACCT, ACNT or ECON 1300 or above***	3-4
Any ITSC, ITSW, POFI, POFT or MRKG 1200 or above**	2-4
	5-8
Minimum Hours Required	5-8

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

BUSINESS TRAINEE III

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.BUSI.TRAIN.III

	CREDIT HOURS
SEMESTER I	
Any BUSG, BUSI, BMGT or IBUS 1300 or above*	3
Any ITSC, ITSW, POFI, POFT or MRKG 1200 or above**	2-4
Any ACCT or ACNT 1300 or above****	3-4
Any ECON 1300 or above*****	3
	11-14
Minimum Hours Required	11-14

*-BUSG, BUSI, BMGT or IBUS		
BMGT	1301	Supervision
BMGT	1302	Principles of Retailing
BMGT	1303	Principles of Management
BMGT	1333	Principles of Selling
BMGT	1349	Advertising and Sales Promotion
BMGT	1371	Customer Service
BUSI	1301	Introduction to Business
BUSI	1307	Personal Finance
BUSI	2301	Business Law
BUSG	1315	Small Business Finance
BUSG	2309	Small Business Management
IBUS	1305	Introduction to International Business
IBUS	1354	International Marketing and Management

** - ITSC, ITSW, POFI, POFT or MRKG		
ITSC	1401	Introduction to Computers
ITSW	1401	Introduction to Word Processing
POFT	1302	Business Communications I
POFT	1309	Office Procedures I
POFI	2301	Word Processing I

*** - ACCT, ACNT, ECON		
ACCT	2401	Principles of Accounting I
ACCT	2402	Principles of Accounting II
ACNT	1303	Introduction to Accounting I
ACNT	1304	Introduction to Accounting II
ACNT	1311	Introduction to Computerized Accounting
ECON	1303	Economics of Contemporary Social Issues
ECON	2301	Principles of Economics I
ECON	2302	Principles of Economics II
ECON	2311	Economics of Global Issues

**** - ACCT or ACNT		
ACCT	2401	Principles of Accounting I
ACCT	2402	Principles of Accounting II
ACNT	1303	Introduction to Accounting I
ACNT	1304	Introduction to Accounting II
ACNT	1311	Introduction to Computerized Accounting

***** - ECON		
ECON	1303	Economics of Contemporary Social Issues
ECON	2301	Principles of Economics I
ECON	2302	Principles of Economics II
ECON	2311	Economics of Global Issues

CHILD DEVELOPMENT

Brookhaven and Eastfield only

Associate in Applied Sciences Degree, Tech Prep
Enhanced Skills Certificate

Students pursuing this AAS program are required to meet all
TASP requirements.

Degree Plan Code: AAS.CHILD.DEVE

The Child Development Program offers students an in- depth study of young children from birth to twelve years of age in conjunction with the Parent/Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

CREDIT
HOURS

SEMESTER I

CDEC 1411	Introduction to Early Childhood Education OR	4
TECA 1311	Introduction to Early Childhood Education AND	(3)
CDEC 1174	Directed Participation in Child Development/Early Childhood+++	(1)
CDEC 1454	Child Growth and Development OR	4
TECA 1354	Child Growth and Development AND	(3)
CDEC 1175	Applied Learning in Child Development/Early Childhood+++	(1)
ENGL 1301	Composition I	3
SOCI 1301	Introduction to Sociology	3
+Elective		<u>3-4</u>
		17-18

SEMESTER II

CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1318	Nutrition, Health and Safety OR	3
TECA 1318	Nutrition, Health and Safety	(3)
CDEC 1319	Child Guidance	3
MATH 1332	College Mathematics I	3
+Elective		<u>3-4</u>
		16-17

SEMESTER III

CDEC 1174	Directed Participation in Child Development/ Early Childhood+++ OR ..	1
CDEC 2475	Student Teaching in Child Development/ Early Childhood I	(4)
GOVT 2301	American Government	3
SPCH 1311	Introduction to Speech Communication	3
ITSC 1401	Introduction to Computers	4
+Elective		<u>2</u>
		14-17

SEMESTER IV

CDEC 1175	Applied Learning in Child Development/ Early Childhood+++ OR	1
CDEC 2476	Student Teaching in Child Development/Early Childhood II	(4)
CDEC 2375	Abuse within the Family	3
CDEC 1303	Family and the Community OR	3
TECA 1303	The Family and the Community	(3)
CDEC 1280	Cooperative Education-Early Childhood Provider/Assistant OR	2
CDEC 2380	Cooperative Education - Early Childhood Provider/Assistant	(3)
PSYC 2301	Introduction to Psychology OR	3
PSYC 2302	Applied Psychology	(3)
++Elective	Humanities/Fine Arts	<u>3-4</u>
		15-20

Minimum Hours Required 62-72

+Electives - must be selected from the following:

CDEC 1179	Assessment of Prior Learning in Child Development/Early Childhood	1
CDEC 1315	Multicultural/ Multilingual Education	3
CDEC 1317	Child Development Associate Training I	3
CDEC 1323	Observation and Assessment	3
CDEC 1339	Early Childhood Development: 0-3 Years	3
CDEC 1335	Early Childhood Development: 3-5 Years	3
CDEC 1330	Growth and Development: 6-14 Years	3
CDEC 1356	Emergent Literacy For Early Childhood	3
CDEC 1359	Children with Special Needs	3
CDEC 1395	Special Topics in Early Childhood Provider/Assistant ..	3
CDEC 1396	Special Topics in Administration of Programs for Children	3
CDEC 1421	The Infant and Toddler	4
CDEC 1434	School-Age Activities and Group Dynamics	4
CDEC 1440	Instructional Techniques for Children with Special Needs	4
CDEC 2322	Child Development Associate Training II	3
CDEC 2324	Child Development Associate Training III	3
CDEC 2326	Administration of Programs for Children I	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 2336	Administration of Programs for Children III	3
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant	3
CDEC 2441	The School Age Child	4
CDEC 2481	Cooperative Education-Early Childhood Provider/Assistant	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

++Electives - must be selected from the following:

ARTS 1301	Art Appreciation	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
SPAN 1411	Beginning Spanish (#)	3

#American Sign Language may not be substituted for this course

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+++CDEC 1174, Directed Participation in Childhood Development/ Early Childhood and CDEC 1175, Applied Learning in Child Development/Early Childhood are taken as one-hour courses concurrently with CDEC courses. CDEC 1174 and CDEC 1175 must be repeated for credit for a total of eight (8) hours.

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced skills certificate need to consult their advisor. Students planning on transferring to a four-year institution to complete a Bachelor's degree need to consult the Child Development Program Chair before taking any Child Development classes.

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Child Development and provide the student advanced skills required by the industry in one of the following three categories:

ADMINISTRATOR

Brookhaven and Eastfield only

Students pursuing this certificate program are required to meet all TASP requirements

Degree Plan Code: ES.CHILD.ADMINISTRATOR

	CREDIT HOURS
SEMESTER I	
CDEC 2326 Administration of Programs for Children I	3
CDEC 2328 Administration of Programs for Children II	3
	6
Minimum Hours Required.....	6

SPECIAL CHILD CAREGIVER

Brookhaven and Eastfield only

Students pursuing this certificate program are required to meet all TASP requirements

Degree Plan Code: ES.CHILD.SPECIAL.01

	CREDIT HOURS
SEMESTER I	
CDEC 1359 Children with Special Needs	3
CDEC 1440 Instructional Techniques for Children with Special Needs.....	4
Minimum Hours Required	7

INFANT AND TODDLER SPECIALIST

Brookhaven and Eastfield only

Students pursuing this certificate program are required to meet all TASP requirements

Degree Plan Code: ES.CHILD.INFANT

	CREDIT HOURS
SEMESTER I	
CDEC 1339 Early Childhood Development: 0-3 Years	3
CDEC 1421 The Infant and Toddler	4
	7
Minimum Hours Required.....	7

CHILD DEVELOPMENT — ADMINISTRATIVE

Brookhaven and Eastfield only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.CHILD.ADMINIST

This certificate program will provide an opportunity for the student to study administrative procedures for child care facilities.

	CREDIT HOURS
SEMESTER I	
CDEC 1411 Introduction to Early Childhood Education OR	4
TECA 1311 Introduction to Early Childhood Education AND	(3)
CDEC 1174 Directed Participation in Child Development/Early Childhood.....	(1)
CDEC 1454 Child Growth and Development OR	4
TECA 1354 Child Growth and Development AND	(3)
CDEC 1175 Applied Learning in Child Development/Early Childhood.....	(1)
CDEC 2326 Administration of Programs for Children I.....	3
ENGL 1301 Composition I	3
+Elective	2
	17

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SEMESTER II

CDEC 1318	Nutrition, Health and Safety OR.....	3
TECA 1318	Nutrition, Health and Safety	(3)
CDEC 1319	Child Guidance	3
CDEC 2328	Administration of Programs for Children II	3
CDEC 2336	Administration of Programs for Children III.....	3
SPCH 1311	Introduction to Speech Communication	3
ITSC 1401	Introduction to Computers OR.....	4
MATH 1332	College Mathematics I OR	(3)
MATH 1324	Mathematics for Business and Economics OR	(3)
++TECM 1303	Technical Mathematics	(3)
		18-19

Minimum Hours Required 35-36

+Elective - may be selected from the following:

CDEC 1174	Directed Participation in Child Development/ Early Childhood.....	1
CDEC 1175	Applied Learning in Child Development/ Early Childhood	1
CDEC 1303	Family and the Community	3
CDEC 1315	Multicultural/ Multilingual Education	3
CDEC 1317	Child Development Associate Training I	3
CDEC 1396	Special Topics in Administration of Programs for Children	3
CDEC 2322	Child Development Associate Training II	3
CDEC 2324	Child Development Associate Training III	3
CDEC 2375	Abuse within the Family	3
CDEC 2380	Cooperative Education - Early Childhood Provider/Assistant	3

++If TECM 1303 Technical Mathematics is taken then a Natural Lab Science course must also be taken

CHILD DEVELOPMENT— EARLY CHILDHOOD TRAINING

Brookhaven and Eastfield only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.CHILD.EARLY

This certificate program provides general courses in early childhood for those wanting to increase their skills and knowledge for working with children.

**CREDIT
HOURS**

SEMESTER I

CDEC 1411	Introduction to Early Childhood Education OR	4
TECA 1311	Introduction to Early Childhood Education AND	(3)
CDEC 1174	Directed Participation in Child Development/Early Childhood	(1)
CDEC 1454	Child Growth and Development OR	4
CDEC 1339	Early Childhood Development: 0-3 Years AND	(3)
CDEC 1335	Early Childhood Development: 3-5 Years OR	(3)
TECA 1354	Child Growth and Development AND	(3)
CDEC 1175	Applied Learning in Child Development/Early Childhood.....	(1)
CDEC 1318	Nutrition, Health, and Safety OR.....	3
TECA 1318	Nutrition, Health, and Safety	(3)
+Elective		1-4
		12-17

SEMESTER II

CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1319	Child Guidance	3
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant	3
+Elective		1-4
		11-14

Minimum Hours Required 23-31

+Elective-must be selected from the following:

CDEC 1174	Directed Participation in Child Development/ Early Childhood	1
CDEC 1175	Applied Learning in Child Development/ Early Childhood	1
CDEC 1303	Family and the Community OR.....	3
TECA 1303	Family and the Community	(3)

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CDEC	1315	Multicultural/ Multilingual Education.....	3
CDEC	1317	Child Development Associate Training I	3
CDEC	1323	Observation and Assessment	3
CDEC	1356	Emergent Literacy For Early Childhood.....	3
CDEC	1359	Children with Special Needs	3
CDEC	1395	Special Topics in Early Childhood Provider/ Assistant	3
CDEC	1421	The Infant and Toddler	4
CDEC	1434	School Age Activities and Group Dynamics	4
CDEC	1440	Instructional Techniques for Children with Special Needs.....	4
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2326	Administration of Programs for Children I'	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2336	Administration of Programs for Children III	3
CDEC	2375	Abuse within the Family	3
CDEC	2441	The School Age Child	4

CHILD DEVELOPMENT — INFANT-TODDLER

Brookhaven and Eastfield only

Certificate

Students pursuing this certificate program are waived from
TASP requirements.

Degree Plan Code: CERT.CHILD.INFANT

This certificate program provides for an in-depth study of infant-
toddler growth and development, programs, and services.

	CREDIT HOURS
SEMESTER I	
CDEC 1411	Introduction to Early Childhood Education OR 4
TECA 1311	Introduction to Early Childhood Education AND(3)
CDEC 1174	Directed Participation in Child Development/Early Childhood.....(1)
CDEC 1339	Early Childhood Development: 0-3 Years 3
CDEC 1319	Child Guidance.....3
+Elective	 <u>1-3</u>
	11-13
SEMESTER II	
CDEC 1318	Nutrition, Health, and Safety OR.....3
TECA 1318	Nutrition, Health, and Safety(3)
CDEC 1421	The Infant and Toddler 4
CDEC 1303	Family and the Community OR.....3
TECA 1303	The Family and the Community(3)
CDEC 2375	Abuse within the Family 3
+Elective	 <u>1-3</u>
	14-16

Minimum Hours Required 25-29

+Elective-may be selected from the following:

CDEC	1174	Directed Participation in Child Development/ Early Childhood	1
CDEC	1175	Applied Learning in Child Development/ Early Childhood	1
CDEC	1315	Multicultural/Multilingual Education	3
CDEC	1317	Child Development Associate Training I	3
CDEC	1323	Observation and Assessment	3
CDEC	1359	Children with Special Needs	3
CDEC	1395	Special Topics in Early Childhood Provider/Assistant	3
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III.....	3
CDEC	2380	Cooperative Education-Early Childhood Provider/Assistant	3
SOCI	2301	Marriage, Family and Close Relationships	3

CHILD DEVELOPMENT — SCHOOL-AGE CAREGIVER

Brookhaven and Eastfield only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.CHILD.SCHOOL

This certificate program provides for an in-depth study of school-age growth and development, programs, and services. It is designed to enable students to provide an optimal learning environment for children in before- and after-school, recreational and summer programs.

	CREDIT HOURS
SEMESTER I	
CDEC 1330 Growth and Development: 6-14 Years	3
CDEC 1319 Child Guidance	3
CDEC 1303 Family and the Community OR	3
TECA 1303 The Family and the Community OR	(3)
CDEC 2375 Abuse within the Family	(3)
CDEC 1318 Nutrition, Health and Safety OR	3
TECA 1318 Nutrition, Health and Safety	(3)
+Elective	1-3
	13-15
SEMESTER II	
CDEC 2441 The School Age Child	4
CDEC 1434 School Age Activities and Group Dynamics	4
CDEC 2481 Cooperative Education-Early Childhood Provider Assistant	4
+Elective	1-3
	13-15
Minimum Hours Required	26-30

+Elective-may be selected from the following:

CDEC	1174	Directed Participation in Child Development/ Early Childhood	1
CDEC	1175	Applied Learning in Child Development/ Early Childhood	1
CDEC	1303	Family and the Community OR	3
TECA	1303	The Family and the Community	3
CDEC	1315	Multicultural/ Multilingual Education	3
CDEC	1323	Observation and Assessment	3
CDEC	1440	Instructional Techniques for Children with Special Needs	4
CDEC	2326	Administration of Programs for Children I	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2336	Administration of Programs for Children III	3
CDEC	2375	Abuse within the Family	3

CHILD DEVELOPMENT — CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only
Skills Achievement Award

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: SA.CHILD.ASSOCIATE

This award program provides 120 hours of training required by the National Council of Early Childhood Professional Recognition. After completion of this award students may pursue the Child Development Associate (CDA) Credential.

	CREDIT HOURS
SEMESTER I	
CDEC 1317 Child Development Associate Training I	3
	3
SEMESTER II	
CDEC 2322 Child Development Associate Training II	3
	3
SEMESTER III	
CDEC 2324 Child Development Associate Training III	3
	3
Minimum Hours Required	9

CHILD DEVELOPMENT — SPECIAL CHILD

Brookhaven and Eastfield only
Skills Achievement Award

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: SA.CHILD.SPECIAL

This award program is planned to emphasize the needs and skills for working with special children and their families.

	CREDIT HOURS
SEMESTER I	
CDEC 1359 Children with Special Needs	3
CDEC 1323 Observation and Assessment	3
	6
SEMESTER II	
CDEC 1440 Instructional Techniques for Children with Special Needs	4
CDEC 1303 Family and the Community	3
	7
Minimum Hours Required	13

COMPUTER INFORMATION TECHNOLOGY — PERSONAL COMPUTER TECHNOLOGY

Brookhaven only
Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.CIT.PC

This sequence is for students interested in learning what goes on "under the cover" of a modern IBM-type personal computer. Completers will learn how a PC works and will also be able to write specifications for PCs, perform routine maintenance and be able to troubleshoot and repair simple problems.

	CREDIT HOURS
SEMESTER I	
ITSC 1405 Introduction to PC Operating Systems	4
	4
SEMESTER II	
ITSC 1425 Personal Computer Hardware	4
ITSE 2437 Assembly Language Programming	4
	8
Minimum Hours Required	12

COMPUTER INFORMATION TECHNOLOGY— UNIX

Brookhaven only
Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.CIT.UNIX

This sequence is for students interested in learning the UNIX Operating System up to an intermediate level. Topics covered include UNIX commands, file system structure, system editors and simple shell programming.

	CREDIT HOURS
SEMESTER I	
ITSC 1407 UNIX Operating System I	4
	4
SEMESTER II	
ITSC 2437 UNIX Operating System II	4
	4
Minimum Hours Required	8

COMPUTER INFORMATION TECHNOLOGY — VISUAL BASIC PROGRAMMING

Brookhaven only

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.CIT.VISUAL

This sequence is for students who wish to learn Visual BASIC programming. It includes instruction and practice in writing, executing, testing and debugging Visual BASIC programs on a personal computer. Topics such as forms, controls and interfacing with Windows applications are covered in detail.

	CREDIT HOURS
SEMESTER I	
ITSE 1431 Introduction to Visual BASIC Programming	4
	4
SEMESTER II	
ITSE 2449 Advanced Visual BASIC Programming	4
	4
Minimum Hours Required	8

COMPUTER INFORMATION TECHNOLOGY — C PROGRAMMING

Brookhaven only

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.CIT.C-PROG

This sequence is for students who wish to learn the C programming language in depth. It includes instruction and practice in writing, executing, testing and debugging C programs on a personal computer. Object-oriented techniques are also covered in detail, providing a set of complete, well-rounded C user skills.

	CREDIT HOURS
SEMESTER I	
ITSE 1422 Introduction to C Programming.....	4
	4
SEMESTER II	
ITSE 2455 Advanced C Programming.....	4
	4
SEMESTER III	
ITSE 2421 Introduction to Object-Oriented Programming.....	4
	4
Minimum Hours Required.....	12

COMPUTER INFORMATION TECHNOLOGY — PERSONAL COMPUTER USER

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.CIT.PC.USER

This one semester certificate option is designed to provide training for those wishing to have a basic understanding of word processing, spreadsheets, database, and pc operating systems. The graduate will be qualified to use software applications at a level required for certification.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITSW 1401 Introduction to Word Processing OR	4
ITSW 2431 Advanced Word Processing.....	(4)
ITSW 1404 Introduction to Spreadsheets OR.....	4
ITSW 2434 Advanced Spreadsheets	(4)
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database.....	(4)
ITSC 1405 Introduction to PC Operating Systems.....	4
	16
Minimum Hours Required.....	16

COMPUTER INFORMATION TECHNOLOGY — PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.CIT.PC.TECH

This one semester certificate option is designed to provide training for those who want to concentrate on troubleshooting and solving elementary operating system, hardware, and networking problems. The graduate will be qualified to perform entry-level troubleshooting on personal computers.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITNW 1321 Introduction to Networking.....	3
ITSC 1425 Personal Computer Hardware.....	4
ITSW 1410 Presentation Media Software OR.....	4
ITSC 1413 Internet/Web Page Development.....(4)	
ITSC 1405 Introduction to PC Operating Systems.....	4
	15
Minimum Hours Required.....	15

COMPUTER INFORMATION TECHNOLOGY — PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

Certificate

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: C2.CIT.PC.SPEC

This certificate option is designed to provide in-depth training in suite package software, operating systems, hardware, networking, and internet/web page development. The graduate will be qualified for a variety of entry-level positions in a pc-oriented environment.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers.....	4
ITNW 1321 Introduction to Networking.....	3
ITSC 1405 Introduction to PC Operating Systems.....	4
SPCH 1311 Introduction to Speech Communication.....	3
	14
SEMESTER II	
ITSC 2435 Application Problem Solving.....	4
ITSW 1401 Introduction to Word Processing OR.....	4
ITSW 2431 Advanced Word Processing.....(4)	
ITSW 1404 Introduction to Spreadsheets OR.....	4
ITSW 2434 Advanced Spreadsheets.....(4)	
ENGL 1301 Composition I.....	3
	15
SEMESTER III	
ITSW 1407 Introduction to Database OR.....	4
ITSW 2437 Advanced Database.....(4)	
ITSC 1425 Personal Computer Hardware.....	4
ITSW 1410 Presentation Media Software OR.....	4
ITSC 1413 Internet/Web Page Development.....(4)	
Elective Any ITXX Course.....	3-4
	15-16
Minimum Hours Required.....	44-45

COMPUTER INFORMATION TECHNOLOGY — PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.CIT.PC.SUPPORT

This associate degree program trains the student to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development and presentation of training courses for users. The graduate will be qualified to provide support for personal computer users in a corporate environment.

CREDIT HOURS

SEMESTER I

ITSC 1401	Introduction to Computers.....	4
ITSC 2435	Application Problem Solving.....	4
ITSC 1405	Introduction to PC Operating Systems	4
ENGL 1301	Composition I	3
		15

SEMESTER II

ITNW 1321	Introduction to Networking.....	3
ITSW 1401	Introduction to Word Processing OR.....	4
ITSW 2431	Advanced Word Processing.....	(4)
ITSW 1404	Introduction to Spreadsheets OR.....	4
ITSW 2434	Advanced Spreadsheets	(4)
MATH 2342	Introductory Statistics OR	3
MATH 1314	College Algebra OR	(3)
MATH 1414	College Algebra	(4)
SPCH 1311	Introduction to Speech Communication.....	3
		17-18

SEMESTER III

ITSW 1407	Introduction to Database OR	4
ITSW 2437	Advanced Database.....	(4)
ITSC 1425	Personal Computer Hardware	4
ITSW 1410	Presentation Media Software OR	4
ITSC 1421	PC Operating Systems - Windows	(4)
+Elective	Social/Behavioral Science	3
		15

SEMESTER IV

ITSC 1413	Internet/Web Page Development	4
ITSC 2439	Personal Computer Help Desk	4
ITSC 13XX	Cooperative Education OR.....	3
Elective	Any ITXX Course	(3-4)
++Elective	Humanities/Fine Arts.....	3
		14-15

Minimum Hours Required 61-63

+Social/Behavioral Science elective must be selected from the DCCCD approved course list.

++Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY — SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.CIT.SPD.ASSIST

This certificate option is designed to provide skills and knowledge in a primary programming language of choice, an operating system from the same platform, and database concepts. Graduates will be qualified to work as an assistant in a programming environment with data and coding.

Prerequisite: Basic understanding of problem solving and logic structures used with computers as obtained in ITSC 2435 or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITSE X4XX Introductory Programming course- List A1*	4
ITSC X4XX Operating Systems course-List C	4
ITSW 1407 Introduction to Database	4
	12
SEMESTER II	
ITSE X4XX Advanced Programming Language course-List B1**	4
ITSW 1410 Presentation Media Software OR	4
Elective Any ITSE Course	(3-4)
Elective Any ITSC/ITSE/ITSW Course	3-4
	10-12

Minimum Hours Required 22-24

1) Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE	1402	Introduction to Computer Programming.....	4
ITSE	1407	Introduction to C++ Programming.....	4
ITSE	1414	Introduction to RPG Programming.....	4
ITSE	1418	Introduction to COBOL Programming.....	4
ITSE	1422	Introduction to C Programming.....	4
ITSE	1431	Introduction to Visual BASIC Programming.....	4
ITSE	1445	Introduction to Oracle SQL and PL/SQL.....	4
ITSE	1491	Special Topics in Computer Programming.....	4
ITSE	2401	Introduction to Windows Programming Using C++	4
ITSE	2405	Introduction to Windows Programming.....	4
ITSE	2409	Introduction to Database Programming.....	4
ITSE	2417	JAVA Programming	4
ITSE	2421	Introduction to Object-Oriented Programming.....	4
ITSE	2456	Oracle Database Administration I.....	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE	1491	Special Topics in Computer Programming.....	4
ITSE	2431	Advanced C++ Programming.....	4
ITSE	2435	Advanced RPG Programming.....	4
ITSE	2437	Assembly Language Programming	4
ITSE	2439	Advanced Windows Programming Using C++	4
ITSE	2443	Advanced Windows Programming.....	4
ITSE	2447	Advanced Database Programming.....	4
ITSE	2449	Advanced Visual BASIC Programming.....	4
ITSE	2451	Advanced COBOL Programming.....	4
ITSE	2454	Advanced Oracle SQL and PL/SQL	4
ITSE	2455	Advanced C Programming.....	4
ITSE	2457	Advanced Object-Oriented Programming.....	4
ITSE	2458	Oracle Database Administration II	4
ITSE	2459	Advanced Computer Programming.....	4

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1411	AS/400 Operating System I.....	4
ITSC	1417	PC Operating Systems - DOS	4
ITSC	1421	PC Operating Systems - Windows.....	4

COMPUTER INFORMATION TECHNOLOGY — SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.CIT.PROG.DEVE

This associate degree program is designed to provide in-depth skills and knowledge in one primary programming language, and an operating system from the same platform, plus additional knowledge of a secondary language. The graduate will be qualified to work as an entry-level programmer in an applications setting to support the information processing function of the organization.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers.....	4
ITSC 2435 Application Problem Solving.....	4
ITNW 1321 Introduction to Networking.....	3
ENGL 1301 Composition I	3
	14
SEMESTER II	
ITSE X4XX Introductory Programming course- List A1*	4
ITSW 1407 Introduction to Database	4
ITSC X4XX Operating Systems course-List C	4
MATH 1414 College Algebra OR.....	4
MATH 1314 College Algebra	(3)
SPCH 1311 Introduction to Speech Communication.....	3
	18-19
SEMESTER III	
ITSE X4XX Introductory Programming course- List A2	4
ITSE X4XX Advanced Programming course- List B1**	4
Elective Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course.....	3-4
ITSW 1410 Presentation Media Software OR.....	4
Elective Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course	(3-4)
+Elective Humanities/Fine Arts.....	3
	17-19

SEMESTER IV	
ITSE X4XX Programming course-List A or B.....	4
OR	
Application Development course- List D.....	(4)
ITSE 1450 System Analysis and Design	4
OR	
ITSC/ITSE/ ITSW 13XX Cooperative Education course.....	(3)
Elective Any ITCC, ITSC, ITSE, ITSW, ITNW or ITMC course	3-4
++Elective Social/Behavioral Science	3
	13-15

Minimum Hours Required 62-67

1Student must complete the introductory and advanced course in the same programming language to be considered a completer for this certificate. (ITSE 2437, Assembly Language may be combined with any course from List A to meet this requirement).

2An introductory programming course other than the course taken in Semester II must be chosen.

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++Social/Behavioral Science elective must be selected from the DCCCD approved course list.

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE 1402	Introduction to Computer Programming.....	4
ITSE 1407	Introduction to C++ Programming.....	4
ITSE 1414	Introduction to RPG Programming.....	4
ITSE 1418	Introduction to COBOL Programming.....	4
ITSE 1422	Introduction to C Programming.....	4
ITSE 1431	Introduction to Visual BASIC Programming.....	4
ITSE 1445	Introduction to Oracle SQL and PL/SQL	4
ITSE 1491	Special Topics in Computer Programming.....	4
ITSE 2401	Introduction to Windows Programming Using C++	4
ITSE 2405	Introduction to Windows Programming.....	4
ITSE 2409	Introduction to Database Programming.....	4
ITSE 2417	JAVA Programming	4
ITSE 2421	Introduction to Object-Oriented Programming.....	4
ITSE 2456	Oracle Database Administration I.....	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE 1491	Special Topics in Computer Programming.....	4
ITSE 2431	Advanced C++ Programming.....	4
ITSE 2435	Advanced RPG Programming.....	4
ITSE 2437	Assembly Language Programming	4
ITSE 2439	Advanced Windows Programming Using C++	4
ITSE 2443	Advanced Windows Programming.....	4
ITSE 2447	Advanced Database Programming.....	4
ITSE 2449	Advanced Visual BASIC Programming.....	4
ITSE 2451	Advanced COBOL Programming.....	4
ITSE 2454	Advanced Oracle SQL and PL/SQL	4
ITSE 2455	Advanced C Programming.....	4
ITSE 2457	Advanced Object-Oriented Programming.....	4
ITSE 2458	Oracle Database Administration II	4
ITSE 2459	Advanced Computer Programming.....	4

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List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1411	AS/400 Operating System I.....	4
ITSC	1417	PC Operating Systems - DOS.....	4
ITSC	1421	PC Operating Systems - Windows.....	4

List D - Application Development Courses

ITSW	1404	Introduction to Spreadsheets.....	4
ITSC	1407	UNIX Operating System I.....	4
ITSC	1413	Internet/Web Page Development.....	4
ITNW	1437	Introduction to the Internet.....	4
ITSE	2413	Web Authoring.....	4
ITSW	2437	Advanced Database.....	4
ITSE	2445	Data Structures.....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY — WEB DEVELOPER SPECIALIST

Offered at all seven campuses

Certificate

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: C2.CIT.WEB.DEV.SPED

This certificate option trains the student to design and develop web pages and web business applications. It prepares the student to enter the workforce as a member of the company web development team for Internet/Intranet applications.

Prerequisite: Basic understanding of personal computers and operating systems as obtained in ITSC 1401, Introduction to Computers or equivalent experiences approved by an Information Technology faculty member.

CREDIT
HOURS

SEMESTER I

ITSC 2435	Application Problem Solving.....	4
ITNW 1437	Introduction to the Internet.....	4
ITSC 1413	Internet/Web Page Development*.....	4
ITNW 1321	Introduction to Networking.....	3
ENGL 1301	Composition I.....	3
		18

SEMESTER II

ITSE 1431	Introduction to Visual Basic Programming.....	4
ITSW 1407	Introduction to Database.....	4
ITSC 1413	Internet/Web Page Development*	4
OR		4
IMED 2415	Web Page Design II.....	(4)
GRPH 1325	Digital Imaging I OR.....	3
ITSW 1410	Presentation Media Software.....	(4)
SPCH 1311	Introduction to Speech Communication.....	3
		18-19

SEMESTER III

ITSE 2413	Web Authoring.....	4
ITSE 2417	JAVA Programming.....	4
IMED 2409	Internet Commerce.....	4
ITSE 1391	Special Topics in Computer Programming OR.....	3
GRPH 1391	Special Topics in Graphic and Printing Equipment Operator OR.....	(3)
ITSC 1407	UNIX Operating System I.....	(4)
		15-16

Minimum Hours Required 51-53

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*ITSC 1413, Internet/Web Page Development may be repeated for credit when topics change.

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++Social/Behavioral Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY — UNIX ADMINISTRATOR

Brookhaven, North Lake and Richland only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.CIT.UNIX.ADMIN

This certificate option prepares the student to be a UNIX system administrator. Students will learn basic and advanced hands-on skills associated with the UNIX user interface environment, file system structure, account setup and maintenance, system security, shell scripting and other general tasks associated with day-to-day UNIX management operations in both stand-alone and networked systems. Multiple versions of UNIX such as Solaris and/or Linux may be presented to better enable student success in varying commercial environments.

	CREDIT HOURS
PREREQUISITES	
ITSC 1401 Introduction to Computers.....	4
ITSC 2435 Application Problem Solving.....	4
ITNW 1321 Introduction to Networking.....	3
	11
SEMESTER I	
ITSC 1407 UNIX Operating System I.....	4
	4
SEMESTER II	
ITSC 2437 UNIX Operating System II.....	4
	4
SEMESTER III	
ITNW 2435 Network Troubleshooting and Support	4
ITSC 1402 Computer Control Language	4
	8
Minimum Hours Required.....	27

COMPUTER INFORMATION TECHNOLOGY — UNIX

Brookhaven, North Lake and Richland only
Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.CIT.UNIX

This associate degree program will provide training and education for individuals interested in developing their knowledge and skills as a UNIX user or system administrator. The objectives of the program are to provide instruction in both fundamental and advanced UNIX skills and to help the student acquire general knowledge about UNIX design and operation. Various versions of UNIX such as Solaris and/or Linux may be covered during the course of the program to better prepare students for real-world situations. The UNIX AAS degree includes all topics covered in the UNIX System Administrator certificate along with additional course work designed to provide a broad base of computer experience.

	CREDIT HOURS
SEMESTER I	
ITSC 1401	Introduction to Computers.....4
ITSC 2435	Application Problem Solving.....4
ITNW 1321	Introduction to Networking.....3
ENGL 1301	Composition I 3
	14
SEMESTER II	
ITSC 1407	UNIX Operating System I.....4
ITSC 1425	Personal Computer Hardware.....4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course 3-4
MATH 1414	College Algebra OR.....4
MATH 2342	Introductory Statistics.....(3)
SPCH 1311	Introduction to Speech Communication.....3
	17-19
SEMESTER III	
ITSC 2437	UNIX Operating System II.....4
Elective	Any ITCC, ITSC, ITSE, ITSW, ITNW, or ITMC course 3-4
ITSC 1405	Introduction to PC Operating Systems OR 4
ITSC 1417	PC Operating Systems - DOS OR.....(4)
ITSC 1421	PC Operating Systems - Windows.....(4)
+Elective	Humanities/Fine Arts.....3
	14-15

SEMESTER IV

ITNW 2435	Network Troubleshooting and Support.....4
ITSC 1402	Computer Control Language.....4
ITSE 1450	System Analysis and Design.....4
++Elective	Social/Behavioral Science 3
	15

Minimum Hours Required 60-63

+Humanities/Fine Arts elective must be selected from the DCCCD approved list.

++ Social/Behavioral Science elective must be selected from the DCCCD approved list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

COMPUTER INFORMATION TECHNOLOGY — NETWORKING ASSOCIATE

Brookhaven, El Centro, Mountain View, North Lake and
Richland only

Certificate

Students pursuing this certificate program are waived from
TASP requirements.

Degree Plan Code: C1.CIT.NWK.ASSOC.01

This certificate option will provide education and training for
individuals interested in developing their knowledge and skills as
networking professionals with an emphasis on preparation for
those wishing to take the CCNA certification examination.

	CREDIT HOURS
SEMESTER I	
ITCC 1402 Local Area Network Design and Protocols: Cisco 1	4
ITCC 1406 Basic Router Configuration: Cisco 2	4
	8
SEMESTER II	
ITCC 1442 Local Area Management (LAN): Cisco 3	4
ITCC 1446 Wide Area Management (WAN): Cisco 4	4
	8

Minimum Hours Required.....16

Upon completion of ITCC 1446, Wide Area Management (WAN): Cisco 4, the
student is eligible to take the CCNA (Cisco Certified Networking Associate) cre-
dentialing exam.

COMPUTER INFORMATION TECHNOLOGY — NETWORKING SUPPORT

Brookhaven, Cedar Valley, Mountain View and North Lake only
Certificate

Students pursuing this certificate program are waived from
TASP requirements.

Degree Plan Code: C1.CIT.NWK.SUPP.01

This certificate offers multiple specialty options for development
of networking systems engineer, software developer, and database
administrator. Students acquire knowledge and skills necessary to
become expert on Microsoft products and technologies. NOTE:
Students must select and complete one specialty track to be con-
sidered as having met the requirements for this award.

	CREDIT HOURS
SEMESTER I	
<u>MCSD-1</u>	
ITSE 1431 Introduction to Visual BASIC Programming OR.....	4
ITSE 2449 Advanced Visual BASIC Programming.....	(4)
ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0.....	4
	OR
<u>MCDBA-1</u>	
ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	4
ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	4
	OR
ITMC 1419 Installing and Administering Windows 2000 AND	(4)
ITMC 1458 Supporting Microsoft Windows 2000	(4)
	OR
<u>WIN2000 MCSE-1</u>	
ITMC 1401 Microsoft Windows 2000 Network and Operating System Essentials (MS 2151)	4
ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152)	4
	OR
ITMC 1419 Installing and Administering Windows 2000 AND	(4)
ITMC 1458 Supporting Microsoft Windows 2000.....	(4)

8-12

(continued on next page)

SEMESTER II

MCSD-2

ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development 4

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 4

OR

MCDBA-2

ITNW 2452 Administering Microsoft SQL Server 7.0 4

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 4

OR

WIN2000

MCSE-2

ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) 4

ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154) 4

8

SEMESTER III

MCSD-3

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 4

1 Elective 4

OR

MCDBA-3

2 Elective 4

3 Elective 4

OR

WIN2000

MCSE-3

4 Elective 4

5 Elective 4

8

Minimum Hours Required 24-28

MCSD

1 Elective

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 4

OR

One Approved Elective from MCSD track.

MCDBA

2 Elective

ITMC1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153) 4

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 4

OR

Other Approved Elective from MCDBA track

3 Elective

Any ITCC, ITMC, ITNW, ITSC, ITSE or ITSW course not included in this curriculum pattern.

WINDOWS 2000 MCSE

4 Elective

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) 4

ITMC 2432 Designing a Microsoft Windows 2000 Networking Infrastructure (MS 1562) 4

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) 4

5 Elective

ITMC 2431 Designing a Microsoft Windows 2000 Directory Services Infrastructure (MS 1561) 4

ITMC 2432 Designing a Microsoft Windows 2000 Networking Services Infrastructure (MS 1562) 4

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) 4

OR

Other Approved Elective from Windows 2000 track.

Upon completion of MCSD, MCDBA, or MCSE tracks, the student is eligible to take the Microsoft Certification credentialing exam.

COMPUTER INFORMATION TECHNOLOGY— COMPUTER NETWORKING

Brookhaven, Cedar Valley, Mountain View and North Lake only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.CIT.COMP.NWK.01

The associate degree provides students with required technological skills to work in an evolving networking environment. Students who master course competencies can validate their skills through a certification program. Hands-on training and certification provide students with the tools and technologies to excel in networking positions. Topics include networking strategies, communications protocol, implementation, installation, configuration, and troubleshooting.

NOTE: Students must select and complete one specialty track to be considered as having met the requirements for this award.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers.....	4
ITSC 2435 Application Problem Solving.....	4
ITNW 1321 Introduction to Networking.....	3
ENGL 1301 Composition I	3
	14
SEMESTER II	
<u>MCSD-1</u>	
ITSE 1431 Introduction to Visual Basic Programming OR.....	4
ITSE 2449 Advanced Visual BASIC Programming	(4)
ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0	4
	OR
<u>MCDBA-1</u>	
ITMC 1401 Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151)	4
ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) OR.....	4
ITMC 1419 Installing and Administering Windows 2000 AND.....	(4)
ITMC 1458 Supporting Microsoft Windows 2000.....	(4)
	OR

WIN2000	
<u>MCSE-1</u>	
ITMC 1401 Microsoft Windows 2000 Network and Operating Systems Essentials (MS 2151)	4
ITMC 1441 Implementing Microsoft Windows 2000 Professional and Server (MS 2152) OR	4
ITMC 1419 Installing and Administering Windows 2000 AND	(4)
ITMC 1458 Supporting Microsoft Windows 2000	(4)
	AND
SPCH 1311 Introduction to Speech Communication.....	3
MATH 2342 Introductory Statistics OR.....	3
MATH 1414 College Algebra.....	(4)
	14-19

SEMESTER III

<u>MCSD-2</u>	
ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development.....	4
ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0	4
	OR
<u>MCDBA-2</u>	
ITNW 2452 Administering Microsoft SQL Server 7.0.....	4
ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0	4
	OR

WIN2000	
<u>MCSE-2</u>	
ITMC 1442 Implementing a Microsoft Windows 2000 Network Infrastructure (MS 2153)	4
ITMC 1443 Implementing and Administering Microsoft Windows 2000 Directory Services (MS 2154).....	4
	AND
+Elective Social/Behavioral Science	3
++Elective Humanities/Fine Arts.....	3
	14

(continued on next page)

SEMESTER IV

MCSD-3

ITSE 2433 Implementing a Database on
Microsoft SQL Server 7.0 4

1 Elective 4
OR

MCDBA-3

2 Elective 4
3 Elective 4

OR

WIN2000MCSE-3

4 Elective 4
5 Elective 4

AND

ITSC 1425 Personal Computer Hardware OR 4

ITNW 2435 Network Troubleshooting and
Support(4)

+++Elective 4

ITNW 1380 Cooperative Education - Business
Systems Networking and
Telecommunications 3

19

Minimum Hours Required 61-66

+Elective Social/Behavioral Science elective must be selected from the
DCCCD approved course list.

++Elective Humanities/Fine Arts elective must be selected from the
DCCCD approved course list.

+++Elective Select any ITCC, ITMC, ITNW, ITSC, ITSE, or ITSW
course not included in this curriculum pattern

MCSD

1 Elective ITSE 2433 Implementing a Database on Microsoft
SQL Server 7.0 4

OR

One other Approved Elective from MCSD track.

MCDBA

2 Elective One course selected from the following:

ITMC 1442 Implementing a Microsoft Windows 2000 Network
Infrastructure (MS 2153) 4

ITSE 1440 Mastering Distributed Application Design and
Development Using Microsoft Visual Basic 6.0 4
OR

Other Approved Elective from MCDBA track.

3 Elective Any ITCC, ITMC, ITNW, ITSC, ITSE or ITSW course
not included in this curriculum pattern

WINDOWS 2000 MCSE

4 Elective One course selected from the following:

ITMC 2431 Designing a Microsoft Windows 2000 Directory
Services Infrastructure (MS 1561) 4

ITMC 2432 Designing a Microsoft Windows 2000
Networking Services Infrastructure (MS 1562) 4

ITMC 2433 Designing a Secure Microsoft Windows 2000
Network (MS 2150) 4

5 Elective

ITMC 2431

One course selected from the following:

Designing a Microsoft Windows 2000 Directory

Services Infrastructure (MS 1561) 4

ITMC 2432

Designing a Microsoft Windows 2000

Networking Services Infrastructure (MS 1562) 4

ITMC 2433

Designing a Secure Microsoft Windows 2000

Network (MS 2150) 4

OR

One Approved Elective from Windows 2000 track

NOTE: Students enrolling in this program who plan to transfer
to a four-year institution should consult an advisor or counselor
regarding transfer requirements and the transferability of these
courses to the four-year institution of their choice.

ELECTRONIC COMMERCE

Brookhaven, Eastfield, Mountain View, North Lake and Richland only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.ELECTRONIC.COMM

The degree is designed to meet the needs of professionals in the rapidly changing world of Internet commerce. Electronic Commerce includes all aspects of business processes enabled by Internet technologies. The increasing volume of transactions that take place electronically is a revolution in business practices. This program introduces students to Electronic Commerce through marketing, management, communications, and Web site design and development. It is available on-campus or online. Most of the classes in this degree transfer to the University of Texas at Arlington's Web Design/E-Commerce Bachelor of Arts Degree in Interdisciplinary Studies.

CREDIT HOURS

SEMESTER I

BUSI 1301	Introduction to Business	3
ITSC 1401	Introduction to Computers.....	4
ARTS 1301	Art Appreciation	3
ENGL 1301	Composition I	3
ITSC 1413	Internet/Web Page Development	4
		17

SEMESTER II

MRKG 1311	Principles of Marketing.....	3
MATH 2342	Introductory Statistics.....	3
ITSC 2435	Application Problem Solving.....	4
ENGL 1302	Composition II	3
SPCH 1311	Introduction to Speech Communications	2
		16

SEMESTER III

BUSI 2301	Business Law.....	3
ENGL 2311	Technical Writing.....	3
ECON 2301	Principles of Economics I.....	3
ITSW 1407	Introduction to Database.....	4
ITNW 1321	Introduction to Networking.....	3
		16

SEMESTER IV

IMED 2409	Internet Commerce.....	4
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Select either Technical Specialization OR Business Specialization:

TECHNICAL SPECIALIZATION

IMED 2349	Internet Communications	3
ITSE 2417	JAVA Programming OR	4
ITSE 1407	Introduction to C++ Programming OR	(4)
ITSE 1431	Introduction to Visual BASIC Programming	(4)
IMED 2415	Web Page Design II.....	4
ITSE 2409	Introduction to Database Programming	4
		19

BUSINESS SPECIALIZATION

HRPO 2307	Organizational Behavior	3
ACCT 2301	Principles of Accounting I	3
BMGT 1303	Principles of Management	3
BUSG 2309	Small Business Management OR	3
MRKG 2381	Cooperative Education - Business Marketing and Marketing Management	(3) 16

Minimum Hours Required 65-68

EMERGENCY MEDICAL SERVICES — PARAMEDICINE

Brookhaven only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.EMS.PARAMED

Emergency medical technicians—paramedics, working under the direction of a physician (often through radio communication), recognize, assess, and manage medical emergencies of acutely ill or injured patients in pre-hospital care settings. EMT-Paramedics work principally in advanced life-support units and ambulance services under medical supervision and direction.

This degree plan combines classroom teaching with supervised clinical and field experience for the emergency medical health professional. Upon successful completion of all course work for the degree, the student is eligible to take the exam for certification as an Emergency Medical Technician—Paramedic.

CREDIT HOURS

SEMESTER I

EMSP 1501 Emergency Medical Technician – Basic	5
EMSP 1314 Non-Emergency Transport	3
EMSP 1160 Clinical	1
SCIT 1407 Human Anatomy and Physiology I	4
ENGL 1301 Composition I	3
	16

SEMESTER II

EMSP 1438 Introduction to Advanced Practice	4
EMSP 1355 Trauma Management	3
EMSP 1356 Patient Assessment and Airway Management	3
SCIT 1408 Human Anatomy and Physiology II	4
	14

SEMESTER III

EMSP 2544 Cardiology	5
EMSP 2434 Medical Emergencies	4
EMSP 2260 Clinical	2
MATH 2342 Introductory Statistics	3
	14

SEMESTER IV

EMSP 2430 Special Populations	4
EMSP 2261 Clinical	2
HPRS 2300 Pharmacology for Health Professions	3
PSYC 2301 Introduction to Psychology	3
	12

SEMESTER V

EMSP 2143 Assessment Based Management	1
EMSP 2338 EMS Operations	3
EMSP 2463 Clinical	4
SPCH 1311 Introduction to Speech Communication	3
+Elective Humanities/Fine Arts	3-4
	14-15

Minimum Hours Required 70-71

+Humanities/Fine Arts Elective must be a 3 or 4 semester credit hour course selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

EMERGENCY MEDICAL SERVICES — EMERGENCY MEDICAL TECHNICIAN BASIC

Brookhaven only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.EMS.EMT.BASIC

This certificate will prepare completers to function in emergency medical service positions in the pre-hospital environment. The certificate includes classroom instruction, hospital rotations with emphasis on emergency department experience, and emergency ambulance experience. The course work prepares the completer to take the State of Texas exam for Emergency Medical Technician—Basic

Credit for EMSP 1501, 1314, and 1160 will be given for EMT-Basic Texas Certification.

CREDIT HOURS

SEMESTER I

EMSP 1501 Emergency Medical Technician – Basic	5
EMSP 1314 Non-Emergency Transport	3
EMSP 1160 Clinical	1
SCIT 1407 Human Anatomy and Physiology I	4
ENGL 1301 Composition I	3
	16

Minimum Hours Required 16

LOGISTICS TECHNOLOGY

Brookhaven and North Lake only

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.LOGISTICS.TECH

The Logistics Technology Associate of Applied Science degree is designed to prepare students for entry-level employment in logistics technology. This program will provide graduates with the skills required of the industry, enable graduates to seek immediate employment in the workplace, meet labor market demands, and permit greater economic competitiveness. Program specialties include warehouse, traffic, and transportation management, storage and distribution, and inventory control.

	CREDIT HOURS
SEMESTER I	
ENGL 1301	Composition I 3
LMGT 1319	Introduction to Business Logistics.....3
ECON 1303	Economics of Contemporary Social Issues 3
BUSI 1301	Introduction to Business 3
MATH 1314	College Algebra OR.....3
MATH 1324	Mathematics for Business and Economics(3)
	15
SEMESTER II	
ENGL 1302	Composition II 3
LMGT 1321	Introduction to Materials Handling.....3
BMGT 1303	Principles of Management.....3
LMGT 2330	International Logistic Management 3
ITSC 1401	Introduction to Computers.....4
	16
SEMESTER III	
+Elective	Social/Behavioral Science Elective.....3
ACCT 2301	Principles of Accounting I* 2
	6
SEMESTER IV	
BUSI 2301	Business Law 3
SPCH 1311	Introduction to Speech Communication 3
LMGT 1425	Warehouse and Distribution Center Management.....4
LMGT 2334	Principles of Traffic Management.....3
++Elective	Humanities/Fine Arts Elective.....2
	16

SEMESTER V

LMGT 1349	Materials Requirement Planning.....3
BMGT 2384	Cooperative Education - Operations Management and Supervision.....3
LMGT 1345	Economics of Transportation and Distribution 3
LMGT 1341	Freight Loss and Damage Claims.....3
LMGT 1323	Domestic and International Transportation Management.....2

Minimum Hours Required.....68

+Social Behavioral Science Elective must be selected from the DCCCD approved course list.

++Humanities/Fine Arts Elective must be selected from the DCCCD approved course list.

*ACCT 2401, Principles of Accounting I may be substituted for ACCT 2301, Principles of Accounting I.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT

Offered at all seven campuses

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.MANAGEMENT

The Management degree is a transfer degree for working students that permits them to earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

CREDIT HOURS

SEMESTER I

BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1303	Principles of Management	3
BUSI 1301	Introduction to Business	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		18

SEMESTER II

HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
ITSC 1401	Introduction to Computers.....	4
ENGL 1302	Composition II.....	3
Mathematics*		3-4

16-17

SEMESTER III

HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
ACCT 2301	Principles of Accounting I ** OR.....	3
ACCT 2401	Principles of Accounting I ** (4)	
ECON 2301	Principles of Economics I OR	
ECON 1303	Principles of Contemporary Social Issues	3
		12-13

SEMESTER IV

BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective		3
		15

Minimum Hours Required.....61-63

*Electives—may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre.....	3
ENGL 2322	British Literature	3
ENGL 2323	British Literature	3
ENGL 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World Literature	3
HUMA 1301	Introduction to the Humanities.....	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy.....	3
Foreign Language or American Sign Language		4

*Mathematics must be selected from the following:

MATH 1314	College Algebra OR.....	3
MATH 1414	College Algebra	4
MATH 1324	Mathematics for Business and Economics I.....	3
MATH 2342	Introductory Statistics.....	3

**Students may substitute ACNT 1303, Introduction to Accounting I and ACNT 1304, Introduction to Accounting II. Only three hours may be applied to the required number of hours for granting the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

MANAGEMENT

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

	CREDIT HOURS
SEMESTER I	
BMGT 1301 Supervision	3
BMGT 1382 Cooperative Education-Business Administration and Management, General	3
ENGL 1301 Composition I	3
	9
SEMESTER II	
HRPO 2301 Human Resources Management	3
BMGT 1383 Cooperative Education-Business Administration and Management, General	3
SPCH 1311 Introduction to Speech Communication	3
	9
SEMESTER III	
HRPO 2307 Organizational Behavior	3
BMGT 2382 Cooperative Education-Business Administration and Management, General	3
	6
SEMESTER IV	
BMGT 2303 Problem Solving and Decision Making	3
BMGT 2383 Cooperative Education-Business Administration and Management, General	3
	6
Minimum Hours Required	30

MARKETING CAREERS — BUSINESS MARKETING

Brookhaven and Cedar Valley only

Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.MRKT.BUSINESS

The Business Marketing program provides an opportunity for students to acquire knowledge and training for careers in sales and marketing. In addition to a broad program of study encompassing all phases of marketing, students apply what is learned in the classroom to real-life situations in the business sector. Cooperative work experience provides students with the necessary skills to become competent in the industry.

CREDIT HOURS

SEMESTER I

BMGT 1302	Principles of Retailing.....	3
BMGT 1303	Principles of Management.....	3
BUSI 1301	Introduction to Business.....	3
ENGL 1301	Composition I.....	3
+Elective	Humanities/Fine Arts.....	3
Elective	Any Non-MRKG and Non-BMGT course.....	3
		18

SEMESTER II

BMGT 1333	Principles of Selling.....	3
ECON 2301	Principles of Economics I.....	3
ENGL 1302	Composition II.....	3
MATH 1324	Mathematics for Business and Economics OR.....	3
POFT 1321	Business Math AND.....	(3)
++Elective	Natural Science.....	(3-4)
SPCH 1311	Introduction to Speech Communication.....	3
		15-19

SEMESTER III

MRKG 1311	Principles of Marketing.....	3
ITSC 1401	Introduction to Computers.....	4
MRKG 1381	Cooperative Education – Business Marketing and Marketing Management OR.....	3
MRKG 1366	Practicum (or Field Experience)- Business Marketing and Marketing Management.....	(3)
ACCT 2301	Principles of Accounting I OR.....	3
ACCT 2401	Principles of Accounting I OR.....	(4)
ACNT 1303	Introduction to Accounting I.....	(3)
PSYC 2302	Applied Psychology.....	2
		16-17

SEMESTER IV

BMGT 1349	Advertising and Sales Promotion.....	3
HRPO 1301	Customer Relations.....	3
MRKG 2381	Cooperative Education– Business Marketing and Marketing Management OR.....	3
MRKG 2366	Practicum (or Field Experience) - Business Marketing and Marketing Management.....	(3)
ECON 2302	Principles of Economics II.....	3
HRPO 2307	Organizational Behavior.....	3
HRPO 2301	Human Resource Management.....	3
		18

Minimum Hours Required 67-72

+Elective - must be selected from DCCCD Approved list:

Any Arts (except 1170), Cultural Studies 2370, Dance, Drama (except 1121), English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, or 2343, Spanish, French, German, Greek, Japanese, Portuguese, Humanities, Music (except 9175), Philosophy, Photography, Religion, and American Sign Language.

++Natural Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATES

This Enhanced Skills Certificate is attached to the Marketing Careers—Business Marketing Associate in Applied Science Degree and provides the student advanced skills required by the industry to specialize in Department Management.

DEPARTMENT MANAGER

Brookhaven and Cedar Valley only

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: ES.MRKT.B/M. DEPT.MGR

	CREDIT HOURS
SEMESTER I	
BMGT 1301 Supervision	3
POFT 2312 Business Communication II.....	3
	6
Minimum Hours Required.....	6

This is a Tech Prep Program. Students interested in pursuing a Tech Prep enhanced skills certificate need to consult with their advisor.

MARKETING CAREERS — BUSINESS MARKETING - RETAIL/WHOLESALE BUSINESS SPECIALIST

Brookhaven and Cedar Valley only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.MRKT.RTL/WHOLESALE

This certificate program will prepare students for entry level retail or wholesale employment with a focus on communications, selling techniques, and customer service.

	CREDIT HOURS
SEMESTER I	
BMGT 1302 Principles of Retailing	3
BMGT 1333 Principles of Selling.....	3
SPCH 1311 Introduction to Speech Communication.....	3
POFT 1321 Business Math.....	3
	12
SEMESTER II	
MRKG 1381 Cooperative Education – Business Marketing and Marketing Management OR.....	3
MRKG 1366 Practicum (or Field Experience) – Business Marketing and Marketing Management OR.....	(3)
BMGT 1391 Special Topics in Business Administration and Management General	(3)
HRPO 1301 Customer Relations.....	3
	6
Minimum Hours Required	18

MARKETING CAREERS — BUSINESS MARKETING - CUSTOMER SERVICE REPRESENTATIVE

Brookhaven and Cedar Valley only

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.MRKT.CUSTOMER

This certificate program is designed to prepare students for marketing career opportunities in all areas of customer service.

CREDIT HOURS

SEMESTER I

MRKG 1311	Principles of Marketing.....	3
BMGT 1303	Principles of Management.....	3
BUSI 1301	Introduction to Business.....	3
SPCH 1311	Introduction to Speech Communication	3
PSYC 2302	Applied Psychology.....	3
		15

SEMESTER II

BMGT 1333	Principles of Selling.....	3
HRPO 1301	Customer Relations.....	3
ITSC 1401	Introduction to Computers.....	4
HRPO 2307	Organizational Behavior.....	3
ENGL 1301	Composition I	3
		16

SEMESTER III

MRKG 1381	Cooperative Education – Business Marketing and Marketing Management OR.....	3
MRKG 1366	Practicum (or Field Experience)- Business Management and Marketing Management OR.....	(3)
BMGT 1391	Special Topics in Business Administration and Management, General.....	(3)
		3

Minimum Hours Required.....34

MARKETING CAREERS — BUSINESS MARKETING - CALL CENTER SPECIALIST

Brookhaven only

Skills Achievement Award

Students pursuing this award program are waived from TASP requirements.

Degree Plan Code: SA.MRKT.CALL.CENTER

This sequence of courses will prepare students for entry-level employment in a call center environment by developing core proficiency in communications, computer literacy and customer service.

CREDIT HOURS

SEMESTER I

POFI 1301	Computer Applications I	3
SPCH 1311	Introduction to Speech Communication	3
BMGT 1371	Customer Service	3
		9

SEMESTER II

MRKG 1381	Cooperative Education – Business/Marketing and Marketing Management.....	3
		3

Minimum Hours Required.....12

MARKETING CAREERS — FASHION MARKETING

Brookhaven only

Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.MRKT.FASHION

This two-year program is designed for those interested in careers related to fashion wholesaling and retailing. Students explore merchandising, buying, textiles, display, advertising and computer applications in the fashion industry. Emphasis is placed on cooperative work experience which gives the student necessary preparation and experience needed for an entry-level position.

	CREDIT HOURS
SEMESTER I	
BMGT 1302 Principles of Retailing	3
FSHD 1302 Introduction to Fashion	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
MATH 1324 Mathematics for Business and Economics I OR	3
POFT 1321 Business Math AND	(3)
++Elective Natural Science	(3-4)
	15-19

SEMESTER II	
BMGT 1333 Principles of Selling	3
FSHN 1342 Visual Merchandising	3
FSHN 1301 Textiles	3
PSYC 2302 Applied Psychology	3
ENGL 1302 Composition II	3
SPCH 1311 Introduction to Speech Communication	3
	18

SEMESTER III	
MRKG 1311 Principles of Marketing	3
ITSC 1401 Introduction to Computers	4
FSHD 1308 Fashion Trends	3
FSHN 1212 Apparel and Accessories Marketing Operations	2
FSHN 1382 Cooperative Education – Fashion Merchandising OR	3
FSHN 1366 Practicum (or Field Experience) – Fashion Merchandising	(3)
	15

SEMESTER IV	
FSHN 2303 Fashion Buying	3
HRPO 1301 Customer Relations	3
FSHN 2382 Cooperative Education –Fashion Merchandising OR	3
FSHN 2366 Practicum (or Field Experience) Fashion Merchandising	(3)
ARTS 1301 Art Appreciation OR	3
HUMA 1301 Introduction to the Humanities	(3)
ACCT 2301 Principles of Accounting I OR	3
ACCT 2401 Principles of Accounting I OR	(4)
ACNT 1303 Introduction to Accounting I	(3)
+Elective	1-3
	16-19

Minimum Hours Required 64-71

+Electives - should be selected from the following:

BMGT 1303 Principles of Management	3
BMGT 1349 Advertising and Sales Promotion	3
BUSI 2301 Business Law	3
ECON 1303 Economics of Contemporary Social Issues	3
ECON 2301 Principles of Economics I	3
ECON 2302 Principles of Economics II	3
FSHD 1233 Fashion Study Tour	2
FSHD 1318 Apparel Computer Systems	3
FSHD 2310 Fabric Design	3
FSHN 1191 Special Topics in Apparel and Accessories Marketing Operations, General	1
FSHN 1291 Special Topics in Apparel and Accessories Marketing Operations, General	2
HRPO 2307 Organizational Behavior	3

++Natural Science elective must be selected from the DCCCD approved course list.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Marketing Careers—Fashion Marketing and provides the student advanced skills required by the industry to specialize in Department Management.

DEPARTMENT MANAGER

Brookhaven only

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: ES.MRKT.F/M.DEPT.MGR

CREDIT HOURS

SEMESTER I

BMGT 1301	Supervision	3
POFT 2312	Business Communications II	3
		6

Minimum Hours Required.....6

MARKETING CAREERS FASHION MARKETING — VISUAL MERCHANDISING ASSISTANT

Brookhaven only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: CERT.MRKT.VISUAL

This certificate program is designed to prepare students for career opportunities as retail merchandise coordinators and visual display associates in a variety of fashion settings.

CREDIT HOURS

SEMESTER I

FSHD 1302	Introduction to Fashion	3
FSHD 1308	Fashion Trends	3
BMGT 1349	Advertising and Sales Promotion	3
ARTC 1305	Basic Graphic Design	3
SPCH 1311	Introduction to Speech Communication	3
		15

SEMESTER II

FSHN 1342	Visual Merchandising	3
ARTC 2305	Digital Painting and Imaging	3
GRPH 1359	Object Oriented Computer Graphics	3
POFT 1321	Business Math	3
FSHN 1382	Cooperative Education — Fashion Merchandising OR	3
FSHN 1366	Practicum (or Field Experience) — Fashion Merchandising	(3)
		15

Minimum Hours Required.....30

NURSING, ASSOCIATE DEGREE

El Centro only (Brookhaven is an authorized site)

Associate in Applied Sciences Degree

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.NURSING

The Associate Degree Nursing Program is a two-year, 72 credit hour program, leading to the Associate in Applied Sciences Degree. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, (333 Guadalupe, Suite 3-460, Austin, Texas 78701: Telephone number 512-305-7400) and the National League for Nursing Accrediting Commission (61 Broadway, 33rd Floor, New York, New York 10006: Telephone number 212-363-5555).

The program combines classroom and skills laboratory experience with hospital clinical experience.

The program offered at Brookhaven is under the administration and accreditation of the El Centro College Associate Degree Nursing Program. Students apply for admission and attend classes at Brookhaven but receive their degrees from El Centro.

Contact the Assessment Center at El Centro College for the pre-entrance assessment and, Health Occupations Admissions to receive an information packet.

ADMISSION TO THE PROGRAM

Applicants are rank ordered for admission based on the G.P.A. earned on four prerequisite courses.

Applicants must:

- Fulfill all requirements for admission to both the college and the Associate Degree Nursing Program.
- Complete the designated assessment testing process and any required remediation.
- Complete the four prerequisite courses in English, Biology, Psychology and Mathematics with a cumulative grade point average of 2.5 or better.
- Submit a completed admission application packet to the nursing admission office at El Centro or Brookhaven on or before the enrollment period deadline. Information sessions are available to further discuss the application process to the program.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding the transferability of DCCCD courses.

**CREDIT
HOURS**

PREREQUISITES TO PROGRAM ADMISSION

##SCIT 1407	Human Anatomy and Physiology I OR	4
#BIOL 2401	Anatomy and Physiology I	(4)
ENGL 1301	Composition I	3
MATH 1314	College Algebra.....	3
PSYC 2301	Introduction to Psychology	3
		13

SEMESTER I

RNSG 1523	Introduction to Professional Nursing.....	5
RNSG 1460	Clinical - Nursing (R.N. Training).....	4
SCIT 1408	Human Anatomy and Physiology II OR.....	4
BIOL 2402	Anatomy and Physiology II	(4)
PSYC 2314	Developmental Psychology.....	3
		16

SEMESTER II

RNSG 2504	Care of the Client with Common Health Care Needs.....	5
RNSG 1105	Nursing Skills I.....	1
RNSG 1461	Clinical - Nursing (R. N. Training).....	4
BIOL 2420	General Microbiology	4
SPCH 1311	Introduction to Speech Communication....	3
		17

SEMESTER III

RNSG 2414	Care of the Client with Complex Health Care Needs.....	4
RNSG 2460	Clinical - Nursing (R. N. Training).....	4
RNSG 2213	Mental Health Nursing.....	2
RNSG 2161	Clinical - Nursing (R. N. Training).....	1
+Elective	Humanities/Fine Arts.....	3
		14

SEMESTER IV

RNSG 2535	Integrated Client Care Management.....	5
RNSG 2562	Clinical - Nursing (R. N. Training).....	5
RNSG 2221	Management of Client Care.....	2
		12

Minimum Hours Required.....72

+Humanities/Fine Arts Elective - must be selected from the following:

ARTS 1301	Art Appreciation	3
ENGL	(2000 level Literature course).....	3
HUMA 1301	Introduction to Humanities.....	3
MUSI 1306	Music Appreciation.....	3
PHIL 1301	Introduction to Philosophy.....	3
DRAM 1310	Introduction to Theatre	3

#BIOL 1406, General Biology and BIOL 1407, General Biology are prerequisites to BIOL 2401.

##BIOL 1408, Biological Science or BIOL 1409 Biological Science is recommended prior to SCIT 1407 HUMAN Anatomy and Physiology I if no previous high school biology.

A grade of "C" or better is required for all courses. Support courses must be completed before or during the semester indicated.

OFFICE TECHNOLOGY — EXECUTIVE ASSISTANT

Offered at all seven campuses

Associate in Applied Sciences Degree, Tech Prep

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I	3
POFT 1302 Business Communications I	3
POFT 1329 Keyboarding and Document Formatting OR 3	
POFT 2301 Document Formatting and Skillbuilding	(3)
POFI 1345 Integrated Software Applications II	3
SPCH 1311 Introduction to Speech Communication	3
	15
SEMESTER II	
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel	(3)
POFI 2301 Word Processing	3
ENGL1301 Composition I	3
POFT 1321 Business Math AND	3
+Elective Natural Science	3-4
	15-16
SEMESTER III	
POFT 2312 Business Communications II	3
POFI 1349 Spreadsheets	3
POFT 1319 Records and Information Management I	3
POFI 1341 Computer Applications II	3
++Elective	3-4
+++Elective Humanities/Fine Arts	3
	18-19

SEMESTER IV

POFI 2331	Desktop Publishing for the Office	3
ITSW 1407	Introduction to Database	4
POFT 1380	Cooperative Education-Administrative Assistant/Secretarial Science, General OR	3
POFT 1381	Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2380	Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2381	Cooperative Education-Administrative Assistant/Secretarial Science, General	(3)
++++Elective Social/Behavioral Science		3
		13

Minimum Hours Required 61-63

+Elective - One of the following Natural Science courses may be taken:

ECOL 1305	People and Their Environment	3
BIOL 1406	General Biology	4
BIOL 1408	Biological Science	4
BIOL 1409	Biological Science	4
GEOL 1403	Physical Geology	4
PHYS 1311	Descriptive Astronomy	3
PHYS 1401	Introductory General Physics	4
PHYS 1415	Physical Science	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

+++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE TECHNOLOGY — EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

Offered at all seven campuses

Associate in Applied Sciences Degree, Tech Prep

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

Exit Points:

Following the exit points within the curriculum pattern the student may:

- Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
- Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
- Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

CREDIT HOURS

SEMESTER I

POFT 1302	Business Communications I.....3
POFI 1345	Integrated Software Applications II.....3
SPCH 1311	Introduction to Speech Communication....3
ENGL1301	Composition I 3
POFI 2301	Word Processing 3
POFI 1301	Computer Applications I 3
POFT 1309	Administrative Office Procedures I 3
ACNT 1303	Introduction to Accounting I.....3

24

SEMESTER II

POFT 2301	Document Formatting and Skillbuilding 3
POFI 1349	Spreadsheets.....3
ITSW 1407	Introduction to Database 4
POFI 1341	Computer Applications II 3
POFI 2331	Desktop Publishing for the Office 3
	16

SEMESTER III

POFT 2312	Business Communications II 3
POFT 1313	Professional Development for Office Personnel 3
+++Elective	Social/Behavioral Science 3
++Elective	Humanities/Fine Arts.....3
	12

SEMESTER IV Navy Recruit Training

POFT 1319	Records and Information Management I 3
POFT 1349	Administrative Office Procedures II 3
+Elective	Natural Science 3-4
POFT 1380	Cooperative Education—Administrative Assistant/Secretarial Science, General.....3
POFT 2380	Cooperative Education—Administrative Assistant/Secretarial Science, General.....3
	15-16

Minimum Hours Required 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

+++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

OFFICE TECHNOLOGY — ADMINISTRATIVE SUPPORT

Offered at all seven campuses
Certificate

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code:
C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I	3
POFT 1302 Business Communications I.....	3
POFT 1329 Keyboarding and Document Formatting OR	3
POFT 2301 Document Formatting and Skillbuilding	(3)
POFI 1345 Integrated Software Applications II	3
SPCH 1311 Introduction to Speech Communication.....	3
	15
SEMESTER II	
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel	(3)
POFI 1349 Spreadsheets	3
POFI 2301 Word Processing	3
ENGL 1301 Composition I	3
POFT 1325 Business Math and Machine Applications OR	3
POFT 1321 Business Math	(3)
	15
SEMESTER III	
POFT 2312 Business Communications II	3
POFT 1313 Professional Development for Office Personnel OR	3
POFT 1380 Cooperative Education—Administrative Assistant/Secretarial Science, General.....	(3)
POFT 1319 Records and Information Management I OR	3
ITSW 1407 Introduction to Database.....	(4)
POFI 2331 Desktop Publishing for the Office	3
+Electives	3-4
	15-17
Minimum Hours Required	45-47

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW, ITMC or
ITCC course including but not limited to:

POFT	1380	Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3

OFFICE TECHNOLOGY — OFFICE ASSISTANT

Offered at all seven campuses
Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I OR	3
POFT 1319 Records and Information Management I	(3)
POFT 1302 Business Communications I.....	3
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel.....	(3)
POFI 1345 Integrated Software Applications II.....	3
+Electives	3-4
	15-16

Minimum Hours Required 15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but
not limited to:

POFT	1325	Business Math and Machine Applications.....	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3

OFFICE TECHNOLOGY — SOFTWARE APPLICATION SPECIALIST

Offered at all seven campuses

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

	CREDIT HOURS
SEMESTER I	
POFI 2301 Word Processing	3
POFI 1349 Spreadsheets.....	3
ITSW 1407 Introduction to Database.....	4
POFI 1341 Computer Applications II	3
POFI 2331 Desktop Publishing for the Office	3
	16
Minimum Hours Required.....	16

VISUAL COMMUNICATIONS

Brookhaven only

Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate

Students pursuing this AAS program are required to meet all TASP requirements.

Degree Plan Code: AAS.VISUAL.COMM

The Visual Communications first year core curriculum of study is designed to provide the student with basic foundation knowledge and technical skills required for various fields within the visual communications industry. Completion of the VCOM Core Curriculum enables the student to enter a specialized track of study of either Communication Design, Multimedia Communications, Illustration, Prepress Production or Visual Journalism. Upon completion of the second year courses, an Associate of Applied Arts Degree is awarded. The complete course of study provides for the development of creative, conceptual, technical, interpersonal and communication skills necessary to a career within the visual communications industry. Each specialized area of study is described as follows:

Specialization In Communication Design

This course of study is designed to prepare the student to enter the graphic design, advertising art, desktop publishing, and print production fields. Emphasis is upon concept development and technical skills for visual communication.

Specialization In Multimedia Communications

This course of study is designed to develop the skills and technical knowledge to enable students to create multimedia presentations. Emphasis is upon development of concept and design for multimedia communications and presentation materials.

Specialization In Illustration

This course of study is designed to develop the skills, attitudes and professionalism to enable students to enter the field of illustration. Emphasis is upon the conceptual, creative and technical skills to begin a career as an illustrator within the advertising and publishing fields of the visual communication industry.

Specialization In Prepress Production

This course of study prepares the student to enter the print prepress production field. Emphasis is upon the technical aspects of preparing electronic files for output to a digital press or to film for offset printing.

Specialization In Visual Journalism

This course of study is designed to integrate writing and design skills to enable students to produce clear, effective media packages. Emphasis is upon involvement in writing and designing newspaper and magazine content, newsletters, press kits and other forms of communication.

CREDIT
HOURS

CORE CURRICULUM

SEMESTER I

ARTC 1305	Basic Graphic Design.....	3
ARTC 2305	Digital Painting and Imaging.....	3
ARTC 2311	History of Communication Graphics.....	3
ARTS 1316	Drawing.....	3
ENGL 1301	Composition.....	3
		15

SEMESTER II

ARTC 1309	Basic Illustration.....	3
ARTC 1317	Design Communication I.....	3
GRPH 1359	Object Oriented Computer Graphics.....	3
IMED 1316	Web Page Design I.....	3
SPCH 1311	Introduction to Speech Communication.....	3
		15

SEMESTER III

MATH 1314	College Algebra OR.....	3
POFT 1321	Business Math AND.....	(3)
+Elective	Lab Science.....	(3-4)
++Elective	Social/Behavioral Science.....	3
		6-10

Minimum Hours Required 36-40

+Elective: POFT 1321 Business Math may be taken only when a science course is taken as well. Select natural science course from BIOL, CHEM, GEOL, or PHYS.

++Elective: Any Social/Behavioral Science class. Select course from ANTH, ECON, GEOG, GOVT, HIST, PSYC, or SOCI.

A student must complete the Semester I, II and III Core Curriculum and all courses in one of the following specialization (Communication Design, Multimedia Communications, Illustration, Prepress Production, or Visual Journalism) in Semesters IV and V in order to be awarded the AAS in Visual Communications.

COMMUNICATION DESIGN SPECIALIZATION

SEMESTERS I, II, III

Visual Communications Core Curriculum.....	36-40
	36-40

SEMESTER IV

ARTC 1371	Advertising Copywriting.....	3
ARTC 2347	Design Communication II.....	3
GRPH 1322	Electronic Publishing I.....	3
GRPH 1325	Digital Imaging I.....	3
IMED 2315	Web Page Design II.....	3
		15

SEMESTER V

GRPH 2341	Electronic Publishing III.....	3
ARTC 2371	Publication Design.....	3
IMED 2311	Portfolio Development OR.....	3
ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration.....	(3)
ARTC 2378	Design Studio Practices OR.....	3
ARTC 2379	Cooperative Education OR.....	(3)
ARTC 2479	Cooperative Education.....	(4)
		12-13

Minimum Hours Required 63-68

MULTIMEDIA COMMUNICATIONS SPECIALIZATION

SEMESTERS I, II, III

Visual Communications Core Curriculum.....	36-40
	36-40

SEMESTER IV

GRPH 1325	Digital Imaging I.....	3
IMED 1345	Interactive Multimedia I.....	3
ARTC 1345	3D Modeling and Rendering.....	3
PHTC 1349	Photo Digital Imaging I.....	3
IMED 2315	Web Page Design II.....	3
		15

SEMESTER V

ARTC 1301	Basic Animation.....	3
IMED 2345	Interactive Multimedia II.....	3
IMED 2311	Portfolio Development OR.....	3
ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration.....	(3)
ARTC 2378	Design Studio Practices OR.....	3
ARTC 2379	Cooperative Education OR.....	(3)
ARTC 2479	Cooperative Education.....	(4)
		12-13

Minimum Hours Required 63-68

ILLUSTRATION SPECIALIZATION

SEMESTERS I, II, III

Visual Communications Core Curriculum.....	36-40
	36-40

SEMESTER IV

GRPH 1325	Digital Imaging I.....	3
ARTT 1249	Drawing Techniques.....	2
ARTT 1149	Drawing Techniques.....	1
PHTC 1349	Photo Digital Imaging I.....	3
ARTT 1201	Conceptual Figure Drawing.....	2
ARTT 1101	Conceptual Figure Drawing.....	1
ARTC 1353	Computer Illustration.....	3
		15

SEMESTER V

ARTC 1345	3D Modeling and Rendering.....	3
ARTC 2331	Illustration Concepts.....	3
IMED 2311	Portfolio Development OR.....	3
ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration.....	(3)
ARTT 1251	Interpretive Figure Drawing.....	2
ARTT 1151	Interpretive Figure Drawing.....	1
		12

Minimum Hours Required 63-67

PREPRESS PRODUCTION SPECIALIZATION

SEMESTERS I, II, III

Visual Communications Core Curriculum.....	36-40
	36-40

SEMESTER IV

GRPH 1325	Digital Imaging I.....	3
GRPH 1322	Electronic Publishing I.....	3
GRPH 2341	Electronic Publishing II.....	3
ARTC 2378	Design Studio Practices.....	3
XXXX X3XX	Any Specialization Elective.....	3
		15

SEMESTER V

ARTC 2371	Publication Design.....	3
ARTC 2309	Electronic Prepress.....	3
IMED 2311	Portfolio Development OR.....	3
ARTC 1391	Special Topics in Graphic Design, Commercial Art and Illustration.....	(3)
ARTC 2379	Cooperative Education OR.....	3
ARTC 2479	Cooperative Education.....	(4)
		12-13

Minimum Hours Required 63-68

(continued on next page)

VISUAL JOURNALISM SPECIALIZATION

SEMESTERS I, II, III

Visual Communications Core Curriculum.....	36-40
	36-40

SEMESTER IV

GRPH 1325	Digital Imaging I.....	3
ARTC 1371	Advertising Copywriting.....	3
GRPH 1322	Electronic Publishing I.....	3
JOUR 1307	Introduction to Mass Communication.....	3
JOUR 2311	News Gathering and Writing.....	3
		15

SEMESTER V

ARTC 2371	Publication Design.....	3
IMED 2315	Web Page Design II.....	3
JOUR 2309	News Editing and Copy Reading.....	3
ARTC 2378	Design Studio Practices OR.....	3
ARTC 2379	Cooperative Education OR.....	(3)
ARTC 2479	Cooperative Education.....	(4)
		12-13

Minimum Hours Required 63-68

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Visual Communications and provide the student with advanced skills required by the industry.

VISUAL COMMUNICATIONS

Brookhaven only

Students pursuing this certificate program are required to meet all TASP requirements.

Degree Plan Code: ES.VISUAL.COMM

CREDIT
HOURS

SEMESTER I

IMED 2315	Web Page Design II.....	3
ARTC 1345	3-D Modeling and Rendering OR.....	3
PHTC 1349	Photo Digital Imaging I.....	(3)
GRPH 2341	Electronic Publishing III OR.....	3
ARTC 2371	Publication Design.....	(3)
		9

Minimum Hours Required.....9

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills certificate need to consult with their advisor.

VISUAL COMMUNICATIONS

Brookhaven only

Certificate

Students pursuing this certificate program are waived from TASP requirements.

Degree Plan Code: C1.VISUAL.COMM

The Visual Communications Certificate is designed to provide the student with basic foundation knowledge and technical skills required for various fields within the visual communications industry. Primary focus of the certificate is to acquaint the student with basic graphic and internet design concepts and the use of computer hardware and software utilized within the visual communications industry.

CREDIT
HOURS

SEMESTER I

ARTC 1305	Basic Graphic Design.....	3
ARTC 2305	Digital Painting and Imaging.....	3
ARTC 2311	History of Communication Graphics.....	3
ARTS 1316	Drawing.....	3
ENGL 1301	Composition I.....	3
		15

SEMESTER II

ARTC 1317	Design Communication I.....	3
GRPH 1359	Object Oriented Computer Graphics.....	3
ARTC 1309	Basic Illustration.....	3
IMED 1316	Web Page Design I.....	3
SPCH 1311	Introduction to Speech Communication.....	3
		15

Minimum Hours Required.....30

Course Descriptions

The course descriptions in the following section of the catalog are arranged alphabetically by the course prefix. Listed below are subject areas with the corresponding course prefixes.

Accounting.....	ACCT, ACNT
Anatomy and Physiology	SCIT
Anthropology.....	ANTH
Art.....	ARTC, ARTS, ARTT, ARTV
Astronomy.....	PHYS
Automotive.....	AUMT
Biology.....	BIOL
Broadcasting.....	DRAM
Business.....	BUSI, BUSG, BMGT
Business- Small Business.....	BUSG
Business- International.....	IBUS
Child Development.....	CDEC, TECA
Chemistry.....	CHEM
College Learning Skills.....	DCLS
Computers.....	BCIS, COSC, ITSC, ITSE
Computers- Telecommunications.....	ITNW
Computers- Software Applications.....	ITSW, POFI
Computer Programming.....	ITCC, ITSE
Computer Networking.....	ITCC, ITMC, ITNW
Computers- Microsoft.....	ITMC, ITNW
Computer- See also Web Page Design, Internet, Multimedia	
Cultural Studies.....	CUST
Customer Relations.....	HRPO
Dance.....	DANC
Developmental Math.....	DMAT
Developmental Reading.....	DREA
Developmental Writing.....	DWRI
Digital Imaging.....	PHTC
Drama.....	DRAM
Ecology.....	ECOL
Economics.....	ECON
Education.....	EDUC
Emergency Medical Services.....	EMSP
English.....	ENGL
English for Speakers of Other Languages.....	ESOL
Fashion Marketing.....	FSHD, FSHN
French.....	FREN
Geography.....	GEOG
Geology.....	GEOL
German.....	GERM
Government.....	GOVT
Graphic Design.....	GRPH
Human Development.....	HDEV
History.....	HIST
Humanities.....	HUMA

Internet Design.....	IMED, ITSE
Japanese.....	JAPN
Journalism.....	JOUR
Korean.....	KREN
Logistics Management.....	LMGT
Management.....	MRKG
Marketing.....	MRKG, HRPO
Mathematics.....	MATH, TECM
Developmental Mathematics.....	DMAT
Media.....	IMED
Multimedia.....	IMED
Music.....	MUAP, MUEN, MUSI
Nursing.....	RNSG
Nutrition.....	NUTR
Office Technology.....	POFI, POFT
Philosophy.....	PHIL
Photography.....	PHOT, See also digital imaging
Physical Education.....	PHED
Physical Science.....	PHYS
Physics.....	PHYS
Psychology.....	PSYC
Reading- Developmental.....	DREA
Religion.....	RELI
Science.....	SCIT
Sociology.....	SOCI
Social Work.....	SOCW
Spanish.....	SPAN
Speech.....	SPCH
Theater.....	DRAM
Web Page Design.....	IMED, ITSE
Writing- Developmental.....	DWRI
Visual Communications.....	GRPH

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles of Accounting I (3)

(This is a common course number. Former course prefix/number ACC 201.) This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles of Accounting II (3)

(This is a common course number. Former course prefix/number ACC 202.) Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2401 Principles of Accounting I (4)

(This is a common course number. Former course prefix/number ACC 208.) This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2402 Principles of Accounting II (4)

(This is a common course number. Former course prefix/number ACC 209.) Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5203015104)

ACNT 1303 Introduction to Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 1371.) A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction to Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT 1372.) Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction to Computerized Accounting (3)

(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting Applications (3)

(This is a WECM course number. Former course prefix/number ACCT 2370.) Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. (2 Lec., 2 Lab.)

ACNT 1329 Payroll and Business Tax Accounting (3)

(This is a WECM course number.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)

(This is a WECM course number. Former course prefix/number ACCT 2372.)

Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7371.)

Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7372.)

Prerequisite: Accounting 2304 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

ACNT 1391 Special Topics in Accounting (3)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ACNT 2303 Intermediate Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 2378.)

Prerequisite: Accounting 2301 or Accounting 2401. Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice.

ACNT 2304 Intermediate Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT 2379.)

Prerequisite: Accounting 2303. Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. (3 Lec.)

ACNT 2309 Cost Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 2376.)

Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing, and process costing. (3 Lec.)

ACNT 2311 Managerial Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 2377.)

Prerequisite: Accounting 2302 or Accounting 2402. A study of practical applications of accounting with emphasis on cost behavior, capital management decisions, budgeting, financial statement analysis, and income taxation. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7471.)

Prerequisite: Accounting 1366 and instructor approval. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7472.)

Prerequisite: Accounting 1380 and instructor approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. (1 Lec., 20 Ext.)

ANTH 2346 Introduction to Anthropology (3)

(This is a common course number. Former course prefix/number ANT 100.)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015125)

ANTH 2351 Cultural Anthropology (3)

(This is a common course number. Former course prefix/number ANT 101.)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015325)

ANTH 2380 The Heritage of Mexico (3)

(Former course prefix/number ANT 110.)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015325)

ARTC 1301 Basic Animation (3)

(This is a WECM course number. Former course prefix/number VCOM 2384.)

Prerequisite: Visual Communications Core Curriculum, or demonstrated competence approved by the instructor. Examination of concepts, characters, and storyboards for basic animation production. Emphasis on creating movement and expression utilizing traditional or electronically generated image sequences. (2 Lec., 4 Lab.)

ARTC 1305 Basic Graphic Design (3)

(This is a WECM course number. Former course prefix/number VCOM 1373.)

A study of two-dimensional (2-D) design with emphasis on the visual communication design process. Topics include basic terminology and graphic design principles. (2 Lec., 4 Lab.)

ARTC 1309 Basic Illustration (3)

(This is a WECM course number. Former course prefix/number VCOM 1377.)

Introduction to drawing techniques, skills, and concepts using various black and white media. Emphasis on perspective construction of the human figure and principles of shading as they pertain to the commercial illustration industry. (2 Lec., 4 Lab.)

ARTC 1313 Computer Production Art I (3)

(This is a WECM course number.)

An introduction to the fundamentals of using the computer as a primary production tool. Topics include an overview of industry standard software for page layout and design, drawing and image manipulation, and various methods of reproduction for print and electronic delivery. (2 Lec., 4 Lab.)

ARTC 1317 Design Communication I (3)

(This is a WECM course number. Former course prefix/number VCOM 1375.)

Prerequisite: ARTC 1305, 2305, and 2311, or demonstrated competence approved by the instructor. Study of design development relating to graphic design terminology, tools and media, and layout and design concepts. Topics include integration of type, images and other design elements, and developing computer skills in industry standard computer programs. (2 Lec., 4 Lab.)

ARTC 1341 3-D Animation I (3)

(This is a WECM course number. Former course prefix/number DFTG 1421.)

Instruction in three-dimensional (3-D) modeling and rendering techniques including lighting, staging, camera, and special effects. Emphasis on 3-D modeling building blocks using primitives to create simple or complex objects. (2 Lec., 4 Lab.)

ARTC 1345 3-D Modeling and Rendering (3)

(This is a WECM course number. Former course prefix/number MULT 2371 or VCOM 2381 or RFTV 2374/FLMC 1331.)

Prerequisite: IMED 1301. A studio course in the theory and technique of three-dimensional (3-D) modeling utilizing appropriate software. Topics include the creation and modification of 3-D geometric shapes; a variety of rendering techniques; and use of camera light sources, texture, and surface mapping. (2 Lec., 4 Lab.)

ARTC 1353 Computer Illustration (3)

(This is a WECM course number. Former course prefix/number MULT 1375 or ARTS 2324.)

Prerequisite: IMED 1301. Exploration of computer programs with applications to illustration, photo manipulation and file management for reproduction. Emphasis on concept development in print and digital delivery. (2 Lec., 4 Lab.)

ARTC 1371 Advertising Copywriting (3)

(This is a local need course number. Former course prefix/number VCOM 1374.)

Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor.

Creative writing techniques for advertising are explored in this class. The student will develop and write headlines and copy for advertising, public relations material, proposals, and business communications. Emphasis is placed on creative aspects of writing and concept development toward advertising and marketing aims. (3 Lec.)

ARTC 1391 Special Topics in Graphic Design, Commercial Art and Illustration (3)

(This is a WECM course number. Former course prefix/number VCOM 2375.)

Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 4 Lab.)

ARTC 2305 Digital Painting and Imaging (3)

(This is a WECM course number. Former course prefix/number VCOM 1371.)

General principles of digital image processing and electronic painting. Emphasis on bitmapped- or raster-based image making and the creative aspects of electronic illustration for commercial and fine art applications. the skills necessary for creating art work, design and illustration with a Macintosh computer. Instruction is centered on natural media paint applications and the Macintosh operating system. Prior computer experience is not necessary. (2 Lec., 4 Lab.)

ARTC 2309 Electronic Prepress (3)

(This is a WECM course number. Former course prefix/number VCOM 2386.)
Prerequisite: Visual Communications Core Curriculum, GRPH 1322 and 2341, or demonstrated competence approved by the instructor. Theory and techniques for pre-press preparation using industry standard software for final file output. Topics include the procedures and problems involved in computer file preparation ranging from trapping, color separations, and resolutions to printing basics and service bureaus. (2 Lec., 4 Lab.)

ARTC 2311 History of Communication Graphics (3)

(This is a WECM course number. Former course prefix/number VCOM 1372.)
Prerequisite: Credit or concurrent enrollment in ENGL 1301, or demonstrated competence approved by the instructor. Survey of the evolution of graphic arts as it relates to the history of art. Topics include formal, stylistic, social, political, economic, and historical aspects. Emphasis on the art movement, schools of thought, individuals, and technology as they interrelate with graphic arts. (3 Lec.)

ARTC 2313 Computer Production Art II (3)

(This is a WECM course number.)
Studio art utilizing layout procedures from thumbnails and roughs to final comprehensive and printing. Emphasis on the effective use of a variety of stylistic approaches to visual communication and the development of effective work habits and studio skills. (2 Lec., 4 Lab.)

ARTC 2331 Illustration Concepts (3)

(This is a WECM course number. Former course prefix/number VCOM 2376.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Advanced study of different painting media such as digital and traditional tools. Emphasis on conceptualization and composition as they relate to "real world" assignments. (2 Lec., 4 Lab.)

ARTC 2341 3-D Animation II (3)

(This is a WECM course number.)
Skill development in three-dimensional modeling and rendering techniques using lighting, staging, and special effects for digital output. Emphasis on the production of three-dimensional (3-D) animation as final digital outputting using modeling, rendering, animation, and outputting software. (2 Lec., 4 Lab.)

ARTC 2347 Design Communication II (3)

(This is a WECM course number. Former course prefix/number VCOM 2373.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. An advanced study of design, development, and art direction. Emphasis on form and content through the selection, creation, and integration of typographic, photographic, illustrative, and design elements. (2 Lec., 4 Lab.)

ARTC 2371 Publication Design (3)

(This is a local need course number. Former course prefix/number VCOM 2385.)
Prerequisite: Visual Communications Core Curriculum and GRPH 1322, or demonstrated competence approved by the instructor. This course continues the development of skills and knowledge of desktop publishing software. Emphasis is on the production of multi-page documents, such as books and pamphlets, and creating and maintaining visual continuity throughout the document. The Macintosh operating system and related software applications are used. (2 Lec., 4 Lab.)

ARTC 2378 Design Studio Practices (3)

(This is a local need course number. Former course prefix/number VCOM 2471.)
Prerequisite: Visual Communications Core Curriculum and demonstrated competence approved by the instructor. The student serves as a designer, illustrator, computer graphics artist and/or art director in the Brookhaven College Visual Communications Design Studio. This course provides the student study and application in design studio practices. A portfolio is required for approval prior to registration. (1 Lec., 6 Lab.)

ARTC 2379 Cooperative Education (3)

(This is a local need course number. Former course prefix/number VCOM 7371.)
Prerequisite: Visual Communications Core Curriculum and demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

ARTC 2479 Cooperative Education (4)

(This is a local need course number. Former course prefix/number VCOM 7471.)
Prerequisite: Visual Communications Core Curriculum and demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 21 Ext.)

ARTS 1170 Problems in Contemporary Art (1)

(Former course prefix/number ART 199.)
Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 5007035326)

ARTS 1301 Art Appreciation (3)

(This is a common course number. Former course prefix/number ART 104.) Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035126)

ARTS 1303 Survey of Art History (3)

(This is a common course number. Former course prefix/number ART 105.) This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1304 Survey of Art History (3)

(This is a common course number. Former course prefix/number ART 106.) This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035226)

ARTS 1311 2D Design (3)

(This is a common course number. Former course prefix/number ART 110.) Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 1312 3D Design (3)

(This is a common course number. Former course prefix/number ART 111.) Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 1316 Drawing I (3)

(This is a common course number. Former course prefix/number ART 114.) This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 1317 Drawing II (3)

(This is a common course number. Former course prefix/number ARTS 115.) Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055226)

ARTS 2311 Advanced Design (3)

(This is a common course number. Former course prefix/number ART 227.) Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2312 Advanced Design (3)

(Former course prefix/number ART 229.) Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course will focus on two- or three-dimensional projects in a special topics area. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015326)

ARTS 2313 Computer Graphics Design I (3)

(This is a common course number. Former course prefix/number ART 223.) Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015126)

ARTS 2314 Computer Graphics Design II (3)

(This is a common course number. Former course prefix/number ART 224.) Prerequisite: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015126)

ARTS 2316 Painting I (3)

(This is a common course number. Former course prefix/number ART 205.) Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085226)

ARTS 2317 Painting II (3)

(This is a common course number. Former course prefix/number ART 206.) Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007085230)

ARTS 2323 Drawing III (3)

(This is a common course number. Former course prefix/number ART 201.) Prerequisite: Arts 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007055326)

ARTS 2324 Drawing IV (3)

(This is a common course number. Former course prefix/number ART 202.)
 Prerequisite: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007055326)

ARTS 2326 Sculpture I (3)

(This is a common course number. Former course prefix/number ART 208.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Various sculptural approaches are explored. Different media and techniques are used. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007095126)

ARTS 2327 Sculpture II (3)

(This is a common course number. Former course prefix/number ART 209.)
 Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007095126)

ARTS 2333 Printmaking I (3)

(This is a common course number. Former course prefix/number ART 220.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007105126)

ARTS 2334 Printmaking II (3)

(This is a common course number. Former course prefix/number ART 222.)
 Prerequisite: Arts 2333. This course is a continuation of Printmaking I. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007105126)

ARTS 2336 Fibers I (3)

(This is a common course number. Former course prefix/number ART 232.)
 Prerequisite: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art majors. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007125126)

ARTS 2337 Fibers II (3)

(This is a common course number. Former course prefix/number ART 233.)
 Prerequisite: Arts 2336. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007125126)

ARTS 2341 Art Metals/Jewelry I (3)

(This is a common course number. Former course prefix/number ART 116.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007135126)

ARTS 2342 Art Metals/Jewelry II (3)

(This is a common course number. Former course prefix/number ART 117.)
 Prerequisite: Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007135126)

ARTS 2346 Ceramics I (3)

(This is a common course number. Former course prefix/number ART 215.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007115126)

ARTS 2347 Ceramics II (3)

(This is a common course number. Former course prefix/number ART 216.)
 Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007115126)

ARTS 2356 Photography I (3)

(Former course prefix/number ART 118.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5006055126)

ARTS 2357 Photography II (3)

(Former course prefix/number ART 119.)
 Prerequisite: Arts 2356. This course is a continuation of Arts 2356. Emphasis is on individual expression. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5006055226)

ARTS 2366 Watercolor I (3)

(This is a common course number. Former course prefix/number ART 217.)
 Prerequisite: Recommended prerequisites for Art Majors, Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007085330)

ARTS 2367 Watercolor II (3)

(This is a common course number. Former course prefix/number ART 218.)
 Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)
 (Coordinating Board Academic Approval Number 5007085326)

ARTS 2370 Art History (3)

(This is a unique need course. Former course prefix/number ART 203.)
Prerequisite: Arts 1303 and Arts 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007039226)

ARTS 2371 Art History (3)

(This is a unique need course. Former course prefix/number ART 204.)
Prerequisite: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007039226)

ARTS 2372 Commercial Arts I (3)

(This is a unique need course. Former course prefix/number ART 210.)
Prerequisite: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art majors. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004027126)

ARTS 2389 Academic Cooperative in Art, Photography/Digital Imaging (3)

(This is a common course number. Former course prefix/number PHO 215/PHOT 2375.)

An instructional program designed to integrate on-campus study with practical hands-on work experience in the humanities and/or fine arts. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of languages, art, music, philosophy, or religion. This course should be given a discipline prefix and Texas Common Course Number 2389. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035212)

ARTT 1101 Conceptual Figure Drawing (1)

(This is a WECM course number. Former course prefix/number ARTS 2323.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Introduction to the techniques of drawing the human figure with emphasis on gesture and contour technique. Topics include structure of the human form in relation to drawing body proportions; bone and muscle structure of the human form and the bone and muscle components of human hands and other appendages. This class must be taken concurrently with ARTT 1201. (4 Lab.)

ARTT 1149 Drawing Techniques (1)

(This is a WECM course number. Former course prefix/number VCOM 2371.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Instruction in production of creative illustrations with techniques using special surfaces and tools for black and white artwork for reproduction. Projects in ink drawings using coquille board, India ink, technical drawing pens, pen and ink, drybrush, bristol board, scratch board, and litho pencil. This class must be taken concurrently with ARTT 1249. (4 Lab.)

ARTT 1151 Interpretive Figure Drawing (1)

(This is a WECM course number. Former course prefix/number ARTS 2324.)
Prerequisite: Visual Communications Core Curriculum and ARTT 1101/1201, or demonstrated competence approved by the instructor. Study of the correct proportions of the human figure and its graphic interpretation. Includes basic human figure and head construction using standard division and proportion techniques. Topics include profile view, three-quarter view, and frontal view of the human head, male or female; head division and proportion techniques for eye, nose, mouth, and ear placement; and the eight head standing figures drawing technique. This class must be taken concurrently with ARTT 1251. (4 Lab.)

ARTT 1201 Conceptual Figure Drawing (2)

(This is a WECM course number. Former course prefix/number ARTS 2323.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Introduction to the techniques of drawing the human figure with emphasis on gesture and contour technique. Topics include structure of the human form in relation to drawing body proportions; bone and muscle structure of the human form and the bone and muscle components of human hands and other appendages. This class must be taken concurrently with ARTT 1101. (2 Lec.)

ARTT 1249 Drawing Techniques (2)

(This is a WECM course number. Former course prefix/number VCOM 2371.)
Prerequisite: Visual Communications Core Curriculum or demonstrated competence approved by the instructor. Instruction in production of creative illustrations with techniques using special surfaces and tools for black and white artwork for reproduction. Projects in ink drawings using coquille board, India ink, technical drawing pens, pen and ink, drybrush, bristol board, scratch board, and litho pencil. This class must be taken concurrently with ARTT 1149. (2 Lec.)

ARTT 1251 Interpretive Figure Drawing (2)

(This is a WECM course number. Former course prefix/number ARTS 2324.)
Prerequisite: Visual Communications Core Curriculum and ARTT 1101/1201, or demonstrated competence approved by the instructor. Study of the correct proportions of the human figure and its graphic interpretation. Includes basic human figure and head construction using standard division and proportion techniques. Topics include profile view, three-quarter view, and frontal view of the human head, male or female; head division and proportion techniques for eye, nose, mouth, and ear placement; and the eight head standing figures drawing technique. This class must be taken concurrently with ARTT 1151. (2 Lec.)

ARTV 1401 Animation 2-D (4)

(This is a WECM course number.)

Skill development in the use of software to develop storyboards and two-dimensional animation including creating, importing, and sequencing media elements to create multimedia presentation. Emphasis on conceptualization, creativity, and visual aesthetics. (2 Lec., 4 Lab.)

AUMT 1305 Introduction to Automotive Technology (3)

(This is a WECM course number. Former course prefix/number AUTO 1163 or AUTO 1370.)

An introduction to the automotive industry including automotive history, safety practices, shop equipment and tools, vehicle subsystems, service publications, fasteners, professional responsibilities, and automotive maintenance. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1306 Automotive Engine Removal and Installation (3)

(This is a WECM course number. Former course prefix/number AUTO 1164.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine inspection, removal and installation procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1307 Automotive Electrical Systems (3)

(This is a WECM course number. Former course prefix/number AUTO 1173 or AUTO 1371.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. An overview of automotive electrical systems including topics in operational theory, testing, diagnosis, and repair of batteries, charging and starting systems, and electrical accessories. Emphasis on electrical schematic diagrams and service manuals. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1310 Automotive Brake Systems (3)

(This is a WECM course number. Former course prefix/number AUTO 1166 or AUTO 2470.)

Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Operation and repair of drum/disc type brake systems. Emphasis on safe use of modern equipment. Topics include brake theory, diagnosis, and repair of power, manual, anti-lock brake systems, and parking brakes. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1316 Suspension and Steering (3)

(This is a WECM course number. Former course prefix/number AUTO 1167.)

Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Theory and operation of automotive suspension and steering systems including tire and wheel problem diagnosis, component repair, and alignment procedures. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1319 Automotive Engine Repair (3)

(This is a WECM course number. Former course prefix/number AUTO 1165.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. Fundamentals of engine operation, diagnosis and repair including lubrication systems and cooling systems. Emphasis on overhaul of selected engines, identification and inspection, measurements, and disassembly, repair, and reassembly of the engine. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1345 Automotive Heating and Air Conditioning (3)

(This is a WECM course number. Former course prefix/number AUTO 2244 or AUTO 2370.)

Prerequisite: AUMT 1307 or concurrent enrollment in AUMT 1307. Theory of automotive air conditioning and heating systems. Emphasis on the basic refrigeration cycle and diagnosis and repair of system malfunctions. Covers EPA guidelines for refrigerant handling and new refrigerant replacements. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 1380 Cooperative Education-Auto/Automotive Mechanic/Technician (3)

(This is a WECM course number. Former course prefix/number AUTO 1743 or AUTO 7371.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

AUMT 1381 Cooperative Education-Auto/Automotive Mechanic/Technician (3)

(This is a WECM course number. Former course prefix/number AUTO 1753 or AUTO 7372.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

AUMT 2280 Cooperative Education-Auto/Automotive Mechanic/Technician (2)

(This is a WECM course number.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 15 Ext.)

AUMT 2311 Automotive Electronic Controls (3)

(This is a WECM course number. Former course prefix/number AUMT 2373.)
Prerequisite: AUMT 1307. Addresses electrical principles, semiconductor and integrated circuits, digital fundamentals, micro-computer systems, and electrical test equipment as applied to automotive technology. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2313 Manual Drive Train and Axles (3)

(This is a WECM course number. Former course prefix/number AUTO 1168 or AUTO 2371.)

Prerequisite: AUMT 1305 or concurrent enrollment in AUMT 1305. A study of automotive clutches, clutch operation devices, standard transmissions, transaxles, and differentials with emphasis on the diagnosis and repair of transmissions and drive lines. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2317 Engine Performance Analysis I (3)

(This is a WECM course number. Former course prefix/number AUTO 2245.)
Prerequisite: AUMT 1307. Theory, operation, diagnosis, and repair of basic engine dynamics, ignition systems, and fuel delivery systems. Use of basic engine performance diagnostic equipment. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2325 Automatic Transmission and Transaxle (3)

(This is a WECM course number. Former course prefix/number AUTO 2241.)
Prerequisite: AUMT 1307. A study of the operation, hydraulic principles, and related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, disassembly, and assembly procedures with emphasis on the use of special tools and proper repair techniques. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2332 Automatic Transmission and Transaxle II (3)

(This is a WECM course number. Former course prefix/number AUMT 2374.)
Prerequisite: AUMT 2325. A study of electronic controls and actuators and the related circuits of modern automatic transmissions and automatic transaxles. Diagnosis, service, and repair procedures with emphasis on the use of special tools, and proper repair techniques. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2334 Engine Performance Analysis II (3)

(This is a WECM course number. Former course prefix/number AUTO 2246.)
Prerequisite: AUMT 2317. Diagnosis and repair of emission systems, computerized engine performance systems, and advanced ignition and fuel systems; and proper use of advanced engine performance diagnostic equipment. May be taught manufacturer specific. (2 Lec., 4 Lab.)

AUMT 2375 Powertrain Diagnostics (3)

(This is a local need course number. Former course prefix/number AUTO 2247.)
Prerequisite: AUMT 2334 or AUMT 2374. Diagnosis and repair of powertrain systems including engine and/or transmission systems; with emphasis on the application of advanced diagnostic information, tools and techniques. May be taught manufacturer specific. (2 Lec., 4 Lab.)

**AUMT 2380 Cooperative Education-
Auto/Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 2843, AUTO 7371 or AUTO 7471.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

**AUMT 2381 Cooperative Education-
Auto/Automotive Mechanic/Technician (3)**

(This is a WECM course number. Former course prefix/number AUTO 2853 or AUTO 7472.)

Prerequisite: Completion of at least 2 AUMT courses and Automotive Department approval. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

BCIS 1405 Business Computer Applications (4)

(This is a common course number.)

The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented use of the Internet. Topics include computer terminology, hardware, software, operating systems, and information systems. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5212025404)

BCIS 1431 Programming in Visual BASIC (4)

(This is a common course number.)

Introduction to business programming techniques using Visual BASIC with an emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Topics include language syntax, data and file structures, and input/output devices. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5212025404)

BCIS 2390 Systems Analysis and Design (3)

(This is a common course number.)

Prerequisite: Any programming course or demonstrated competence approved by the instructor. Analysis of business information needs and preparation of specifications and requirements for appropriate data system solutions. Topics include information requirements analysis, specification development and writing, prototype evaluation, and network application interfaces. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5212035104)

BCIS 2431 Advanced Programming in Visual BASIC (4)

(This is a common course number.)

Prerequisite: BCIS 1431 or demonstrated competence approved by the instructor. Advanced applications and business programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5212025304)

BIOL 1406 General Biology (4)

(This is a common course number. Former course prefix/number BIO 101.)

This course is the first of a two-semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

BIOL 1407 General Biology (4)

(This is a common course number. Former course prefix/number BIO 102.)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

BIOL 1408 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 115.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

BIOL 1409 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 116.)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015103)

BIOL 1411 Introductory Botany (4)

(This is a common course number. Former course prefix/number BIO 110.)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015103)

BIOL 1424 Intermediate Botany (4)

(Former course prefix/number BIO 203.)

Prerequisite: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2063015203)

BIOL 2306 Environmental Biology (3)

(This is a common course number. Former course prefix/number BIO 223.)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025101)

BIOL 2370 Field Biology (3)

(This is a unique need course. Former course prefix/number BIO 218.)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2606039203)

BIOL 2401 Anatomy and Physiology I (4)

(This is a common course number. Former course prefix/number BIO 221.)

Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065103)

BIOL 2402 Anatomy and Physiology II (4)

(This is a common course number. Former course prefix/number BIO 222.)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two-course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065103)

BIOL 2406 Environmental Biology (4)

(This is a common course number.)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025101)

BIOL 2416 Genetics (4)

(This is a common course number. Former course prefix/number BIO 226.)

Prerequisite: Biology 1406 or demonstrated competence approved by the instructor. This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2606135103)

BIOL 2418 Invertebrate Zoology (4)

(This is a unique need course. Former course prefix/number BIO 211.)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607019303)

BIOL 2420 General Microbiology (4)

(This is a common course number. Former course prefix/number BIO 216.)

Prerequisite: Biology 1406 and Biology 1407 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015103)

BIOL 2428 Comparative Anatomy of the Vertebrates (4)

(This is a common course number. Former course prefix/number BIO 235.)

Prerequisite: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607015303)

BMGT 1191 Special Topics in Business Administration and Management, General (1)

(This is a WECM course number. Former course prefix/number MGMT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

BMGT 1301 Supervision (3)

(This is a WECM course number. Former course prefix/number MGMT 1374.)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

BMGT 1302 Principles of Retailing (3)

(This is a WECM course number. Former course prefix/number MRKT 1370.)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 Lec.)

BMGT 1303 Principles of Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1370.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BMGT 1313 Principles of Purchasing (3)

(This is a WECM course number. Former course prefix/number CMGT 2370 or MGMT 1373.)

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (3 Lec.)

BMGT 1333 Principles of Selling (3)

(This is a WECM course number. Former course prefix/number MRKT 2373.)

Introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which effect salespeople. (3 Lec.)

BMGT 1349 Advertising and Sales Promotion (3)

(This is a WECM course number. Former course prefix/number MRKT 2374.)

Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 Lec.)

BMGT 1382 Cooperative Education - Business Administration and Management, General (3)

(This is a WECM course number. Former course prefix/number MGMT 7371.)

The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business Administration and Management, General (3)

(This is a WECM course number. Former course prefix/number MGMT 7372.) The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics in Business Administration and Management, General (3)

(This is a WECM course number. Former course prefix/number MGMT 2372.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BMGT 2303 Problem Solving and Decision Making (3)

(This is a WECM course number. Former course prefix/number MGMT 2375.) Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2331 Total Quality Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1371.) Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. (3 Lec.)

BMGT 2382 Cooperative Education - Business Administration and Management, General (3)

(This is a WECM course number. Former course prefix/number MGMT 8381.) The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business Administration and Management, General (3)

(This is a WECM course number. Former course prefix/number MGMT 8382.) The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2384 Cooperative Education - Operations Management and Supervision (3)

(This is a WECM course number.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

BUSG 1315 Small Business Operations (3)

(This is a WECM course number. Former course prefix/number MGMT 2371.) A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)

(This is a WECM course number. Former course prefix/number MGMT 2370.) A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1372.) A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

BUSI 1301 Introduction to Business (3)

(This is a common course number. Former course prefix/number BUS 105.) This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015104)

BUSI 1307 Personal Finance (3)

(This is a common course number. Former course prefix/number BUS 143.)
Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)
(Coordinating Board Academic Approval Number 1904015109)

BUSI 2301 Business Law (3)

(This is a common course number. Former course prefix/number BUS 234.)
This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)
(Coordinating Board Academic Approval Number 2201015124)

CDEC 1174 Directed Participation in Child Development/Early Childhood (1)

(This is a local need course number. Former course prefix/number CDEC 1194.)
This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate early care and education facilities. It is repeated four times concurrently with required Child Development core or elective courses. (2 Ext.)

CDEC 1175 Applied Learning in Child Development/ Early Childhood (1)

(This is a local need course number. Former course prefix/number CDEC 1195.)
This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate early care and education facilities. It is repeated four times concurrently with required Child Development core or elective courses. (2 Ext.)

CDEC 1179 Assessment of Prior Learning in Child Development/Early Childhood (1)

(This is a local need course number. Former course prefix/number CDEC 1195.)
Prerequisite: Demonstrated competence approved by the program chair. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/ career goals, non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences under the direction of the instructor and based on the learning outcomes of specific courses. This course may be repeated for credit. (1 Lec.)

CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant (2)

(This is a WECM course number. Former course prefix/number ECCD 7271.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

CDEC 1303 Family and the Community (3)

(This is a WECM course number. Former course prefix/number ECCD 2370.)
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. There is a credit sequel to this course. This same course with the prefix/number TECA 1303 can be taken for academic transfer credit. See course TECA 1303. (3 Lec.)

CDEC 1315 Multicultural/Multilingual Education (3)

(This is a WECM course number. Former course prefix/number CDEC 1391.)
An overview of multicultural education to include relationship with the family and community to develop awareness and sensitivity to diversity related to individual needs of children. (3 Lec.)

CDEC 1317 Child Development Associate Training I (3)

(This is a WECM course number. Former course prefix/number ECCD 2371.)
Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study included: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. (2 Lec., 2 Lab.)

CDEC 1318 Nutrition, Health, and Safety (3)

(This is a WECM course number. Former course prefix/number ECCD 1374.)
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. There is a credit sequel to this course. This same course with the prefix/number TECA 1318 can be taken for academic transfer credit. See course TECA 1318. (2 Lec., 2 Lab.)

CDEC 1319 Child Guidance (3)

(This is a WECM course number. Former course prefix/number ECCD 2373.)
An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. (2 Lec., 2 Lab.)

CDEC 1323 Observation and Assessment (3)

(This is a WECM course number. Former course prefix/number CDEC 2373.)
A study of observation techniques of child development assessment skills and techniques of children. (3 Lec.)

CDEC 1330 Growth and Development: 6-14 years (3)

(This is a WECM course number. Former course prefix/number CDEC 1394.)
A study of the principles of child growth and development from six through thirteen years. Focus on physical, cognitive, social, and emotional domains of development. (3 Lec.)

CDEC 1335 Early Childhood Development: 3-5 years (3)

(This is a WECM course number. Former course prefix/number CDEC 1393.) This course covers the principles of normal growth and development from three to five years. Emphasis is on physical, emotional, and social development. (3 Lec.)

CDEC 1339 Early Childhood Development: 0-3 years (3)

(This is a WECM course number. Former course prefix/number CDEC 1392.) This course covers the principles of normal growth and development from conception through three years of age. Emphasis is on physical, intellectual, and social development. (3 Lec.)

CDEC 1356 Emergent Literacy for Early Childhood (3)

(This is a WECM course number.) An exploration of principles, methods, and materials for teaching young children language and literacy through a play-based, integrated curriculum. (2 Lec., 2 Lab.)

CDEC 1359 Children with Special Needs (3)

(This is a WECM course number. Former course prefix/number ECCD 2372.) A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

CDEC 1395 Special Topics in Early Childhood Provider/Assistant (3)

(This is a WECM course number. Former course prefix/number ECCD 2371.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1396 Special Topics in Administration of Programs for Children (3)

(This is a WECM course number.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1411 Introduction to Early Childhood Education (4)

(This is a WECM course number. Former course prefix/number ECCD 1471.) An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. There is a credit sequel to this course. This same course with the prefix/number TECA 1311 can be taken for academic transfer credit. See course TECA 1311. (3 Lec., 2 Lab.)

CDEC 1413 Curriculum Resources for Early Childhood Programs (4)

(This is a WECM course number. Former course prefix/number ECCD 1472.) Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. (3 Lec., 2 Lab.)

CDEC 1421 The Infant and Toddler (4)

(This is a WECM course number. Former course prefix/number CDEC 2421.) A study of appropriate infant and toddler programs (birth to age 3), including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. (3 Lec., 2 Lab.)

CDEC 1434 School Age Activities and Group Dynamics (4)

(This is a WECM course number. Former course prefix/number CDEC 1492.) This course explores the theoretical, developmental, and practical application basis for school-age activities as a means of facilitating children's education and development. (3 Lec., 2 Lab.)

CDEC 1440 Instructional Techniques for Children with Special Needs (4)

(This is a WECM course number. Former course prefix/number CDEC 2473.) Exploration of development and implementation of curriculum for children with special needs. (2 Lec., 6 Lab.)

CDEC 1454 Child Growth and Development (4)

(This is a WECM course number.) A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. There is a credit sequel to this course. This same course with the prefix/number TECA 1354 can be taken for academic transfer credit. See course TECA 1354. (3 Lec., 2 Lab.)

CDEC 2322 Child Development Associate Training II (3)

(This is a WECM course number. Former course prefix/number ECCD 2371.) A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. (2 Lec., 2 Lab.)

CDEC 2324 Child Development Associate Training III (3)

(This is a WECM course number.) A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. (2 Lec., 2 Lab.)

CDEC 2326 Administration of Programs for Children I (3)

(This is a WECM course number. Former course prefix/number ECCD 2376.)
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. (2 Lec., 2 Lab.)

CDEC 2328 Administration of Programs for Children II (3)

(This is a WECM course number. Former course prefix/number ECCD 2377.)
Prerequisite: Child Development 2326. An in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. (2 Lec., 2 Lab.)

CDEC 2336 Administration of Programs for Children III (3)

(This is a WECM course number.)
An advanced study of the skills and techniques in managing early child care and education programs. (3 Lec.)

CDEC 2375 Abuse Within the Family (3)

(This is a local need course number. Former course prefix/number ECCD 2375.)
The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with the families to help them lessen and alleviate abusive behaviors and experiences. (2 Lec., 2 Lab.)

CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant (3)

(This is a WECM course number. Former course prefix/number ECCD 7372.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

CDEC 2441 The School Age Child (4)

(This is a WECM course number. Former course prefix/number ECCD 2371.)
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. (3 Lec., 2 Lab.)

CDEC 2475 Student Teaching in Child Development/Early Childhood I (4)

(This is a local need course number. Former course prefix/number ECCD 2470.)
Prerequisite: Child Development 1318, Child Development 1319, Child Development 1411, Child Development 1413, and Child Development 1454. This course provides in-depth observations and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. (2 Lec., 6 Lab.)

CDEC 2476 Student Teaching in Child Development/Early Childhood II (4)

(This is a local need course number. Former course prefix/number ECCD 2471.)
Prerequisite: Child Development 2475. This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. (2 Lec., 6 Lab.)

CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant (4)

(This is a WECM course number. Former course prefix/number ECCD 8481.)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid and/or non-paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 21 Lab.)

CHEM 1104 Chemical Calculations (1)

(This is a common course number.)
Chemical calculations are studied. This course is intended for students needing additional practice or preparation. Variable credit (one or two hours) is available. (1 Lec.)
(Coordinating Board Academic Approval Number 4005025203)

CHEM 1204 Chemical Calculations (2)

(This is a common course number. Former course prefix/number CHM 205/CHEM 1207.)
Prerequisite: Chemistry 1411. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)
(Coordinating Board Academic Approval Number 4005025203)

CHEM 1405 Introductory Chemistry I (4)

(Former course prefix/number CHM 115.)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction and solutions. Descriptive chemistry is emphasized. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015103)

CHEM 1407 Introductory Chemistry II (4)

(Former course prefix/number CHM 116.)

Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015103)

CHEM 1411 General Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 101.)

Prerequisite: Developmental Mathematics 0093 or the equivalent and one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including measurement and the metric system, the history of chemistry, the mole concept, chemical reactions and stoichiometry, energy and chemical reactions, states and properties of matter, the periodic table, chemical bonding, atomic and molecular structure, gas laws, and concentrations of solutions. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

CHEM 1412 General Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 102.)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Topics include states of matter, phase diagrams and intermolecular interactions; reaction kinetics, chemical equilibrium, modern acid-base theory, buffers, chemical thermodynamics, colligative properties of solutions, electrochemistry and nuclear chemistry. Topics may further include transition-metal chemistry, an introduction to organic chemistry and qualitative inorganic analysis. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015203)

CHEM 2401 Quantitative Analysis (4)

(This is a common course number. Former course prefix/number CHM 203.)

Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1414. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025103)

CHEM 2402 Instrumental Analysis (4)

(This is a common course number. Former course prefix/number CHM 234.)

Prerequisite: Chemistry 2401 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectro-photometry as analytical tools. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025103)

CHEM 2423 Organic Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 201.)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds, and begins the study of aliphatic and aromatic compounds, including nomenclature, structure and isomerism, stereochemistry, types of reactions, common mechanisms and syntheses. Lab includes synthesis, purification by distillation, extraction, recrystallization and chromatography, and identification by physical and chemical means and may include spectroscopic identification. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

CHEM 2425 Organic Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 202.)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, alcohols, amines and amides. Spectroscopy is included. Further topics may include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids, and carbohydrates. Laboratory includes spectroscopy and qualitative organic analysis, and further work in synthesis. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045203)

COSC 1300 or any higher level COSC course will meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement.

COSC 1300 Computer Literacy (3)

(This is a common course number.)

The student will develop the ability to use computer-based technology in communicating, acquiring information and solving problems. Additionally, the student will evaluate the effects and implications of information technology on various aspects of society. COSC 1300 may not be applied towards a computer science major or minor. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 1101015107)

COSC 1309 Programming Methodology and Logic Design (3)

(This is a common course number.)

Introduction to problem solving in computer science. Topics include software theory, structured programming methodology, representation of algorithms using pseudocode and graphical tools, and methods for testing, evaluation, and documentation. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015107)

COSC 1315 Computer Science I (3)

(This is a common course number. Former course prefix/number CS 113.)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

COSC 1317 Introduction to FORTRAN Programming (3)

(This is a common course number. Former course prefix/number CS 121.)

Prerequisite: Mathematics 1414. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

COSC 1320 C Programming (3)

(This is a common course number. Former course prefix/number CS 120.)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

COSC 1401 Microcomputer Concepts and Applications (4)

(This is a common course number.)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1101015207)

COSC 1415 Introduction to Computer Science and Programming (4)

(This is a common course number.)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course focuses on problem-solving using modular design techniques implemented with a structured programming language. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

COSC 1430 Programming I (4)

(This is a common course number.)

Prerequisite: Computer Science 1315 or Computer Science 1415 or equivalent. Introduction to computer programming in an emerging or alternative programming language. Fundamentals of structured design, development, testing, implementation, and documentation are emphasized. Topics include language syntax, control structures, and program execution logic. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015207)

COSC 2315 Computer Science II (3)

(This is a common course number.)

Prerequisite: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

COSC 2320 Advanced C Programming (3)

(This is a common course number. Former course prefix/number CS 220.)

Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

COSC 2415 Advanced Computer Science and Programming (4)

(This is a common course number.)

Prerequisite: Computer Science 1415 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1415 and is designed to meet the requirements for a degree in computer science or a related field. Topics include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

COSC 2425 Assembly Language (4)

(This is a common course number. Former course prefix/number CS 212/COSC 2325.)

Prerequisite: Computer Science 1315 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015407)

COSC 2430 Programming II (4)

(This is a common course number.)

Prerequisite: Computer Science 1430 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1430 and covers advanced features and programming techniques of the language under study. This course may be repeated for credit when language varies. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1102015307)

CUST 2370 Cultural Studies (3)

(This is a unique need course.)

Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)

(Coordinating Board Academic Approval Number 2401037212)

DANC 1101 Composition I (1)

(This is a common course number. Former course prefix/number DAN 234.)

Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015526)

DANC 1102 Composition II (1)

(This is a common course number. Former course prefix/number DAN 235.)

Prerequisite: Dance 1101 and demonstrated competence approved by the instructor. This course is a continuation of Dance 1101. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015526)

DANC 1112 Coaching and Repertoire (1)

(This is a common course number. Former course prefix/number DAN 252.)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 1113 Improvisation (1)

(This is a common course number. Former course prefix/number DAN 253.)

Prerequisite: Dance 1248 or Dance 1342. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 1141 Ballet Technique (1)

(This is a common course number.)

For the serious ballet dancer who wishes to take additional days of ballet dance appropriate for Ballet Level II, III, and IV. This course may be repeated for credit. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1149 Folklorico I (1)

(This is a common course number.)

A study of latin dance forms. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1150 Folklorico II (1)

(This is a common course number.)

A continuation of Folklorico I. This course may be repeated for credit. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1151 Rehearsal and Performance I (1)

(This is a common course number. Former course prefix/number DAN 116.)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage—stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1152 Rehearsal and Performance II (1)

(This is a common course number. Former course prefix/number DAN 200.)

Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1212 Dance Practicum I (2)

(This is a common course number.)

A practicum and production in dance. The production portion will be a culmination experience that applies concepts to the practicum of dance as a performing art. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 1213 Dance Practicum II (2)

(This is a common course number.)

A continuation of Level I with a deeper exploration of more complex concepts and dance lighting awareness. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 1247 Jazz I (2)

(This is a common course number. Former course prefix/number DAN 155.)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1248 Jazz II (2)

(This is a common course number. Former course prefix/number DAN 156.)

Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1341 Ballet I (3)

(This is a common course number. Former course prefix/number DAN 161.)

This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1342 Ballet II (3)

(This is a common course number. Former course prefix/number DAN 163.)
Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1345 Modern I (3)

(This is a common course number. Former course prefix/number DAN 165.)
This course explores basic modern techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 1346 Modern II (3)

(This is a common course number. Former course prefix/number DAN 166.)
Prerequisite: Dance 1345. This course continues and further develops an exploration of Dance 1345. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2100 Tap I (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 157/DANC 1110.)

This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2101 Tap II (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 158/DANC 1111.)

Prerequisite: Dance 2100 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2100. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2102 Body Conditioning (1)

(This course is considered as a PHED activity course. Former course prefix/number DANC 1115.)

Stretching and toning at the dancer's instrument. This course may be repeated for credit. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2103 Hip Hop I (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 167/DANC 1170/DANC 1131.)

This course explores basic hip hop techniques. Emphasis is on technique development and familiarity with contemporary meters and rhythms. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2104 Hip Hop II (1)

(This course is considered as a PHED activity course. Former course prefix/number DAN 168/DANC 1171/DANC 1132.)

Prerequisite: Dance 2103 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 2103. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2105 Street Dance (1)

(This course is considered as a PHED activity course. Former course prefix/number DANC 1370 and DANC 2131.)

Choreographic Hip-Hop and jazz-fusion. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2106 Video Dance (1)

(This course is considered as a PHED activity course. Former course prefix/number DANC 1371 and DANC 2132.)

A study of techniques, styles and vocabulary of dancing for music videos, television and commercial work. This

course may be repeated for credit. (1 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

DANC 2212 Musical Comedy Dance I (2)

(This is a common course number.)

A study of musical comedy dance patterns, steps and styles. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 2213 Musical Comedy Dance II (2)

(This is a common course number.)

A continuation of Musical Comedy Dance I. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015326)

DANC 2247 Jazz III (2)

(This is a common course number. Former course prefix/number DAN 255.)

Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2248 Jazz IV (2)

(This is a common course number. Former course prefix/number DAN 256.)

Prerequisite: Dance 2247. This course is a further exploration of Dance 2247. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2301 Ballet Independent Study (3)

(This is a common course number.)

Prerequisite: Successful completion of Ballet II and consent of instructor. Individualized format for giving students the opportunity to participate in ballet courses which allows flexibility of both schedule and intensity. Must be completed in two consecutive semesters (including summer). (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2303 Dance Appreciation (3)

(This is a common course number. Former course prefix/number DAN 160.)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015426)

DANC 2325 Anatomy and Kinesiology for Dance (3)

(This is a common course number.)

An interrelationship of the physiological processes and anatomy of the human body with a respect to movement. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2341 Ballet III (3)

(This is a common course number. Former course prefix/number DAN 258.)

Prerequisite: Dance 1342. The development of ballet techniques is continued. More complicated exercises at the barre and center floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DANC 2342 Ballet IV (3)

(This is a common course number. Former course prefix/number DAN 260.)

Prerequisite: Dance 2341. Individual proficiency, artistry and technical virtuosity are developed. This course may be repeated for credit. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5003015226)

DCLS 0100 College Learning Skills (1)

(Former course prefix/number CLS 100.)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. Students may enroll in up to three different sections of CLS during one semester. This course does not count as TASP remediation. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015212)

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1414 and 2342. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 0090 Pre Algebra Mathematics (3)

(Former course prefix/number DM 090.)

Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045119)

DMAT 0097 Algebra Fundamentals I (3)

(Former course prefix/number DM 097.)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045119)

DMAT 0098 Algebra Fundamentals II (3)

(Former course prefix/number DM 098.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045119)

DMAT 0099 Algebra Fundamentals III (3)

(Former course prefix/number DM 099.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045219)

DRAM 1120 Rehearsal and Performance I (1)

(This is a common course number. Former course prefix/number THE 114.)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1121 Demonstration Lab (1)

(Former course prefix/number THE 199/DRAM 1170.)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1221 Rehearsal and Performance II (2)

(This is a common course number. Former course prefix/number THE 210.)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015226)

DRAM 1310 Introduction to the Theatre (3)

(This is a common course number. Former course prefix/number THE 101.)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015126)

DRAM 1323 Theatre Workshop (3)

(This is a common course number. Former course prefix/number THE 236.)
A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005015226)

DRAM 1330 Stagecraft I (3)

(This is a common course number. Former course prefix/number THE 103.)
The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025126)

DRAM 1336 Television Production I (3)

(Former course prefix/number THE 201/DRAM 2370. The common course number is COMM 1336.)
This course is cross-listed with COMM 1336. Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. The student may register for either DRAM 1336 or COMM 1336, but may receive credit for only one of the two courses. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

DRAM 1337 Television Production II (3)

(Former course prefix/number THE 202/DRAM 2371. The common course number is COMM 1337.)
Prerequisite: Drama 1336. This course is a continuation of Drama 1336. This course is cross-listed with COMM 1337. Emphasis is on the concept and technique of production in practical situations. The student may register for either DRAM 1337 or COMM 1337, but may receive credit for only one of the two courses. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045206)

DRAM 1341 Make-Up for the Stage (3)

(This is a common course number. Former course prefix/number THE 105.)
The craft of make-up is explored. Both theory and practice are included. (3 Lec.)
(Coordinating Board Academic Approval Number 5005025226)

DRAM 1351 Acting I (3)

(This is a common course number. Former course prefix/number THE 106.)
The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 1352 Acting II (3)

(This is a common course number. Former course prefix/number THE 107.)
Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 2324 Broadcasting Communications I (3)

(Former course prefix/number THE 211/DRAM 2375. The common course number is COMM 2324)
Basic techniques of television and video performance are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 0907015306)

DRAM 2325 Broadcasting Communications II (3)

(Former course prefix/number THE 212/DRAM 2376. The common course number is COMM 2325.)
Prerequisite: Drama 2324 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2324. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)
(Coordinating Board Academic Approval Number 0907015306)

DRAM 2331 Stagecraft II (3)

(This is a common course number. Former course prefix/number THE 104.)
Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025126)

DRAM 2336 Voice and Articulation (3)

(This is a common course number. Former course prefix/number THE 109.)
Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 5005035226)

DRAM 2351 Scene Study I (3)

(This is a common course number. Common Course Number THE 205.)
Prerequisite: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 2352 Scene Study II (3)

(This is a common course number. Former course prefix/number THE 207.)
Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035126)

DRAM 2361 History of Theatre I (3)

(This is a common course number. Former course prefix/number THE 110.)
Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055126)

DRAM 2362 History of Theatre II (3)

(This is a common course number. Former course prefix/number THE 111.)
Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055126)

DRAM 2366 Development of the Motion Pictures (3)

(This is a common course number. Former course prefix/number THE 203.)
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)
(Coordinating Board Academic Approval Number 5006025126)

DRAM 2374 Lighting Design (3)

(This is a unique need course. Former course prefix/number THE 209.)
The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005029126)

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)

(Former course prefix/number DR 090.)
This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0091 Developmental Reading (3)

(Former course prefix DR 091.)
This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0093 Developmental Reading (3)

(Former course prefix DR 093.)
This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0100 College Learning Skills in Reading (1)

This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

DREA 0400 Communication Skills in Reading (4)

This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085212)

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)

(Former course prefix/number DW 090.)
This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0091 Developmental Writing (3)

(Former course prefix/number DW 091.)
This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0093 Developmental Writing (3)

(Former course prefix/number DW 093.)
This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

DWRI 0100 Developmental Writing (1)

This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085312)

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

ECOL 1305 People and Their Environment (3)

(Former course prefix/number ECY 291. The common course number is GEOL 1305.)
Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 0301025301)

ECON 1303 Economics of Contemporary Social Issues (3)

(This is a common course number. Former course prefix/number ECO 105.)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025209)

ECON 2301 Principles of Economics I (3)

(This is a common course number. Former course prefix/number ECO 201.)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015125)

ECON 2302 Principles of Economics II (3)

(This is a common course number. Former course prefix/number ECO 202.)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to micro-economic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015125)

ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203.)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015225)

EDTC 1321 Bilingual Education (3)

This is a WECM course number.

Former course prefix/number EP 143/EDUC 1377

A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (3 Lec.)

EDUC 1301 Introduction to Education (3)

(This is a common course number.)

A study of the role and responsibilities of teachers and school organizations, including an enriched integrated pre-service course and content experience that: 1) provides active recruitment and support of undergraduates interested in a teaching career; 2) provides students with opportunities to participate in early field experiences; 3) provides students with support from college and school faculty in small cohort groups, introducing and analyzing the culture of schooling and classrooms. (3 Lec.)

(Coordinating Board Academic Approval Number 1301015109)

EDUC 1325 Principles and Practices of Multicultural Education (3)

This is a common course number.

An examination of cultural diversity found in society and reflected in the classroom. Topics will include the study of major cultures and their influence on lifestyle, behavior, learning, intercultural communication and teaching, as well as psychosocial stressors encountered by diverse cultural groups. (3 Lec.)

Coordinating Board Academic Approval Number 1301015109

EDUC 2301 Introduction to Special Education (3)

This is a common course number.

An introduction to special education including characteristics, problems, and needs of the exceptional learner. Public and private services available to the handicapped citizen. Field trips may be required. (3 Lec.)

Coordinating Board Academic Approval Number 1310015109

EMSP 1160 Clinical (1)

(This is a WECM course number.)

A method of instruction providing detailed education, training and work-based experience, and direct patient-client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 1314 Non-Emergency Transport (3)

(This is a WECM course number.)

This introductory course provides instruction, skills, lab, and/or practical experience covering a wide variety of topics pertinent to non-emergency patient transport with an emphasis on geriatrics and patients with chronic disabilities. (3 Lec.)

EMSP 1355 Trauma Management (3)

(This is a WECM course number. Former course prefix/number EMPT 1570.)

Prerequisite: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. (2 Lec., 2 Lab.)

EMSP 1356 Patient Assessment and Airway Management (3)

(This is a WECM course number.)

This course provides a detailed study of the knowledge and skills required to reach competence in performing patient assessment and airway management. (2 Lec., 2 Lab.)

EMSP 1438 Introduction to Advanced Practice (4)

(This is a WECM course number.)

In this course, an exploration of the foundations is provided necessary for mastery of the advanced topics of clinical practice out of the hospital. (3 Lec., 2 Lab.)

EMSP 1501 Emergency Medical Technician-Basic (5)

(This is a WECM course number.)

Introduction to the level of Emergency Medical Technician (EMT)-Basic. Includes all the skills necessary to provide emergency medical care at a basic life support level with an ambulance service or other specialized services. (2 Lec., 9 Lab.)

EMSP 2143 Assessment Based Management (1)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisite: Successful completion of EMSP 2544, 2188, 2534 and 2430. The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. (2 Lab.)

EMSP 2187 Internship-Emergency Medical Technology/Technician (1)

(This is a WECM course number. Former course prefix/number EMPT 1170.)

Prerequisite: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. (Taken concomitantly with Paramedic 1338, 1355, and 2544.). An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2188 Internship-Emergency Medical Technology/Technician (1)

(This is a WECM course number. Former course prefix/number EMPT 1171.)

Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. This course is taken concomitantly with Paramedic 2534 and 2430. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2260 Clinical (2)

(This is a WECM course number.)

This course provides detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated for credit if topics and learning outcomes vary. (6 Ext.)

EMSP 2261 Clinical (2)

(This is a WECM course number.)

This course provides detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated for credit if topics and learning outcomes vary. (6 Ext.)

EMSP 2289 Internship - Emergency Medical Technology/Technician (2)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisite: Successful completion of Paramedic 2534, 2430 and 2188. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

EMSP 2338 EMS Operations (3)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisite: Successful completion of Paramedic 1338, 1355, 2544 and 2187. A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. (2 Lec., 2 Lab.)

EMSP 2430 Special Populations (4)

(This is a WECM course number. Former course prefix/number EMPT1470.)
Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. (3 Lec., 2 Lab.)

EMSP 2434 Medical Emergencies (4)

(This is a WECM course number.)
Prerequisite: None. This course provides a detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (3 Lec., 2 Lab.)

EMSP 2463 Clinical (4)

(This is a WECM course number.)
This course provides detailed education, training and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement are the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated for credit if topics and learning outcomes vary. (12 Ext.)

EMSP 2534 Medical Emergencies (5)

(This is a WECM course number. Former course prefix/number EMPT 1670.)
Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. (4 Lec., 2 Lab.)

EMSP 2544 Cardiology (5)

(This is a WECM course number. Former course prefix/number EMPT 1571.)
Prerequisite: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (5 Lec.)

EMSP 2586 Internship-Emergency Medical Technology/Technician (5)

(This is a WECM course number. Former course prefix/number EMPT 2571.)
Prerequisite: Successful completion of Paramedic 2338 and 2289 and certification by the Texas Department of Health as an Emergency Medical Technician. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

Also see Developmental Reading and Developmental Writing. Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1111 Creative Writing (1)

(This is a common course number. Former course prefix/number ENG 111.)
This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)
(Coordinating Board Academic Approval Number 2305015112)

ENGL 1301 Composition I (3)

(This is a common course number. Former course prefix/number ENG 101.)
Prerequisite: One of the following must be met: (1) Developmental Reading 0093 AND Developmental Writing 0093; (2) English as a Second Language (ESOL) 0044 AND 0054; or (3) have met TASP or Alternative Assessment Reading and Writing Standards. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

ENGL 1302 Composition II (3)

(This is a common course number. Former course prefix/number ENG 102.)
Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015112)

ENGL 2307 Creative Writing (3)

(This is a common course number. Former course prefix/number ENG 209.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)
(Coordinating Board Academic Approval Number 2305015112)

ENGL 2311 Technical Writing (3)

(This is a common course number. Former course prefix/number ENG 210.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)
(Coordinating Board Academic Approval Number 2311015112)

English In The Sophomore Year

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2342, and 2343 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2322 British Literature (3)

(This is a common course number. Former course prefix/number ENG 201.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2323 British Literature (3)

(This is a common course number. Former course prefix/number ENG 202.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015112)

ENGL 2327 American Literature (3)

(This is a common course number. Former course prefix/number ENG 205.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from their beginnings to the 19th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2328 American Literature (3)

(This is a common course number. Former course prefix/number ENG 206.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015112)

ENGL 2332 World Literature (3)

(This is a common course number. Former course prefix/number ENG 203.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2333 World Literature (3)

(This is a common course number. Former course prefix/number ENG 204.)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015212)

ENGL 2342 Studies in Literature (3)

(Former course prefix/number ENG 215/ENGL 2370)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015112)

ENGL 2343 Studies in Literature (3)

(Former course prefix/number ENG 216/ENGL 2371)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015112)

English for Speakers of Other Languages

The English for Speakers of Other Languages, ESOL, credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of 16 courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESOL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESOL academic advisor.

En Español

El programa de crédito académico de Inglés para los que hablan otros idiomas, ESOL, está diseñado para desarrollar el dominio del idioma pre-académico del estudiante en las áreas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciséis cursos divididos en cuatro niveles de dominio y cuatro áreas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramática). El programa de crédito académico está diseñado para complementar otros programas de ESOL y con los estudios de desarrollo o programas de nivel universitario de cada colegio. El estudiante comienza este programa al tomar un examen de clasificación y después de una entrevista individual con un asesor académico entrenado especialmente en ESOL.

ESOL 0031 ESL Listening/Speaking (3)

(Former course prefix/number ESL 031.)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0032 ESL Listening/Speaking (3)

(Former course prefix/number ESL 032.)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085578)

ESOL 0033 ESL Speaking (3)

(Former course prefix/number ESL 033.)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0034 ESL Academic Speaking (3)

(Former course prefix/number ESL 034.)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085578)

ESOL 0041 ESL Reading (3)

(Former course prefix/number ESL 041.)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0042 ESL Reading (3)

(Former course prefix/number ESL 042.)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0043 ESL Reading (3)

(Former course prefix/number ESL 043.)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0044 ESL Reading (3)

(Former course prefix/number ESL 044.)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085678)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)

(Former course prefix/number ESL 045.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085478)

ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051.)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052.)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053.)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054.)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0055 ESL Writing (1)

(Former course prefix/number ESL 055.)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085478)

ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061.)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062.)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063.)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064.)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085778)

FREN 1411 Beginning French (4)

(This is a common course number. Former course prefix/number FR 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

FREN 1412 Beginning French (4)

(This is a common course number. Former course prefix/number FR 102.)

Prerequisite: French 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in French 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015113)

FREN 2311 Intermediate French (3)

(This is a common course number. Former course prefix/number FR 201.)

Prerequisite: French 1412 or the equivalent. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015213)

FREN 2312 Intermediate French (3)

(This is a common course number. Former course prefix/number FR 202.)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015213)

FSHD 1233 Fashion Study Tour (2)

(This is a WECM course number. Former course prefix/number MRKT 2371.)

A course which combines the study of fashion with travel. Exploration of fashion, art, architecture, textiles, costume, business, and cultural activities in major art and fashion cities. Examination of the most current work in the industry from a global perspective. (2 Lec.)

FSHD 1302 Introduction to Fashion (3)

(This is a WECM course number. Former course prefix/number MRKT 2380.)

Survey of the world of fashion businesses. Introduction to the creation and merchandising of fashion through the study of fashion vocabulary, the fashion process, fashion publications, and career opportunities. (3 Lec.)

FSHD 1308 Fashion Trends (3)

(This is a WECM course number. Former course prefix/number MRKT 2381.)

A study of the effects of eastern and western cultures on the development of fashion. Examination of the relationship of social, psychological, economic, demographic, and lifestyle trends to fashion trends. (3 Lec.)

FSHD 1318 Apparel Computer Systems (3)

(This is a WECM course number. Former course prefix/number MRKT 2372.)

An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern-making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. (2 Lec., 2 Lab.)

FSHN 1191 Special Topics in Apparel and Accessories Marketing Operations, General (1)

(This is a WECM course number. Former course prefix/number MRKT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

FSHN 1212 Apparel and Accessories Marketing Operations (2)

(This is a WECM course number.)

An overview of fashion trends and concepts, history, economic influences, trade vocabulary, retailing, marketing, textiles, merchandise display, and visual concepts. Topics include developing a marketing plan for apparel and accessory products and examination of job opportunities available in apparel and accessories marketing. (2 Lec.)

FSHN 1291 Special Topics in Apparel and Accessories Marketing Operations, General (2)

(This is a WECM course number. Former course prefix/number MRKT 2270.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

FSHN 1301 Textiles (3)

(This is a WECM course number. Former course prefix/number DESI 1370 or DESI 1371.)

A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a wide variety of fabrics. Application of textiles used in the apparel industry. (2 Lec., 4 Lab. / 2 Lec., 2 Lab.)

FSHN 1342 Visual Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 2376.)

Skill development in the creation of showroom or retail store window/interior displays that sell merchandise. Study of the basic techniques of store planning, mannequin dressing, alternate form design, and display space conceptualization and implementation. (2 Lec., 2 Lab.)

FSHN 1366 Practicum (or Field Experience) - Fashion Merchandising (3)

(This is a WECM course number.)

Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

FSHN 1382 Cooperative Education - Fashion Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 7371.)

Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

FSHN 2303 Fashion Buying (3)

(This is a WECM course number. Former course prefix/number MRKT 2377.)

Fundamentals of fashion buying with instruction in planning, pricing, and purchasing retail fashion inventories. Identification of wholesale merchandise and media resources. (3 Lec.)

FSHN 2366 Practicum (or Field Experience)- Fashion Merchandising (3)

(This is a WECM course number.)

Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

FSHN 2382 Cooperative Education - Fashion Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 7372.)

Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

GEOG 1301 Physical Geography (3)

(This is a common course number. Former course prefix/number GPY 101.)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015125)

GEOG 1302 Cultural Geography (3)

(This is a common course number. Former course prefix/number GPY 103.)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015125)

GEOG 1303 World Regional Geography (3)

(This is a common course number. Former course prefix/number GPY 104.)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015325)

GEOL 1401 Earth Science (4)

(This is a common course number. Former course prefix/number ES 117.)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

GEOL 1403 Physical Geology (4)

(This is a common course number. Former course prefix/number GEO 101.)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

GEOL 1404 Historical Geology (4)

(This is a common course number. Former course prefix/number GEO 102.)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015103)

GEOL 1445 Oceanography (4)

(This is a common course number. Former course prefix/number GEO 105.)

This course covers the study of the physical and biological characteristics of the ocean. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

GEOL 1447 Meteorology (4)

(Former course prefix/number ES 115/GEOL 1470)

This course will cover weather phenomena and the modern methods of study and presentation of this information. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035103)

GEOL 2407 Geologic Field Methods (4)

(This is a common course number. Former course prefix/number GEO 207.)

Prerequisite: Geology 1403 and 1404. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015503)

GEOL 2409 Introduction to Rocks and Mineral Identification (4)

(This is a common course number. Former course prefix/number GEO 201.)

Prerequisite: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015203)

GEOL 2470 Field Geology (4)

(This is a unique need course. Former course prefix/number GEO 205.)

Prerequisite: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006019503)

GEOL 2471 Mineralogy (4)

(Former course prefix/number GEO 209.)

Prerequisite: Geology 1403 and 1404 and Chemistry 1412. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GERM 1411 Beginning German (4)

(This is a common course number. Former course prefix/number GER 101.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present the essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

GERM 1412 Beginning German (4)

(This is a common course number. Former course prefix/number GER 102.)

Prerequisite: German 1411 or the equivalent. This course continues the oral practice, reading, writing, grammar and cultural studies begun in German 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and complicated syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015113)

GERM 2311 Intermediate German (3)

(This is a common course number. Former course prefix/number GER 201.)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015213)

GERM 2312 Intermediate German (3)

(This is a common course number. Former course prefix/number GER 202.)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015213)

GOVT 2301 American Government (3)

(This is a common course number. Former course prefix/number GVT 201.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025125)

GOVT 2302 American Government (3)

(This is a common course number. Former course prefix/number GVT 202.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025125)

GOVT 2371 Introduction to Comparative Politics (3)

(This is a unique need course. Former course prefix/number GVT 211.)
A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number 4509017125)

GRPH 1223 Digital Imaging I (2)

(This is a WECM course number. Former course prefix/number GRAP 1270.)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (1 Lec., 2 Lab.)

GRPH 1224 Digital Imaging I (2)

(This is a WECM course number. Former course prefix/number GRAP 1271.)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (1 Lec., 2 Lab.)

GRPH 1258 Object Oriented Computer Graphics (2)

(This is a WECM course number. Former course prefix/number GRP 102.)
Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate bot text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. (1 Lec., 2 Lab.)

GRPH 1305 Introduction to Graphic Arts and Printing (3)

(This is a WECM course number. Former course prefix/number GRAP 1370.)
An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data. (2 Lec., 4 Lab.)

GRPH 1309 Press Operations I (3)

(This is a WECM course number. Former course prefix/number GRAP 1374.)
An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. (2 Lec., 4 Lab.)

GRPH 1322 Electronic Publishing I (3)

(This is a WECM course number. Former course prefix/number GRAP 1378 or VCOM 2374.)
An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. (2 Lec., 4 Lab.)

GRPH 1325 Digital Imaging I (3)

(This is a WECM course number. Former course prefix/number GRAP 1379 or VCOM 2380.)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. (2 Lec., 4 Lab.)

GRPH 1354 Electronic Publishing II (3)

(This is a WECM course number. Former course prefix/number GRAP 2377.)
Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Master of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. (2 Lec., 4 Lab.)

GRPH 1357 Digital Imaging II (3)

(This is a WECM course number. Former course prefix/number GRAP 2379.)
Prerequisite: GRPH 1325. An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries. (2 Lec., 4 Lab.)

GRPH 1359 Object Oriented Computer Graphics (3)

(This is a WECM course number. Former course prefix/number GRAP 2378 or VCOM 1376.)

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. (2 Lec., 4 Lab.)

GRPH 1391 Special Topics in Graphic and Printing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRAP 2371.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

GRPH 1395 Special Topics in Computer Typographer and Composition Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRAP 1375.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

GRPH 1396 Special Topics in Desktop Publishing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRAP 1372.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec., 4 Lab.)

GRPH 2336 Prepress Techniques (3)

(This is a WECM course number. Former course prefix/number GRAP 2380.) Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. (2 Lec., 4 Lab.)

GRPH 2341 Electronic Publishing III (3)

(This is a WECM course number. Former course prefix/number GRAP 2375 or VCOM 2378.)

Advanced concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes, software additions (plugins, filters, utilities), and preparation of files for printing. (2 Lec., 4 Lab.)

GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRAP 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

GRPH 2382 Cooperative Education Graphic and Printing Equipment Operator (3)

(This is a WECM course number.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

HDEV 0092 Student Success (3)

(Former course prefix/number HD 092.)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995178)

HDEV 0100 Educational Alternatives (1)

(Former course prefix/number HD 100.)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995178)

HDEV 0110 Assessment of Prior Learning (1)

(Former course prefix/number HD 110.)

Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)
(Coordinating Board Academic Approval Number 3201995178)

HDEV 1372 Cognitive Processes: The Master Student Course (3)

(This is a unique need course. Former course prefix/number HD 108.)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 4203019125.)

HDEV 2315 Principles and Processes of Personal and Social Adjustment (3)

(Former course prefix/number HD 112. Common course number is PSYC 2315.)

Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015625)

HIST 1301 History of the United States (3)

(This is a common course number. Former course prefix/number HST 101.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025125)

HIST 1302 History of the United States (3)

(This is a common course number. Former course prefix/number HST 102.)

Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025125)

HIST 2301 History of Texas from 1500 to the Present (3)

(This is a common course number.)

A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025225)

HIST 2311 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 105.)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015425)

HIST 2312 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 106.)

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015425)

HIST 2321 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 103.)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015325)

HIST 2322 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 104.)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015325)

HIST 2372 Advanced Historical Studies (3)

(This is a unique need course. Former course prefix/number HST 205.)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508019625)

HIST 2380 The Heritage of Mexico (3)

(This is a common course number. Former course prefix/number HST 110.)
This course is cross-listed as Anthropology 2380. This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. The student may register for either History 2380 or Anthropology 2380, but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

HRPO 1301 Customer Relations (3)

(This is a WECM course number. Former course prefix/number BMGT 1371.)
Topics address general principles of customer service including skills, knowledge, attitudes, and behaviors pertinent to the professional development of the student. (3 Lec.)

HRPO 2301 Human Resources Management (3)

(This is a WECM course number. Former course prefix/number MGMT 2374.)
Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)

(This is a WECM course number. Former course prefix/number MGMT 2373.)
The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

HUMA 1301 Introduction to the Humanities (3)

(This is a common course number. Former course prefix/number HUM 101.)
Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035112)

HUMA 1302 Advanced Humanities (3)

(This is a common course number. Former course prefix/number HUM 102.)
Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035112)

IBUS 1305 Introduction to International Business and Trade (3)

(This is a WECM course number. Former course prefix/number IBTR 2370.)
The techniques for entering the international marketplace. Emphasis on the impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors in the foreign trade environment. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. This course may be repeated for credit. (3 Lec.)

IBUS 1354 International Marketing Management (3)

(This is a WECM course number. Former course prefix/number IBTR 2371.)
Prerequisite: IBUS 1305 and MRKG 1311. Analysis of international marketing strategies using trends, costs, forecasting, pricing, sourcing, and distribution factors. Development of an international export/import marketing plan based on the student's research of a firm's direct and indirect global environment. Opportunities for international trade are identified. This course may be repeated for credit. (3 Lec.)

IMED 1191 Special Topics in Educational/Institutional Media Technology/Technician (1)

(This is a WECM course number. Former course prefix/number MULT 1170.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec.)

IMED 1291 Special Topics in Educational/Institutional Media Technology/Technician (2)

(This is a WECM course number. Former course prefix/number MULT 2270.)
Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (1 Lec., 2 Lab.)

IMED 1301 Introduction to Multimedia (3)

(This is a WECM course number. Former course prefix/number MULT 1370 or RFTV 1373.)
Prerequisite: ITSC 1401 or demonstrated competence with approval of instructor. A survey of the theories, elements, and hardware/software components of multimedia. Topics include digital image editing, digital sound and video editing, animation, web page development, and interactive presentations. Course emphasis is on conceptualizing and producing effective multimedia presentations. (2 Lec., 4 Lab.)

IMED 1305 Multimedia Authoring I (3)

(This is a WECM course number. Former course prefix/number MULT 1373 or RFTV 2377.)
Prerequisite: IMED 1301 and PHTC 1349. Instruction in multimedia development with an icon based development tool. Topics include interactivity, branching, navigation, and interface/information design using industry-standard authoring software. (2 Lec., 4 Lab. / 2 Lec., 3 Lab.)

IMED 1316 Web Page Design I (3)

(This is a WECM course number. Former course prefix/number MULT 1377 or VCOM 1378.)

Prerequisite: IMED 1301 and PHTC 1349. Instruction in Internet web page design and related graphic design issues including mark-up languages, web sites, Internet access software, and interactive topics. (2 Lec., 4 Lab.)

IMED 1341 2-D Interface Design (3)

(This is a WECM course number.)

Prerequisite: IMED 1301. Skill development in the interface design process including selecting interfaces that are meaningful to users and relative to a project's content and delivery system. Emphasis on aesthetic issues such as iconography, screen composition, colors, and typography. (2 Lec., 4 Lab.)

IMED 1343 Digital Sound (3)

(This is a WECM course number.)

Instruction in digitizing sound and incorporating it into multimedia titles for various delivery systems. Emphasis on compression issues, sampling, synchronizing, and resource management. (3 Lec., 1 Lab.)

IMED 1345 Interactive Multimedia I (3)

(This is a WECM course number. Former course prefix/number MULT 1382 or VCOM 2379.)

Prerequisite: IMED 1301 and PHTC 1349. Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. (2 Lec., 4 Lab.)

IMED 1351 Digital Video (3)

(This is a WECM course number. Former course prefix/number MULT 1371.)

Prerequisite: IMED 1301. Skill development in producing and editing video and sound for multimedia productions. Emphasis is placed on the capture, editing, and outputting of video using a desktop digital video workstation. (2 Lec., 4 Lab.)

IMED 1391 Special Topics in Educational/Institutional Media Technology/Technician (3)

(This is a WECM course number. Former course prefix/number MULT 1381 and MULT 2375.)

Topics address recently identified current events, skills, knowledge, and attitudes or behaviors pertinent to multimedia technology or occupations in the field. Focus is on concepts relevant to the professional development of the student. (2 Lec., 4 Lab.)

IMED 1445 Interactive Multimedia I (4)

(This is a WECM course number.)

Exploration of the use of graphics and sound to create time-based interactive multimedia animations using industry standard authoring software. (2 Lec., 4 Lab.)

IMED 1451 Digital Video (4)

(This is a WECM course number. Former course prefix/number RFTV 1472.)

Prerequisite: ITSC 1401. Skill development in producing and editing video and sound for multimedia productions. Emphasis on the capture, editing, and outputting of video using a desktop digital video workstation. (3 Lec., 3 Lab.)

IMED 2305 Multimedia Authoring II (3)

(This is a WECM course number. Former course prefix/number MULT 1374.)

Prerequisite: IMED 1305. In-depth coverage of programming/scripting using an icon-based authoring system with emphasis on advanced development of interactive multimedia products. (2 Lec., 4 Lab.)

IMED 2311 Portfolio Development (3)

(This is a WECM course number. Former course prefix/number MULT 1380 or RFTV 2378 or VCOM 2377.)

Prerequisite: IMED 2313 or IMED 1305. Emphasis on preparation and enhancement of portfolio to meet professional standards. Topics also include professional organizations, presentation skills, and job-seeking techniques. Departmental approval required for enrollment. (2 Lec., 4 Lab.)

IMED 2313 Project Analysis and Design (3)

(This is a WECM course number. Former course prefix/number MULT 1379.)

Prerequisite: Completion of two semesters of multimedia coursework. Introduction to the multimedia planning process including costing, preparation, production legal issues, and guidelines for pre-production preparation. Creation of a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flow chart, and storyboard. Emphasis is placed on content design and production management. This is the capstone class for the Level I multimedia certificates. (2 Lec., 4 Lab.)

IMED 2315 Web Page Design II (3)

(This is a WECM course number. Former course prefix/number MULT 1378 or VCOM 2370.)

Prerequisite: IMED 1316. A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis is on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (2 Lec., 4 Lab.)

IMED 2345 Interactive Multimedia II (3)

(This is a WECM course number. Former course prefix/number MULT 2370 or VCOM 2383.)

Prerequisite: IMED 1345. Instruction in the use of scripting language to create time-based interactive multimedia projects. Topics include building a user interface, writing script, using commands and functions, testing, and debugging. (2 Lec., 4 Lab.)

IMED 2349 Internet Communications (3)

(This is a WECM course number. Former course prefix/number MULT 2372.)

Prerequisite: IMED 2315. Advanced seminar in web server design and maintenance. Topics include scripting, web site planning, testing, security, production, and marketing. Topics include developments in the field of Internet communications. (2 Lec., 4 Lab.)

IMED 2351 Multimedia Programming (3)

(This is a WECM course number. Former course prefix/number MULT 2373.)

Prerequisite: IMED 2305 and IMED 2345. Advanced topics in multimedia programming including the use of custom scripts for data tracking. Emphasis is on developing multimedia programs customized to the client's needs. (2 Lec., 4 Lab.)

IMED 2388 Internship-Educational/Instructional Media Technology/Technician (3)

(This is a WECM course number. Former course prefix/number MULT 7371.)

Prerequisite: Completion of the Level I Multimedia Certificate. An experience external to the college for an advanced student in the field of interactive media. The internship involves a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

IMED 2409 Internet Commerce (4)

(This is a WECM course number.)

An overview of the Internet as a marketing and sales tool with emphasis on developing a prototype for electronic commerce. Topics include database technology, creating web sites in order to collect information, performing online transactions, and generating dynamic content. (3 Lec., 3 Lab.)

IMED 2415 Web Page Design II (4)

(This is a WECM course number.)

A study of hypertext mark-up language (HTML) and interesting layout techniques for creating engaging well designed web pages. Emphasis on identifying the target audience and producing a web site according to physical and technical limitations, cultural appearance, and legal issues. (3 Lec., 3 Lab.)

ITCC 1402 Local Area Networks Design and Protocols: Cisco 1 (4)

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1313.)

Prerequisite: Advanced level of understanding of personal computers and operating systems approved by designated Information Technology personnel. Skill development in the design and installation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management devices, selection, and installation of network devices, protocols, and subnetting. (3 Lec., 4 Lab.)

ITCC 1406 Basic Router Configuration:**Cisco 2 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1317.)

Prerequisite: ITCC 1402 or ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (3 Lec., 4 Lab.)

ITCC 1442 Local Area Management (LAN):**Cisco 3 (4)**

(This is a WECM course number. Former course prefix/number CISC 2373, CISC 2484, and ITNW 1340.)

Prerequisite: ITCC 1406 or ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (3 Lec., 4 Lab.)

ITCC 1446 Wide Area Management (WAN):**Cisco 4 (4)**

(This is a WECM course number. Former course prefix/number CISC 2484 and ITNW 1344.)

Prerequisite: ITCC 1442 or ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (3 Lec., 4 Lab.)

ITCC 2432 Advanced Routing Configuration:**Cisco 5 (4)**

(This is a WECM course number. Former course prefix/number ITNW 1492.)

Prerequisite: CCNA certification and successful completion of skills-based exam or successful completion of Wide Area Management (WAN): Cisco 4 (ITCC 1446 or ITNW 1344). A study of advanced network deployment issues and methods used to configure Cisco routers for effective LAN and WAN traffic management. Topics include designing scalable internetworks, managing traffic and access for IP and IPX/SPX, configuring OSPF in single and multiple areas, and configuring and using interior and border gateway routing protocols. (3 Lec., 4 Lab.)

ITCC 2436 Building Remote Access Networks: Cisco 6 (4)

(This is a WECM course number.)

Prerequisite: ITCC 2432. Designing and building remote access networks with Cisco products. Topics include assembling and cabling WAN components, configuring network connections via asynchronous modem, ISDN, X.25, and frame relay architectures and associated protocols. (3 Lec., 4 Lab.)

**ITCC 2440 Configuring LAN Switches:
Cisco 7 (4)**

(This is a WECM course number.)

Prerequisite: ITCC 2436. An introduction to Cisco switches and how to use Cisco switches effectively in networks. Topics include switching concepts, virtual LANs, switch architecture (hardware and software), switch configuration, management and troubleshooting. (3 Lec., 4 Lab.)

**ITCC 2444 Internetwork Troubleshooting:
Cisco 8 (4)**

(This is a WECM course number.)

Prerequisite: ITCC 2440. A study of troubleshooting methods for internetworks. Topics include Cisco Troubleshooting Tools, diagnosing and correcting problems with TCP/IP, Novell, and AppleTalk networks, and with Frame Relay and ISDN network connections. (3 Lec., 4 Lab.)

**ITMC 1401 Microsoft Windows 2000
Network and Operating System Essentials
(MS 2151) (4)**

(This is a WECM course number.)

An introduction to Microsoft Windows 2000 and to the networking technologies that it supports. (3 Lec., 4 Lab.)

**ITMC 1403 Querying Microsoft SQL Server
2000 with Transact - SQL (4)**

(This is a WECM course number.)

A course to provide students with the technical skills required to write basic Transact-SQL queries for Microsoft SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

**ITMC 1419 Installing and Administering
Windows 2000 (4)**

(This is a WECM course number.)

An introduction to Microsoft Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. (3 Lec., 4 Lab.)

**ITMC 1441 Implementing Microsoft Windows
2000 Professional and Server (MS 2152) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install and configure Microsoft Windows 2000 Professional on standalone computers and on client computers that are part of a workgroup or domain. In addition, this course provides the skills and knowledge necessary to install and configure Windows 2000 Server to create file, print, and servers. (3 Lec., 4 Lab.)

**ITMC 1442 Implementing a Microsoft
Windows 2000 Network Infrastructure
(MS 2153) (4)**

(This is a WECM course number.)

Installing, configuring, managing, and supporting a network infrastructure that uses the Microsoft Windows 2000 server family of products. (3 Lec., 4 Lab.)

**ITMC 1443 Implementing and Administering
Microsoft Windows 2000 Directory Services
(MS 2154) (4)**

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to install, configure, and administer Microsoft Windows 2000 Active Directory service. The course also focuses on implementing Group Policy and understanding the Group Policy tasks required to centrally manage users and computers. (3 Lec., 4 Lab.)

**ITMC 1458 Supporting Microsoft Windows
2000 (4)**

(This is a WECM course number.)

Skill development for customizing, configuring, supporting, and troubleshooting Windows 2000. (3 Lec., 4 Lab.)

**ITMC 2403 Administering a Microsoft SQL
Server 2000 Database (4)**

(This is a WECM course number.)

A course to provide students with the knowledge and skills required to install, configure, administer, and troubleshoot the client-server database management system of Microsoft SQL Server databases. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

**ITMC 2431 Designing a Microsoft Windows
2000 Directory Services Infrastructure
(MS 1561) (4)**

(This is a WECM course number.)

Provides Microsoft senior support professionals and network architects with the knowledge and skills necessary to design a Microsoft Windows 2000 directory services infrastructure. Strategies are presented to assist the student in identifying the information technology needs of the organization, and then designing the Active Directory structure that meets those needs. (3 Lec., 4 Lab.)

**ITMC 2432 Designing a Microsoft Windows
2000 Networking Services Infrastructure (MS
1562) (4)**

(This is a WECM course number.)

Provides senior support professionals with the information and skills to create a networking services infrastructure design that supports the required network applications. (3 Lec., 4 Lab.)

ITMC 2433 Designing a Secure Microsoft Windows 2000 Network (MS 2150) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to design a security framework for small, medium, and enterprise networks by using Microsoft Windows 2000 technologies. (3 Lec., 4 Lab.)

ITMC 2434 Designing a Microsoft Windows 2000 Upgrade Strategy (MS 2010) (4)

(This is a WECM course number.)

Provides students with the knowledge and skills necessary to select and design a strategy to migrate from Microsoft Windows NT Server 4.0 directory services infrastructure to a Microsoft Windows 2000 Active Directory service by describing the planning processes and implications involved. (3 Lec., 4 Lab.)

ITMC 2435 Analyzing and Tuning Microsoft Windows 2000 and Microsoft BackOffice Server 4.5 Performance (MS 1535) (4)

(This is a WECM course number.)

Provides students with the knowledge and necessary skills to monitor, analyze, and optimize the performance of a computer running Microsoft Windows 2000 and the Microsoft BackOffice Server 4.5 family. (3 Lec., 4 Lab.)

ITMC 2437 Programming a Microsoft SQL Server 2000 Database (4)

(This is a WECM course number.)

A course to provide students with the knowledge and skills necessary to program and implement a database solution by using SQL Server 2000. Licensing/Certification Agency: Microsoft Corporation. (3 Lec., 4 Lab.)

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITNW 1274 Managing Web Site Development Projects (2)

(This is a local need course number. Former course prefix/number WEBT 1281.)

Prerequisite: Basic computer literacy, or demonstrated competence approved by program director. This course provides an introduction to the complexities of managing interactive projects. Students will learn cost specification, budgeting, schedule construction, negotiation, team-building, time management and status reporting skills. Legal issues like intellectual property rights, contract agreements, ethics and confidentiality will be described. (2 Lec.)

ITNW 1280 Cooperative Education - Business Systems Networking and Telecommunications (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITNW 1291 Portfolio Development - Internet Publishing and E-Commerce Technologies (2)

(This is a WECM course number. Former course prefix/number WEBT 1283.)

Prerequisite: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. Advanced directed study with development of a media rich, Internet project for corporate or in-house client. Additional topics will include an overview of professional practices required of the work place like networking, presentation skills and job-seeking techniques. (1 Lec., 2 Lab.)

ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITNW 1313 Local Area Networks Design and Protocols: Cisco 1 (3)

(This is a WECM course number. Former course prefix/number CISC 2373.)

Prerequisite: Basic understanding of personal computers and operating systems or instructor approval. Skill development in the design and implementation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management of devices, selection and installation of devices, protocols, and subnetting. (2 Lec., 4 Lab.)

ITNW 1317 Basic Router Configuration: Cisco 2 (3)

(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484.)

Prerequisite: ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. (2 Lec., 4 Lab.)

ITNW 1321 Introduction to Networking (3)

(This is a WECM course number. Former course prefix/number CISC 1372.) Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking hardware and software, including current developments in networking. (2 Lec., 2 Lab.)

ITNW 1340 Local Area Management (LAN): Cisco 3 (3)

(This is a WECM course number. Former course prefix/number CISC 2373 and CISC 2484.)

Prerequisite: ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. (2 Lec., 4 Lab.)

ITNW 1344 Wide Area Management (WAN): Cisco 4 (3)

(This is a WECM course number. Former course prefix/number CISC 2484.) Prerequisite: ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. (2 Lec., 4 Lab.)

ITNW 1375 Content Management for Interactive Publishing (3)

(This is a local need course number. Former course prefix/number WEBT 1274.) Prerequisite: Basic computer literacy or demonstrated competence approved by program director. This course explores specialized writing and content management requirements of electronic publishing for corporate Web sites. Emphasis is placed on creating original content in various styles, modifying acquired content from external sources, and designing interactive, nonlinear content appropriate for the intended target audience. Managing customer complaints, negative publicity and using suggestion and feedback from customers to enhance site content will also be covered. (3 Lec.)

ITNW 1380 Cooperative Education - Business Systems Networking and Telecommunications (3)

(This is a WECM course number. Former course prefix/number CISC 7471) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITNW 1381 Cooperative Education-Internet Publishing and E-Commerce Technologies (3)

(This is a WECM course number. Former course prefix/number WEBT 7371.) Prerequisite: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Students will work either in an off-campus cooperative work arrangement or on a campus production team to create a Web based interactive project. This cooperative education offers college credit for practical work experience related to career goals. (1 Lec., 14 Ext.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)

(This is a WECM course number. Former course prefix/number CISC 2372.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1419 Installing and Administering Windows 2000 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) An introduction to Microsoft ® Windows 2000 operating system in a single domain environment. Topics include basic installation, configuration tasks, and day-to-day administration tasks in a Windows 2000-based network. (3 Lec., 4 Lab.)

ITNW 1425 Fundamentals of Networking (4)

(This is a WECM course number. Former course prefix/number CISC 2370.) Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1433 Microsoft Networking Essentials (4)

(This is a WECM course number. Former course prefix/number CISC 2370.) Instruction in networking essential concepts including the OSI reference model, network protocols, transmission media, and networking hardware and software. (3 Lec., 4 Lab.)

ITNW 1437 Introduction to the Internet (4)

(This is a WECM course number. Former course prefix/number CISC 1376.) Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. (3 Lec., 4 Lab.)

ITNW 1446 Microsoft Exchange Server 5.5 Series - Concepts and Administration (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) Skills development in the day-to-day management of an established Exchange Server Organization using Microsoft Exchange Server. (3 Lec., 4 Lab.)

ITNW 1448 Implementing and Supporting Windows NT Workstation 4.0 (4)

(This is a WECM course number.)

Skills development in the management of Windows NT Workstation 4.0 as a desktop operating system and as a networked client. (3 Lec., 4 Lab.)

ITNW 1452 Internetworking Microsoft TCP/IP on Microsoft Windows NT 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2465 and CISC 2373.)

A course in the skill development for set up, configuration, use and support Transmission Control Protocol/Internet Protocol (TCP/IP) on Microsoft Windows NT operating system version 4.0. (3 Lec., 4 Lab.)

ITNW 1454 Implementing and Supporting Windows NT Server 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2488.)

A course in the development of skills necessary to implement, administer, and troubleshoot information systems that incorporate Windows NT Server 4.0 in a networked computing environment. (3 Lec., 4 Lab.)

ITNW 1456 Implementing Microsoft Internet Explorer 4.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

An introduction to the architecture and features of Microsoft® Internet Explorer version 4.0. Topics include set up, configuration, use, and deployment of Internet Explorer in a network environment. (3 Lec., 4 Lab.)

ITNW 1458 Supporting Microsoft Windows 2000 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skill development for customizing, configuring, supporting, and troubleshooting Windows 2000. (3 Lec., 4 Lab.)

ITNW 1492 Special Topics In Business Systems Networking and Telecommunications (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITNW 2313 Networking Hardware (3)

(This is a WECM course number.)

Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec.)

ITNW 2317 Network Security (3)

(This is a WECM course number.)

Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (2 Lec., 2 Lab.)

ITNW 2321 Networking with TCP/IP (3)

(This is a WECM course number.)

Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec.)

ITNW 2330 Fundamentals of Internetworking (3)

(This is a WECM course number. Former course prefix/number CISC 2379.)

Prerequisite: ITNW 1321 or instructor approval. Advanced concepts of internetworking to include internetworking devices and protocols. Topics include the OSI Reference Model, distance vector and link state routing protocols, routers and bridges. (2 Lec., 2 Lab.)

ITNW 2352 Administering Microsoft SQL Server 7.0 (3)

(This is a WECM course number.)

Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft® SQL Server™ client/server database management system version 7.0. (2 Lec., 2 Lab.)

ITNW 2401 Administering Microsoft Windows NT (4)

(This is a WECM course number. Former course prefix/number CISC 2462 and CISC 2484.)

Development of knowledge and skills necessary to perform post-installation and day-to-day administration tasks in a single-domain or multiple-domain Windows NT based network. (3 Lec., 4 Lab.)

ITNW 2413 Networking Hardware (4)

(This is a WECM course number. Former course prefix/number CISC 2488.)

Preparation to work with and maintain network hardware devices. Topics include network cables, servers, and workstations; network connectivity devices such as routers, hubs, bridges, gateways, repeaters, and uninterruptible power supplies; and other networking hardware devices. (3 Lec., 4 Lab.)

ITNW 2417 Network Security (4)

(This is a WECM course number.)

Instruction in security for network hardware, software, and data including physical security, backup procedures, firewalls, encryption, and protection from viruses. (3 Lec., 4 Lab.)

ITNW 2421 Networking with TCP/IP (4)

(This is a WECM course number.)

Preparation to set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on networking operating systems. (3 Lec., 4 Lab.)

ITNW 2435 Network Troubleshooting and Support (4)

(This is a WECM course number. Former course prefix/number CISC 2485.) Instruction in the techniques used to troubleshoot and support networks with emphasis on solving real world problems in a hands-on environment. Topics include troubleshooting and research techniques, available resources, and network management hardware/software. (3 Lec., 4 Lab.)

ITNW 2451 Microsoft Windows NT Core Technologies (4)

(This is a WECM course number. Former course prefix/number CISC 2463 and CISC 2471.)

Foundation course for supporting a network operating system. Skill development in installing, configuring, customizing, optimizing, networking, integrating, and troubleshooting a network operating system. (3 Lec., 4 Lab.)

ITNW 2452 Administering Microsoft SQL Server 7.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) Administering Microsoft SQL Server 7.0 is a skills development course in the installation, configuration, administration, and troubleshooting of Microsoft SQL Server™ client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITNW 2453 Supporting Microsoft Proxy Server 2.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) An introduction to Microsoft Proxy Server 2.0 including installation, configuration, and troubleshooting. Basic architecture, methods of controlling Internet access, using Internet Service Manager to administer Proxy Server, configuring the cache, enhancing Performance Monitor, and methods of improving performance. (3 Lec., 4 Lab.)

ITNW 2454 Internet/Intranet Server (4)

(This is a WECM course number.)

Hands-on experience in designing, installing, configuring, maintaining, and managing an Internet server. (3 Lec., 4 Lab.)

ITNW 2456 Supporting Microsoft Windows NT Server 4.0 - Enterprise Technologies (4)

(This is a WECM course number. Former course prefix/number CISC 2464 and CISC 2484.)

This course prepares students to design, implement, and support the Windows NT Server network operating system in a multi-domain enterprise environment. (3 Lec., 4 Lab.)

ITNW 2457 Windows 2000 Active Directory (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) Advanced concepts of planning and implementing Microsoft Windows 2000 Active Directory in an enterprise environment. (3 Lec., 4 Lab.)

ITNW 2458 Microsoft Exchange Server 5.5 Series - Design and Implementation (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) An in-depth study of electronic messaging using Microsoft Exchange Server 5.5. (3 Lec., 4 Lab.)

ITNW 2459 Creating and Managing a Web Server Using Microsoft Internet Information Server (4)

(This is a WECM course number. Former course prefix/number CISC 2484.) Instruction in the installation configuration, and implementation of Microsoft Internet Information Server (IIS). (3 Lec., 4 Lab.)

ITNW 2471 Administering Microsoft SMS 2.0 (4)

(This is a local need course number. Former course prefix/number CISC 2484.) Prerequisite: ITNW 2451. Instruction in the administration of Systems Management Server (SMS) 2.0. Topics include client discovery and installation, software distribution, hardware and software inventory, software metering, and remote tools. (3 Lec., 4 Lab.)

ITNW 2472 Displaying and Supporting Microsoft SMS 2.0 (4)

(This is a local need course number. Former course prefix/number CISC 2484.) Instruction in deploying and supporting Microsoft Systems Management Server (SMS) 2.0. Topics include designing sites, organizing a site hierarchy, planning for resource needs, installing clients, site-to-site communications, and troubleshooting site installation problems. (3 Lec., 4 Lab.)

ITSC 1191 Special Topics in Computer and Information Sciences, General (1)

(This is a WECM course number. Former course prefix/number CISC 2170 and ITSW 1192.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1291 Special Topics in Computer and Information Sciences, General (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1391 Special Topics in Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 2372 and ITSW 1392.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary.

(2 Lec., 2 Lab.)

ITSC 1401 will not meet the core curriculum and/or Associate in Arts or Associate in Sciences requirement. COSC 1300 will meet this requirement.

ITSC 1401 Introduction to Computers (4)

(This is a WECM course number. Former course prefix/number CISC 1470.)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. (3 Lec., 4 Lab.)

ITSC 1402 Computer Control Language (4)

(This is a WECM course number. Former course prefix/number CISC 2470 and ITSW 1402.)

Prerequisite: ITSC 1411, AS/400 Operating System I for AS/400 platform or ITSC 1407, UNIX Operating System I for UNIX platform or instructor consent. Skill development in the use of system control language on mini/mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. (3 Lec., 3 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)

(This is a WECM course number. Former course prefix/number CISC 2478.)

A study of personal computer operating systems. Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1407 UNIX Operating System I (4)

(This is a WECM course number. Former course prefix/number CISC 1480 and ITSW 1406.)

A study of the UNIX operating system including multi-user concepts, terminal emulation, use of system editor, basic UNIX commands, and writing script files. Topics include introductory systems management concepts. (3 Lec., 3 Lab.)

ITSC 1409 Integrated Software Applications I (4)

(This is a WECM course number.)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word process, spreadsheets, databases, and/or presentation media software. (3 Lec., 4 Lab.)

ITSC 1413 Internet/Web Page Development (4)

(This is a WECM course number.)

Instruction in the use of Internet services and the fundamentals of web page design and web site development. The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. This course may be repeated when topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 1417 PC Operating Systems - DOS (4)

(This is a WECM course number.)

Introduction to the DOS operating system. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1421 PC Operating Systems - Windows (4)

(This is a WECM course number.)

Introduction to windows-based microcomputer operating systems. Topics include installation and configuration, file management, memory and storage management, peripheral device control, and use of utilities. (3 Lec., 3 Lab.)

ITSC 1425 Personal Computer Hardware (4)

(This is a WECM course number. Former course prefix/number CISC 2480.)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. (3 Lec., 3 Lab.)

ITSC 1491 Special Topics in Computer and Information Sciences, General (4)

(This is a WECM course number. Former course prefix/number CISC 2484 and ITSW 1492.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSC 2431 Integrated Software Applications III (4)

(This is a WECM course number.)

Prerequisite: ITSC 1409 or instructor consent. Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. (3 Lec., 3 Lab.)

ITSC 2435 Application Problem Solving (4)

(This is a WECM course number. Former course prefix/number CISC 1471.)

Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. (3 Lec., 4 Lab.)

ITSC 2437 UNIX Operating System II (4)

(This is a WECM course number. Former course prefix/number CISC 2490 and ITSW 2436.)

Prerequisite: ITSC 1407 or instructor consent. Advanced study of the UNIX operating system. Includes advanced concepts of system management and communication, the installation and maintenance of software, network security, and data integrity issues. (3 Lec., 3 Lab.)

ITSC 2439 Personal Computer Help Desk (4)

(This is a WECM course number.)

Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

ITSE 1191 Special Topics in Computer Programming (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1302 Introduction to Computer Programming (3)

(This is a WECM course number. Former course prefix/number ITNW 2373.) This course is an introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation and documentation. Includes language syntax, data and file structures, input/output devices and files. (3 Lec.)

ITSE 1329 Programming Logic and Design (3)

(This is a WECM course number.)

A disciplined approach to problem-solving with structured techniques and representation of algorithms using appropriate design tools. Discussion of methods for testing, evaluation, and documentation. (3 Lec.)

ITSE 1331 Introduction to Visual BASIC Programming (3)

(This is a WECM course number.)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec.)

ITSE 1350 System Analysis and Design (3)

(This is a WECM course number.)

Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 2372.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Introduction to Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1418 Introduction to COBOL Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1476.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1422 Introduction to C Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2474.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1373.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 1440 Mastering Distributed Application Design and Development Using Microsoft Visual Basic 6.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)
An introduction to the creation of enterprise-level applications and the use of appropriate design tools and technology with Microsoft Visual Studio 6.0. (3 Lec., 4 Lab.)

ITSE 1444 Mastering Microsoft Visual Basic 6.0 Development (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)
Skill development in the creation of database applications using component object model (COM). (3 Lec., 4 Lab.)

ITSE 1445 Introduction to Oracle SQL and PL/SQL (4)

(This is a WECM course number.)
An introduction to the design and creation of relational databases. Topics include storing, retrieving, updating, and displaying data using Structured Query Language (SQL) and Procedure Language (PL). (3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)

(This is a WECM course number. Former course prefix/number CISC 2479.)
Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. (3 Lec., 4 Lab.)

ITSE 1491 Special Topics in Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (3 Lec., 4 Lab.)

ITSE 2313 Web Authoring (3)

(This is a WECM course number.)
Prerequisite: IMED 2349. Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and advanced authoring tools. (2 Lec., 4 Lab.)

ITSE 2349 Advanced Visual BASIC Programming (3)

(This is a WECM course number.)
Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2359 Advanced Computer Programming (3)

(This is a WECM course number. Former course prefix/number ITNW 2378.)
Further applications of programming techniques. Topics include file access methods, data structures and modular programming, program testing and documentation. (3 Lec.)

ITSE 2401 Introduction to Windows Programming Using C++ (4)

(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows using C++. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 2405 Introduction to Windows Programming (4)

(This is a WECM course number.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to computer programming for windows. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1472.)
Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Application development using database programming techniques emphasizing database structures, modeling, and database access. (3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)

(This is a WECM course number.)
Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)

(This is a WECM course number.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. (3 Lec., 4 Lab.)

ITSE 2421 Introduction to Object-Oriented Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2487.)

Prerequisite: Basic understanding of problem solving and logic structures used with computers obtained in ITSC 2435 or equivalent experiences approved by instructor consent. Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. (3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. (3 Lec., 4 Lab.)

ITSE 2433 Implementing a Database on Microsoft SQL Server 7.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Skills development in the implementation of a database solution using Microsoft SQL Server client/server database management system version 7.0. (3 Lec., 4 Lab.)

ITSE 2435 Advanced RPG Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2492.)

Prerequisite: ITSE 1414 or instructor consent. Further application of RPG IV programming techniques with ILE features, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2437 Assembly Language Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2475.)

Prerequisite: Any ITSE programming course or instructor consent. Comprehensive coverage of low-level computer operations and architecture. Includes design, development, testing, implementation, and documentation of programs; language syntax; data manipulation; input/output devices and operations; and file access. (3 Lec., 4 Lab.)

ITSE 2439 Advanced Windows Programming Using C++ (4)

(This is a WECM course number.)

Prerequisite: ITSE 2401 or instructor consent. Further applications of windows programming techniques using C++ including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2443 Advanced Windows Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 2405 or instructor consent. Further applications of windows programming techniques, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2445 Data Structures (4)

(This is a WECM course number.)

Prerequisite: Any ITSE Introductory programming course or instructor consent. Further applications of programming techniques. Includes an in-depth look at various data structures and the operations performed on them. (3 Lec., 4 Lab.)

ITSE 2447 Advanced Database Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2472.)

Prerequisite: ITSE 2409 or instructor consent. Application development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2450 Mastering Enterprise Development Using Microsoft Visual Basic 6.0 (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

In-depth development of client/server solutions using component object modeling (COM). (3 Lec., 4 Lab.)

ITSE 2451 Advanced COBOL Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2454 Advanced Oracle SQL and PL/SQL (4)

(This is a WECM course number.)

Prerequisite: ITSE 1445 or instructor consent. A continuation of Oracle SQL and PL/SQL. Topics include hierarchical queries, set based queries, correlated subqueries, scripting, and scripting generation. (3 Lec., 4 Lab.)

ITSE 2455 Advanced C Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2486.)

Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSE 2456 Oracle Database Administration I (4)

(This is a WECM course number.)

Fundamentals of the tasks and functions required of a database administrator. Topics include managing database files; managing table spaces, segments, extents, and blocks; start up and shut down of an Oracle instance and database; managing users, privileges and resources; using National Language and Support (NLS) features; and creation of an operational database. (3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. (3 Lec., 4 Lab.)

ITSE 2458 Oracle Database Administration II (4)

(This is a WECM course number.)

Prerequisite: ITSE 2456 or instructor consent. A continuation of Oracle Database Administration I. Topics include recovery procedures, logical backups, standby database capabilities, and performance tuning of the Oracle Server. Common performance problems and the use of diagnostic tools to troubleshoot and optimize throughput will be discussed. (3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. (3 Lec., 4 Lab.)

ITSW 1280 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1327 Multiuser Operating Systems (3)

(This is a WECM course number.)

Summary of multi-user operating systems including a contrast of single user and multi-user systems. Investigation of a variety of multi-user operating systems, similarities, and differences. (3 Lec.)

ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7471.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7472.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.) Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1401 Introduction to Word Processing (4)

(This is a WECM course number. Former course prefix/number CISC 1474) An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. (3 Lec., 4 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)

(This is a WECM course number. Former course prefix/number CISC 2476.) Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)

(This is a WECM course number. Former course prefix/number CISC 2481.) Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)

(This is a WECM course number. Former course prefix/number CISC 2375.) Prerequisite: ITSC 1401 Introduction to Computers or instructor consent. Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. (3 Lec., 4 Lab.)

ITSW 1413 Introduction to Data Entry (4)

(This is a WECM course number. Former course prefix/number CISC 1371.) Prerequisite: Keyboarding by touch (15 to 20 wpm). Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. (3 Lec., 4 Lab.)

ITSW 2401 Fundamental of Geographic Information Systems (GIS) (4)

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor consent. Introduction to the use of geographic information systems software for planning and problem-solving. (3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)

(This is a WECM course number. Former course prefix/number OFCT 2372.) Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)

(This is a WECM course number.)

Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)

(This is a WECM course number.)

Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. (3 Lec., 4 Lab.)

JAPN 1411 Beginning Japanese (4)

(This is a common course number. Former course prefix/number JPN 101)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Japanese customs, culture, and institutions are also presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

JAPN 1412 Beginning Japanese (4)

(This is a common course number. Former course prefix/number JPN 102)

Prerequisite: Japanese 1411 or the equivalent. This course continues the conversation, reading, writing, and grammar begun in Japanese 1411. Students are expected to acquire a substantial amount of vocabulary, and will continue study of Japanese culture, customs, and institutions. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025113)

NOTE: These courses carry a Dallas County Community College prefix of "JOUR;" however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1129 Student Publications (1)

(Former course prefix/number JN 106. The common course number is COMM 1129.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 1307 Introduction to Mass Communications (3)

(Former course prefix/number JN 101. The common course number is COMM 1307.)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035106)

JOUR 1335 Survey of Broadcasting (3)

(Former course prefix/number JN 203. The common course number is COMM 1335.)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035206)

JOUR 2129 Student Publications (1)

(Former course prefix/number JN 104. The common course number is COMM 2129.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 2130 Student Publications (1)

(Former course prefix/number JN 105. The common course number is COMM 2130.)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015406)

JOUR 2309 News Editing and Copy Reading (3)

(Former course prefix/number JN 204 . The common course number is COMM 2309.)

Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

(Coordinating Board Academic Approval Number 0904015306)

JOUR 2311 News Gathering and Writing (3)

(Former course prefix/number JN 102. The common course number is COMM 2311.)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015706)

JOUR 2315 News Gathering and Writing II (3)

(Former course prefix/number JN 103. The common course number is COMM 2315.)

Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015806)

JOUR 2327 Principles of Advertising (3)

(Former course prefix/number JN 202. The common course number is COMM 2327.)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015106)

KREN 1470 Beginning Korean I (4)

(This is a unique need course.)

This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. By the end of the semester, students are expected to master Hangul, the Korean writing system. Customs and cultural insights are presented. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603999313)

KREN 1471 Beginning Korean II (4)

(This is a unique need course.)

Prerequisite: Korean 1470 or the equivalent or demonstrated competence approved by the instructor. This course continues the oral practice, reading, writing, grammar and cultural studies begun in Korean 1470. Students are expected to acquire substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603999313)

KREN 2370 Intermediate Korean I (3)

(This is a unique need course.)

Prerequisite: Korean 1471 or the equivalent or demonstrated competence approved by the instructor. This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1603999213)

KREN 2371 Intermediate Korean II (3)

(This is a unique need course.)

Prerequisite: Korean 2370 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Korean 2370. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture. This course also concentrates on the introduction of approximately 120 Chinese characters related to Korean vocabulary words. (3 Lec.)

(Coordinating Board Academic Approval Number 1603999213)

LMGT 1319 Introduction to Business Logistics (3)

(This is a WECM course number.)

A systems approach to managing activities associated with traffic, transportation, inventory management and control, warehousing, packaging, order processing, and materials handling. (3 Lec.)

LMGT 1321 Introduction to Materials Handling (3)

(This is a WECM course number.)

Introduces the concepts and principles of materials management to include inventory control and forecasting activities. (3 Lec.)

LMGT 1323 Domestic and International Transportation Management (3)

(This is a WECM course number.)

An overview of the principles and practices of transportation and its role in the distribution process. Emphasis on the physical transportation systems involved in the United States as well as on global distribution systems. Topics include carrier responsibilities and services, freight classifications, rates, tariffs, and public policy and regulations. Also includes logistical geography and the development of skills to solve logistical transportation problems and issues. (3 Lec.)

LMGT 1341 Freight Loss and Damage Claims (3)

(This is a WECM course number.)

An analysis of bill of lading contracts and liability for lost or damaged freight, including procedures for filing and documenting claims. (3 Lec.)

LMGT 1345 Economics of Transportation and Distribution (3)

(This is a WECM course number.)

A study of the basic economic principles and concepts applicable to transportation and distribution. (3 Lec.)

LMGT 1349 Materials Requirement Planning (3)

(This is a WECM course number.)

A study of materials requirement planning that includes net change versus regenerative systems, lot sizing, and the time sharing of dependent demand. (3 Lec.)

LMGT 1425 Warehouse and Distribution Center Management (4)

(This is a WECM course number.)

Emphasis on physical distribution and total supply chain management. Includes warehouse operations management, hardware and software operations, bar codes, organizational effectiveness, just-in-time manufacturing, continuous replenishment, and third party. (3 Lec., 3 Lab.)

LMGT 2330 International Logistics Management (3)

(This is a WECM course number.)

Identification of the principles and practices involved in international distribution systems including the multinational corporation. Attention to global strategic planning, production, supply, manpower/labor, geography, business communications, cultural, political, and legal issues affecting global distribution and firm/host relationships. (3 Lec.)

See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.

The following MATH courses meet the requirements for Core Curriculum EXCEPT: TECM 1303, TECM 1317, TECM 1341 and TECM 1349.

MATH 1316 Plane Trigonometry (3)

(This is a common course number. Former course prefix/number MTH 102.)

Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015319)

MATH 1324 Mathematics for Business and Economics (3)

(This is a common course number. Former course prefix/number MTH 111.)

Prerequisite: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015219)

MATH 1350 Fundamentals of Mathematics I (3)

(This is a common course number.)

Prerequisite: Math 1314 or Math 1414 or the equivalent. Concepts of sets, functions, numeration systems, number theory, and properties of the natural numbers, integers, rational, and real number systems with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) teacher certification. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015619)

MATH 1351 Fundamentals of Mathematics II (3)

(This is a common course number.)

Prerequisite: MATH 1350, College Algebra or the equivalent. Concepts of geometry, probability, and statistics, as well as applications of the algebraic properties of real numbers to concepts of measurement with an emphasis on problem solving and critical thinking. This course is designed specifically for students who seek middle grade (4-8) certification. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015619)

MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)

(Former course prefix/number MTH 103.)

Prerequisite: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015419)

MATH 1425 Business Calculus and Applications (4)

(This is a common course number.)

Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2703015219)

MATH 2305 Discrete Mathematics (3)

(This is a common course number. Former course prefix/number MTH 215.)

Prerequisite: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

MATH 2315 Calculus III (3)

(This is a common course number. Former course prefix/number MTH 226.)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MATH 2318 Linear Algebra (3)

(This is a common course number. Former course prefix/number MTH 221.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016119)

MATH 2320 Differential Equations (3)

(This is a common course number. Former course prefix/number MTH 230.)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015119)

MATH 2342 Introductory Statistics (3)

(This is a common course number. Former course prefix/number MTH 202.)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015119)

MATH 2412 Precalculus Mathematics (4)

(This is a common course number. Former course prefix/number MTH 109.)

Prerequisite: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015819)

MATH 2414 Calculus II (4)

(This is a common course number. Former course prefix/number MTH 225.)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MATH 2513 Calculus I (5)

(This is a common course number. Former course prefix/number MTH 124.)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015919)

MRKG 1311 Principles of Marketing (3)

(This is a WECM course number. Former course prefix/number MRKT 2370.)

Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

MRKG 1366 Practicum (or Field Experience) - Business Marketing and Marketing Management (3)

(This is a WECM course number.)

Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

MRKG 1380 Cooperative Education - Business Marketing and Marketing Management (3)

(This is a WECM course number. Former course prefix/number ITNW 1370.)

An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 14 Ext.)

MRKG 1381 Cooperative Education - Business Marketing and Marketing Management (3)

(This is a WECM course number. Former course prefix/number MRKT 7371.)

Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 15 Ext.)

MRKG 2366 Practicum (or Field Experience) - Business Marketing and Marketing Management (3)

(This is a WECM course number.)

Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. A basic or intermediate type of non-health professions work-based instruction that provides basic career exploration or helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. The emphasis is on practical work experience. Indirect supervision is provided by the work supervisor. A practicum may be a paid or unpaid learning experience. (1 Lec., 20 Ext.)

MRKG 2381 Cooperative Education - Business Marketing and Marketing Management (3)

(This is a WECM course number. Former course prefix/number MRKT 7372.)

Prerequisite: Previous credit in MRKG 1381, or completion of two courses in Business Marketing or demonstrated competence approved by the instructor. An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. (1 Lec., 15 Ext.)

MUAP 1101-1181 Applied Music-Minor (1)

These courses are open to students enrolled in music theory, ensembles, and other music major and minor courses. They provide private instruction in the student's secondary area and consist of a one-half hour lesson a week. Private music may be repeated for credit. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)

(This is a common course number. Former course prefix/number MUS 124.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1105 Applied Music-Viola (1)

(This is a common course number. Former course prefix/number MUS 125.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1109 Applied Music-Cello (1)

(This is a common course number. Former course prefix/number MUS 126.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1113 Applied Music-Double Bass (1)

(This is a common course number. Former course prefix/number MUS 127.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1115 Applied Music-Electric Bass (1)

(This is a common course number. Former course prefix/number MUS 141.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1117 Applied Music-Flute (1)

(This is a common course number. Former course prefix/number MUS 128.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1121 Applied Music-Oboe (1)

(This is a common course number. Former course prefix/number MUS 129.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1125 Applied Music-Bassoon (1)

(This is a common course number. Former course prefix/number MUS 131.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1129 Applied Music-Clarinet (1)

(This is a common course number. Former course prefix/number MUS 130.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1133 Applied Music-Saxophone (1)

(This is a common course number. Former course prefix/number MUS 132.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1137 Applied Music-Trumpet (1)

(This is a common course number. Former course prefix/number MUS 133.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1141 Applied Music-French Horn (1)

(This is a common course number. Former course prefix/number MUS 134.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1145 Applied Music-Trombone (1)

(This is a common course number. Former course prefix/number MUS 135.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1149 Applied Music-Baritone (1)

(This is a common course number. Former course prefix/number MUS 136.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1153 Applied Music-Tuba (1)

(This is a common course number. Former course prefix/number MUS 137.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1157 Applied Music-Percussion (1)

(This is a common course number. Former course prefix/number MUS 138.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1158 Applied Music-Drum Set (1)

(This is a common course number. Former course prefix/number MUS 143.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1161 Applied Music-Guitar (1)

(This is a common course number. Former course prefix/number MUS 140.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1165 Applied Music-Organ (1)

(This is a common course number. Former course prefix/number MUS 122.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1169 Applied Music-Piano (1)

(This is a common course number. Former course prefix/number MUS 121.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1177 Applied Music-Harp (1)

(This is a common course number. Former course prefix/number MUS 139.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 1181 Applied Music-Voice (1)

(This is a common course number. Former course prefix/number MUS 123.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2201- 2281 Applied Music-Concentration (2)

These courses are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's concentration and consist of one hour of instruction per week. Private music may be repeated for credit. (1 Lec.)

MUAP 2201 Applied Music-Violin (2)

(This is a common course number. Former course prefix/number MUS 224.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2205 Applied Music-Viola (2)

(This is a common course number. Former course prefix/number MUS 225.)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)

(This is a common course number. Former course prefix/number MUS 226.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2213 Applied Music-Double Bass (2)

(This is a common course number. Former course prefix/number MUS 227.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2215 Applied Music-Electric Bass (2)

(This is a common course number. Former course prefix/number MUS 241.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2217 Applied Music-Flute (2)

(This is a common course number. Former course prefix/number MUS 228.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2221 Applied Music-Oboe (2)

(This is a common course number. Former course prefix/number MUS 229.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2225 Applied Music-Bassoon (2)

(This is a common course number. Former course prefix/number MUS 231.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2229 Applied Music-Clarinet (2)

(This is a common course number. Former course prefix/number MUS 230.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2233 Applied Music-Saxophone (2)

(This is a common course number. Former course prefix/number MUS 232.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2237 Applied Music-Trumpet (2)

(This is a common course number. Former course prefix/number MUS 233.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2241 Applied Music-French Horn (2)

(This is a common course number. Former course prefix/number MUS 234.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2245 Applied Music-Trombone (2)

(This is a common course number. Former course prefix/number MUS 235.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2249 Applied Music-Baritone (2)

(This is a common course number. Former course prefix/number MUS 236.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2253 Applied Music-Tuba (2)

(This is a common course number. Former course prefix/number MUS 237.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2257 Applied Music-Percussion (2)

(This is a common course number. Former course prefix/number MUS 238.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2258 Applied Music-Drum Set (2)

(This is a common course number. Former course prefix/number MUS 243.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2261 Applied Music-Guitar (2)

(This is a common course number. Former course prefix/number MUS 240.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2265 Applied Music-Organ (2)

(This is a common course number. Former course prefix/number MUS 222.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2269 Applied Music-Piano (2)

(This is a common course number. Former course prefix/number MUS 221.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2277 Applied Music-Harp (2)

(This is a common course number. Former course prefix/number MUS 239.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2281 Applied Music-Voice (2)

(This is a common course number. Former course prefix/number MUS 223.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2301 - 2381 Applied Music-Major (3)

These courses are primarily for music performance majors and are open to students enrolled in music theory, ensembles, or other music major and minor courses. They provide private instruction in the area of the student's major instrument and consist of one hour of instruction per week. These courses may be repeated for credit. (1 Lec.)

MUAP 2301 Applied Music-Violin (3)

(This is a common course number. Former course prefix/number MUS 254.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2305 Applied Music-Viola (3)

(This is a common course number. Former course prefix/number MUS 255.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2309 Applied Music-Cello (3)

(This is a common course number. Former course prefix/number MUS 256.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2313 Applied Music-Double Bass (3)

(This is a common course number. Former course prefix/number MUS 257.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2317 Applied Music-Flute (3)

(This is a common course number. Former course prefix/number MUS 258.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2321 Applied Music-Oboe (3)

(This is a common course number. Former course prefix/number MUS 259.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2325 Applied Music-Bassoon (3)

(This is a common course number. Former course prefix/number MUS 261.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2329 Applied Music-Clarinet (3)

(This is a common course number. Former course prefix/number MUS 260.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2333 Applied Music-Saxophone (3)

(This is a common course number. Former course prefix/number MUS 262.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2337 Applied Music-Trumpet (3)

(This is a common course number. Former course prefix/number MUS 263.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2341 Applied Music-French Horn (3)

(This is a common course number. Former course prefix/number MUS 264.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2345 Applied Music-Trombone (3)

(This is a common course number. Former course prefix/number MUS 265.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2349 Applied Music-Baritone (3)

(This is a common course number. Former course prefix/number MUS 266.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2353 Applied Music-Tuba (3)

(This is a common course number. Former course prefix/number MUS 267.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2357 Applied Music-Percussion (3)

(This is a common course number. Former course prefix/number MUS 268.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2361 Applied Music-Guitar (3)

(This is a common course number. Former course prefix/number MUS 270.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2365 Applied Music-Organ (3)

(This is a common course number. Former course prefix/number MUS 252.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2369 Applied Music-Piano (3)

(This is a common course number. Former course prefix/number MUS 251.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2377 Applied Music-Harp (3)

(This is a common course number. Former course prefix/number MUS 269.)
(Coordinating Board Academic Approval Number 5009035426)

MUAP 2381 Applied Music-Voice (3)

(This is a common course number. Former course prefix/number MUS 253.)
(Coordinating Board Academic Approval Number 5009035426)

MUEN 1121 Orchestra (1)

(This is a common course number. Former course prefix/number MUS 170/MUSI 1123.)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035426)

MUEN 1122 Jazz Ensemble (1)

(This is a common course number. Former course prefix/number MUS 184/MUSI 1125.)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

MUEN 1123 Band (1)

(This is a common course number. Former course prefix/number MUS 160/MUSI 1237/MUSI 1126.)

Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

MUEN 1131 Keyboard Ensemble (1)

(This is a common course number. Former course prefix/number MUS 174/MUSI 1132.)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1132 Woodwind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 171/MUSI 1133.)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1133 Brass Ensemble (1)

(This is a common course number. Former course prefix/number MUS 172/MUSI 1134.)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1134 Guitar Ensemble (1)

(This is a common course number. Former course prefix/number MUS 103/MUSI 1137.)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1135 Percussion Ensemble (1)

(This is a common course number. Former course prefix/number MUS 173/MUSI 1138.)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1136 String Ensemble (1)

(This is a common course number. Former course prefix/number MUS 175/MUSI 1139.)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1137 Symphonic Wind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 176/MUSI 1140.)

Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035626)

MUEN 1151 Vocal Ensemble (1)

(This is a common course number. Former course prefix/number MUS 155/MUSI 1143.)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035826)

MUEN 1152 Chamber Ensemble (1)

(This is a common course number. Former course prefix/number MUS 177/MUSI 1151.)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUEN 1153 Madrigal Singers (1)

(This is a common course number. Former course prefix/number MUS 156/MUSI 1152.)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUEN 2123 Lab Band (1)

(This is a common course number. Former course prefix/number MUS 181/MUSI 2237/MUSI 2127.)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

MUEN 2141 Chorus (1)

(This is a common course number. Former course prefix/number MUS 150/MUSI 2143.)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035526)

MUSI 1116 Musicianship I (1)

(This is a common course number. Former course prefix/number MUS 161.)

Prerequisite: Music 1300, Music 1304 or consent of the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045626)

MUSI 1117 Musicianship II (1)

(This is a common course number. Former course prefix/number MUS 162.)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045626)

MUSI 1160 Italian Diction (1)

(This is a common course number. Former course prefix/number MUS 105.)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 1161 English Diction (1)

(This is a common course number. Former course prefix/number MUS 108.)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 1170 Synthesizer Class I (1)

(This is a unique need course. Former course prefix/number MUS 147.)

Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037126)

MUSI 1172 Synthesizer Class II (1)

(This is a unique need course. Former course prefix/number MUS 148.)

Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037126)

MUSI 1181 Piano Class I (1)

(This is a common course number. Former course prefix/number MUS 117.)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

MUSI 1182 Piano Class II (1)

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075126)

MUSI 1183 Voice Class I (1)

(This is a common course number. Former course prefix/number MUS 151.)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085126)

MUSI 1184 Voice Class II (1)

(This is a common course number. Former course prefix/number MUS 152.)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085126)

MUSI 1192 Guitar Class I (1)

(This is a common course number. Former course prefix/number MUS 119.)
An introductory course in acoustic guitar playing based on acoustic and classical guitar technique. Music reading of melodic, harmonic, and rhythmic exercises are learned to gain initial mastery of the fundamental techniques of guitar playing. Introductory elements about the history and culture of the guitar are included in this course. May be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 1193 Guitar Class II (1)

(This is a common course number. Former course prefix/number MUS 120.)
Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 1263 Jazz Improvisation (2)

(This is a common course number. Former course prefix/number MUS 115.)
The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036526)

MUSI 1300 Foundations of Music I (3)

(This is a common course number. Former course prefix/number MUS 113.)
This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045426)

MUSI 1304 Foundations of Music II (3)

(This is a common course number. Former course prefix/number MUS 114.)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045426)

MUSI 1306 Music Appreciation (3)

(This is a common course number. Former course prefix/number MUS 104.)
The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025126)

MUSI 1308 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 110.)
The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025226)

MUSI 1309 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 111.)
This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025226)

MUSI 1310 History of Jazz/Rock Music (3)

(This is a common course number. Former course prefix/number MUS 166.)
The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025326)

MUSI 1311 Music Theory I (3)

(This is a common course number. Former course prefix/number MUS 145.)
Prerequisite: Music 1300 and 1304 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045126)

MUSI 1312 Music Theory II (3)

(This is a common course number. Former course prefix/number MUS 146.)
Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045126)

MUSI 1370 Guitar Literature and Materials (3)

(This is a unique need course. Former course prefix/number MUS 112.)
The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009029226)

MUSI 1386 Composition (3)

(This is a common course number. Former course prefix/number MUS 203.)
Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045326)

MUSI 1390 Digital Music Production (3)

(This is a common course number. Former course prefix/number MUS 153/MUSI 1372.)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045826.)

MUSI 1391 Digital Music Production (3)

(This is a common course number. Former course prefix/number MUS 154/MUSI 1373.)

Prerequisite: Successful completion of Music 1390 or demonstrated competence approved by the instructor. This course is a continuation of Music 1390 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045826.)

MUSI 2116 Musicianship III (1)

(This is a common course number. Former course prefix/number MUS 271.)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045726)

MUSI 2117 Musicianship IV (1)

(This is a common course number. Former course prefix/number MUS 272.)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045726)

MUSI 2160 German Diction (1)

(This is a common course number. Former course prefix/number MUS 107.)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 2161 French Diction (1)

(This is a common course number. Former course prefix/number MUS 106.)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085326)

MUSI 2181 Piano Class III (1)

(This is a common course number. Former course prefix/number MUS 217.)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075126)

MUSI 2182 Piano Class IV (1)

(This is a common course number. Former course prefix/number MUS 218.)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075126)

MUSI 2192 Guitar Pedagogy (1)

(This is a common course number. Former course prefix/number MUS 205.)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(Coordinating Board Academic Approval Number 5009035126)

MUSI 2311 Music Theory III (3)

(This is a common course number. Former course prefix/number MUS 245.)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045226)

MUSI 2312 Music Theory IV (3)

(This is a common course number. Former course prefix/number MUS 246.)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045226)

MUSI 9176 Recital (1)

(Former course prefix/number MUS 199.)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009030026)

NUTR 1322 Principles of Nutrition (3)

(Former course prefix/number NTR 101. Common Course Number is HECO 1322.)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025109)

PHED 1100 Beginning Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 100.)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities and physical assessments where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1102 Beginning Soccer (1)

(This is a common course number. Former course prefix/number PEH 104.)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1104 Beginning Softball (1)

(This is a common course number. Former course prefix/number PEH 112.)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1108 Beginning Archery (1)

(This is a common course number. Former course prefix/number PEH 117.)

The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1109 Beginning Golf (1)

(This is a common course number. Former course prefix/number PEH 118.)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1110 Beginning Tennis (1)

(This is a common course number. Former course prefix/number PEH 119.)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1111 Beginning Bowling (1)

(This is a common course number. Former course prefix/number PEH 120.)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1116 Conditioning Exercise (1)

(This is a common course number. Former course prefix/number PEH 125.)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1119 Beginning Weight Training (1)

(This is a common course number. Former course prefix/number PEH 131.)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1120 Beginning Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 132.)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1121 Beginning Jogging (1)

(This is a common course number. Former course prefix/number PEH 133.)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1123 Beginning Walking for Fitness (1)

(This is a common course number. Former course prefix/number PEH 135.)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1124 Beginning Aerobics (1)

(This is a common course number. Former course prefix/number PEH 137.)
This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1126 Beginning Cycling (1)

(This is a common course number. Former course prefix/number PEH 145.)
Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1130 Intermediate Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 200.)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1131 Intermediate Soccer (1)

(This is a common course number. Former course prefix/number PEH 204.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1132 Intermediate Softball (1)

(This is a common course number. Former course prefix/number PEH 212.)
Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1134 Intermediate Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 215.)
Basic skills and techniques of fitness-related activities are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1135 Intermediate Archery (1)

(This is a common course number. Former course prefix/number PEH 217.)
Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1136 Intermediate Golf (1)

(This is a common course number. Former course prefix/number PEH 218.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1137 Intermediate Tennis (1)

(This is a common course number. Former course prefix/number PEH 219.)
Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1141 Intermediate Weight Training (1)

(This is a common course number. Former course prefix/number PEH 231.)
Skills and instruction in weight training techniques are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1142 Intermediate Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 232.)
Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1143 Intermediate Jogging (1)

(This is a common course number. Former course prefix/number PEH 233.)
Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1144 Intermediate Walking for Fitness (1)

(This is a common course number. Former course prefix/number PEH 235.)
Students participate in a low impact exercise walking program beyond the beginning level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1145 Intermediate Aerobics (1)

(This is a common course number. Former course prefix/number PEH 237.)
This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1146 Intermediate Basketball (1)

(This is a common course number. Former course prefix/number PEH 239.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085123)

PHED 1147 Intermediate Volleyball (1)

(This is a common course number. Former course prefix/number PEH 240.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1148 Intermediate Baseball (1)

(This is a common course number. Former course prefix/number PEH 241.)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1149 Intermediate Cycling (1)

(This is a common course number. Former course prefix/number PEH 245.)
Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1150 Intermediate Bowling (1)

(This is a common course number. Former course prefix/number PEH 220.)
This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085123)

PHED 1164 Beginning Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 115.)
Students are introduced to wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085223)

PHED 1304 Health for Today (3)

(This is a common course number. Former course prefix/number PEH 101.)
Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015116)

PHIL 1301 Introduction to Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101.)
An introduction to the ideas about such things as the good life, reality, God, the acquisition and characteristics of knowledge, and the nature of humans. Students will evaluate both ancient and modern theories about these issues in terms of their logic, historical significance, and meaning in everyday life, as they practice the methods for doing philosophy. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015112)

PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105.)
The critical and correct construction and analysis of arguments using induction, deduction and scientific reasoning. Students will practice analyzing fallacies, definitions, analogies, and uses of language. They will learn to use some of the elementary tools of formal logic, such as Venn diagrams, truth tables, and formal proofs using the rules of inference. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015212)

PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203.)
Consideration of what constitutes a good and a moral life. Using classical and contemporary theories, students will weigh such ingredients as pleasure, duty, power, and love as they apply to current issues of daily living. Students may consider ethical problems in business, law, and medicine. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015312)

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

PHOT 1316 Introduction to Photography and Photojournalism (3)

(Former course prefix/number PHO 110. Common Course Number is COMM 1316.)
Prerequisite: None. Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0904015506)

PHOT 1317 Advanced Photography and Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317.)
Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0904015512)

PHOT 2324 Introduction to Multimedia (3)

(Former course prefix/number PHO 212. Common Course Number is COMM 2324.)

Prerequisite: Photography 1316 or Art 2356, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015306)

PHOT 2325 Introduction to Digital Imaging (3)

(Former course prefix/number PHO 124. Common Course Number is COMM 2325.)

Prerequisite: Photography 1316 or Art 2356 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015306)

PHOT 2326 Advanced Digital Imaging (3)

(Former course prefix/number PHO 125. Common Course Number is COMM 2326.)

Prerequisite: Photography 2325 is required. In addition, Photography 1316 or Art 2356 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015306)

PHOT 2356 Commercial Photography I (3)

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356.)

Prerequisite: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055126)

PHOT 2357 Commercial Photography II (3)

(Former course prefix/number PHO 123. Common Course Number is ARTS 2357.)

Prerequisite: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055226)

PHTC 1349 Photo Digital Imaging I (3)

(This is a WECM course number. Former course prefix/number MULT 1383 or RFTV 2378 or VCOM 2382.)

Prerequisite: IMED 1301. Instruction in the computer as an electronic darkroom. Topics include color and gray scale images and image conversion and presentation. (2 Lec., 4 Lab.)

PHTC 2349 Photo Digital Imaging II (3)

(This is a WECM course number. Former course prefix/number MULT 2374.)

Prerequisite: PHTC 1349 or PHOT 2325. Continued skill development in the use of the computer for retouching, copying, photographic restoration, color correction, data importation, composite imaging, and background dropout and replacement. (2 Lec., 4 Lab.)

PHYS 1111 Astronomy Laboratory I (1)

(This is a common course number. Former course prefix/number AST 103.)

Prerequisite: Credit or concurrent enrollment in Physics 1311. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This laboratory includes night observations. (3 Lab.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1112 Astronomy Laboratory II (1)

(This is a common course number. Former course prefix/number AST 104.)

Prerequisite: Credit or concurrent enrollment in Physics 1312. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. (3 Lab.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1311 Descriptive Astronomy (3)

(This is a common course number. Former course prefix/number AST 101.)

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. (3 Lec.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1312 General Astronomy (3)

(This is a common course number. Former course prefix/number AST 102.)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy, and external galaxies. (3 Lec.)

(Coordinating Board Academic Approval Number 4002015103)

PHYS 1401 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 111.)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015303)

PHYS 1402 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 112.)
Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015303)

PHYS 1405 Concepts in Physics (4)

(This is a common course number. Former course prefix/number PHY 117.)
This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

PHYS 1407 Concepts in Physics (4)

(This is a common course number. Former course prefix/number PHY 118.)
This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015103)

PHYS 1411 Fundamentals of Astronomy (4)

(This is a common course number. Former course prefix/number AST 111.)
This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1412 General Introductory Astronomy (4)

(This is a common course number. Former course prefix/number AST 112.)
This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4002015103)

PHYS 1415 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 118.)
This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4001015103)

PHYS 1417 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 119.)
This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4001015103)

PHYS 2425 General Physics (4)

(This is a common course number. Former course prefix/number PHY 201.)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015403)

PHYS 2426 General Physics (4)

(This is a common course number. Former course prefix/number PHY 202.)
Prerequisite: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4008015403)

POFI 1301 Computer Applications I (3)

(This is a WECM course number. Former course prefix/number OFCT 1377.)
Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2373.)
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1345 Integrated Software Applications II (3)

(This is a WECM course number. Former course prefix/number OFCT 1380.)
Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)

(This is a WECM course number. Former course prefix/number OFCT 1380.) Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)

(This is a WECM course number. Former course prefix/number OFCT 1379.) Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)

(This is a WECM course number. Former course prefix/number OFCT 2372.) In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)

(This is a WECM course number. Former course prefix/number OFCT 1171.) Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. (2 Lab.)

POFT 1192 Special Topics in Administrative Assistant/Secretarial Science, General (1)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (1 Lec.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lab.)

POFT 1207 Proofreading and Editing (2)

(This is a WECM course number.)

Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. (1 Lec., 2 Lab.)

POFT 1292 Special Topics in Administrative Assistant/Secretarial Science, General (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)

(This is a WECM course number.)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)

(This is a WECM course number. Former course prefix/number OFCT 1373.)

Prerequisite: Basic keyboarding skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)

(This is a WECM course number.)

Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. (2 Lec., 2 Lab.)

POFT 1319 Records and Information Management I (3)

(This is a WECM course number. Former course prefix/number OFCT 1371.)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)

(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

POFT 1325 Business Math and Machine Applications (3)

(This is a WECM course number. Former course prefix/number OFCT 1372.) Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. (2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document Formatting (3)

(This is a WECM course number. Former course prefix/number OFCT 1375.) Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. (2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)

(This is a WECM course number.) Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.) An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.) An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7371.) An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

POFT 1383 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.) An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1393 Special Topics in General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 1270.) Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 1493 Special Topics in General Office/Clerical and Typing Services (4)

(This is a WECM course number. Former course prefix/number OFCT 1370.) Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. (2 Lec., 4 Lab.)

POFT 2203 Speed and Accuracy Building (2)

(This is a WECM course number. Former course prefix/number OFCT 1173.) Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)

(This is a WECM course number. Former course prefix/number OFCT 1376.)
Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. (2 Lec., 2 Lab.)

POFT 2312 Business Communications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2370.)
Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)

(This is a WECM course number.)
Experience in project management and office procedures utilizing integration of previously learned skills. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2382 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7372.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

POFT 2383 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7472.)
An intermediate or advanced course with lecture and work-based instruction that helps students gain practical experience in the discipline, enhance skills, and integrate knowledge. Indirect supervision is provided by the work supervisor while the lecture is provided by the college faculty or by other individuals under the supervision of the educational institution. Cooperative education may be a paid or unpaid learning experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 2388 Internship-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7372.)
An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

PSYC 1300 Learning Framework (3)

(This is a common course number.)
This course is a study of theoretical models regarding how people learn, think and motivate themselves. Students will use assessment instruments to help them identify their own academic strengths and weaknesses. Students are ultimately expected to integrate and apply these skills to become effective efficient learners. (3 Lec.)
(Coordinating Board Academic Approval Number 4203015125)

PSYC 2301 Introduction to Psychology (3)

(This is a common course number. Former course prefix/number PSY 101.)
Prerequisite: Developmental Reading 0093 or English as a Second Language (ESOL) 0044 or have met the TASP/Alternative Assessment Standard in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015125)

PSYC 2302 Applied Psychology (3)

(This is a common course number. Former course prefix/number PSY 202.)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relations problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015225)

PSYC 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number PSY 103.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015325)

PSYC 2314 Developmental Psychology (3)

(This is a common course number. Former course prefix/number PSY 201.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015125)

PSYC 2316 Psychology of Personality (3)

(This is a common course number. Former course prefix/number PSY 205.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015725)

PSYC 2319 Social Psychology (3)

(This is a common course number. Former course prefix/number PSY 207.)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015125)

PSYC 2371 Current Issues in Psychology (3)

(This is a unique need course. Former course prefix/number PSY 211/PSYC 2370/PSYC 2340)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned.)

PSYC 2389 Psychology Practicum (3)

(This is a common course number.)

An instructional program designed to integrate on-campus study with practical field experience in Psychology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human behavior, and/or social institutions, and in the practice of community services. The course may be repeated for credit when field experiences vary.

(1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4501015125)

NOTE: These courses carry a Dallas County Community College prefix of "RELI;" however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

RELI 1304 Major World Religion (3)

(Former course prefix/number REL 201. The common course number is PHIL 1304.)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015212)

RELI 1317 The History and Literature of the Bible (3)

(Former course prefix/number REL 105/RELI 1372.)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people (3 Lec.)

(Coordinating Board Academic Approval Number 3802015112)

RELI 2321 Contemporary Religious Problems (3)

(Former course prefix/number REL 102/RELI 1371.)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying (3 Lec.)

(Coordinating Board Academic Approval Number 3802015312)

RNSG 1105 Nursing Skills I (1)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1461. Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgement skills, and professional values within a legal/ethical framework. Focus is on assessment, parenteral medication administration; IV therapy; documentation; surgical asepsis; basic skills competency validation. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lab.)

RNSG 1460 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 1870.)

Prerequisite: Admission to the program and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in SCIT 1408 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1523. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Nursing process is utilized in the care of adults in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor, and communication skills. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1461 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1105. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus is on health promotion/health maintenance, nutrition, pharmacologic management, communication, ethical/legal aspects, and course-related psychomotor skills. Emphasis is on physical and psychosocial assessment of newborns, children, and adults in the collaborative management of individuals and families during childbearing and child rearing ages and in caring for individuals undergoing selected surgical interventions. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1523 Introduction to Professional Nursing (5)

(This is a WECM course number. Former course prefix/number NURS 1870.)

Prerequisite: Admission to the program and C grade or better in SCIT 1407 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in SCIT 1408 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1460. Introduction to the profession of nursing including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span; and including applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of adults in acute and transitional care settings. Emphasis in the lab component is on medical and surgical asepsis; assessment; documentation; safety; selected skills for basic care needs; oral/topical medications. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (4 Lec., 2 Lab.)

RNSG 2161 Clinical-Nursing (R.N. Training) (1)

(This is a WECM course number. Former course/prefix NURS 2375.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414, RNSG 2460 and in a Humanities course. Concurrent enrollment in corequisite course RNSG 2213. LVN Option: Minimum of C in RNSG 1327, RNSG 1170 and RNSG 1160. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes nursing process to deliver care to individuals/families who are experiencing alterations in mental health in a variety of health settings. Focus is on psychopathology of mental disorders as well as promotion of mental health. Emphasis is on assessment, communication techniques, caring, ethical/legal aspects, and collaborative roles in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (3 Ext.)

RNSG 2213 Mental Health Nursing (2)

(This is a WECM course number. Former courses/prefix NURS 2375.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414 and RNSG 2460 and in a Humanities course. LVN Option: Minimum grade of C in RNSG 1327, RNSG 1170, and RNSG 1160. Concurrent enrollment in corequisite course RNSG 2161. Principles and concepts of mental health, psychopathology, and treatment modalities relating to the nursing care of clients and their families. Emphasis is on assessment, communication techniques, promotion of mental health, caring, ethical/legal aspects, collaborative roles of nurse in a variety of settings. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2221 Management of Client Care (2)

(This is a WECM course number. Former course prefix/number NURS 2270.)

Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite courses RNSG 2535 and RNSG 2562. Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgement, skills, and professional values within a legal/ethical framework. Emphasis is on economics, communication skills, trends and issues in health care delivery systems, legal and ethical parameters of professional nursing according to the Nursing Practice Act. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2414 Care of the Client with Complex Health Care Needs (4)

(This is a WECM course number. Former course/prefix NURS 2870.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213, RNSG 2161 and in a Humanities course. LVN Option: Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160. Concurrent enrollment in corequisite course RNSG 2460. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with complex health care needs in health maintenance and health restoration. Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of safe, caring nursing care. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (4 Lec.)

RNSG 2460 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 2870.)

Prerequisite: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461 Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213 and RNSG 2161 and in a Humanities course. LVN Option: Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160. Concurrent enrollment in corequisite course RNSG 2414. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes systematic problem-solving process and critical thinking skills to provide nursing care to adults with complex care needs in diverse health care settings. Focus is on health promotion, work organization, time management, communication techniques, ethical/legal aspects, and critical thinking skills. Emphasis is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Content includes applicable competencies in course related and basic workplace skills. (12 Ext.)

RNSG 2504 Care of the Client with Common Health Care Needs (5)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisite: Minimum grade of C in RNSG 1523, RNSG 1460, SCIT 1408 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 1105 and RNSG 1461. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs. Opportunities for collaboration with members of the multi-disciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals and families during childbearing and child rearing ages. Emphasis is on aspects of health promotion, health maintenance, nutrition, pharmacologic management. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (5 Lec.)

RNSG 2535 Integrated Client Care Management (5)

(This is a WECM course number. Former course prefix/number NURS 2972.)
 Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460 and RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite RNSG 2562 and RNSG 2221. Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals who are experiencing acute episodes of illness and/or multi-system failure. Emphasis on pathophysiology, treatment modalities, and nursing interventions. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (5 Lec.)

RNSG 2562 Clinical-Nursing (R.N. Training) (5)

(This is a WECM course number. Former course prefix/number NURS 2972.)
 Prerequisite: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in RNSG 2221 and corequisite RNSG 2535. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute episodes of illness and/or multi-system failure. Focus is on caring, health promotion, health restoration and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and client management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (15 Ext.)

SCIT 1407 Human Anatomy and Physiology I (4)

(This is a WECM course number. Former course prefix/number BIOL 1470.)
 In-depth coverage of the structure and function of the human body. Topics include cell structure and function; tissues; body organization; and the integumentary, skeletal, muscular, nervous and endocrine systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SCIT 1408 Human Anatomy and Physiology II (4)

(This is a WECM course number. Former course prefix/number BIOL 1472.)
 Prerequisite: SCIT 1407, Human Anatomy and Physiology I. A continuation of Human Anatomy and Physiology I with in-depth coverage of the structure and function of the human body. Topics include the digestive, respiratory, cardiovascular, lymphatic, immune, excretory, and reproductive systems. Emphasis is on homeostasis. (3 Lec., 3 Lab.)

SOCI 1301 Introduction to Sociology (3)

(This is a common course number. Former course prefix/number SOC 101.)
 This course is a sociological study of social behavior, processes and structures, emphasizing diversity and commonality among human beings. Topics are examined through several sociological perspectives, encouraging critical thinking and personal responsibility about social issues. (3 Lec.)
 (Coordinating Board Academic Approval Number 4511015125)

SOCI 1306 Social Problems (3)

(This is a common course number. Former course prefix/number SOC 102.)
 This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)
 (Coordinating Board Academic Approval Number 4511015225)

SOCI 2301 Marriage, Family, and Close Relationships (3)

(This is a common course number. Former course prefix/number SOC 203.)
 Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)
 (Coordinating Board Academic Approval Number 4511015425)

SOCI 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number SOC 103.)
 Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
 (Coordinating Board Academic Approval Number 4201015325)

SOCI 2319 Race, Ethnicity and Community (3)

(This is a common course number. Former course prefix/number SOC 204.)
 This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
 (Coordinating Board Academic Approval Number 4511015325)

SOCI 2320 Field Studies in American Minorities (3)

(This is a common course number. Former course prefix/number SOC 210.)
Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015325)

SOCI 2326 Social Psychology (3)

(This is a common course number. Former course prefix/number SOC 207.)
Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)
(Coordinating Board Academic Approval Number 4216015125)

SOCI 2372 Communication and Negotiation Skills for Conflict Resolution (3)

(This is a unique need course.)
This course teaches how to recognize negative communication styles and the technique necessary to break impasses, and create options or agreement; skills include how to build an atmosphere that fosters negotiation and how to mediate "win-win" solutions. (3 Lec.)
(Coordinating Board Academic Approval Number 4511019225)

SOCI 2373 Introduction to Mediation (3)

(This is a unique need course.)
This course defines the process of mediation, its history and development, and examines theories of conflict resolution and negotiation. Explores the use of mediation in domestic, commercial, educational, and other settings. Within each of these contexts, laws, ethics, gender considerations, psychology, sociology, and cultural diversity will be explored. (3 Lec.)
(Coordinating Board Academic Approval Number 4511019125)

SOCI 2389 Applied Sociology Practicum (3)

(This is a common course number. Former course prefix/number SOC 232.)
An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experience vary. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4501015125)

SOCW 2361 Introduction to Social Work (3)

(This is a common course number. Former course prefix/number SOC 206)
The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)
(Coordinating Board Academic Approval Number 4407015124)

SPAN 1411 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 101.)
This course is an introductory course intended for students with little or no knowledge of the language. Its aim is to present essential vocabulary and grammar, and to develop the pronunciation, listening, reading, and writing skills necessary for basic communication and comprehension. Customs and cultural insights are also presented. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 1412 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 102.)
Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor This course continues the oral practice, reading, writing, grammar and cultural studies begun in Spanish 1411. Students are expected to acquire a substantial amount of vocabulary and begin to deal with idiomatic language and more advanced syntax. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055113)

SPAN 2311 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 201.)
Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor This course is designed to further develop students' overall language proficiency and cultural knowledge through advanced reading, listening, speaking and writing exercises. Grammatical concepts are reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPAN 2312 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 202.)
Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor This course is a continuation of Spanish 2311. The stress is on reading, composition, grammatical complexities, and intense oral practice, with continued studies of the culture through contemporary literature. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055213)

SPCH 1144 Speech Communication Laboratory (1)

(This is a common course number. Former course prefix/number SC 100.)
This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1145 Speech Communication Workshop (1)

(This is a common course number. Former course prefix/number SC 110.)
This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit (2 Lab.)
(Coordinating Board Academic Approval Number 2310016012)

SPCH 1311 Introduction to Speech Communication (3)

(This is a common course number. Former course prefix/number SC 101.)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. This course requires college-level reading and writing skills. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015112)

SPCH 1315 Fundamentals of Public Speaking (3)

(This is a common course number. Former course prefix/number SC 105.)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015312)

SPCH 1342 Voice and Articulation (3)

(This is a common course number. Former course prefix/number SC 109.)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015812)

SPCH 2144 Forensic Workshop (1)

(This is a common course number. Former course prefix/number SC 201.)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016012)

SPCH 2389 Academic Cooperative in Communication (3)

(This is a common course number. Former course prefix/number SC 211.)

This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. This course may be repeated for credit. (1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035212)

TECA 1303 Family and the Community (3)

(This is an academic transfer credit course number.)

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)

(Coordinating Board Academic Approval Number 2001075109)

TECA 1311 Introduction to Early Childhood Education (3)

(This is an academic transfer credit course number.)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. If you enroll in this academic transfer credit course, you must also enroll in course CDEC 1174. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015109)

TECA 1318 Nutrition, Health and Safety (3)

(This is an academic transfer credit course number.)

A study of nutrition, health, and safety, including community health, universal health precautions, and legal implications. Practical applications of these principles in a variety of settings. (3 Lec.)

(Coordinating Board Academic Approval Number 2002015209)

TECA 1354 Child Growth and Development (3)

(This is an academic transfer credit course number.)

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. If you enroll in this academic transfer credit course you may also be required to enroll in course CDEC 1175. (3 Lec.)

(Coordinating Board Academic Approval Number 1907065209)

TECM 1341 Technical Algebra (3)

(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374.)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. Application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, and manipulation of powers and roots. Emphasis on stated word problems relevant to technical and vocation occupations. (3 Lec.)

Brookhaven College Student Code of Conduct

The Brookhaven College Student Code of Conduct is currently under review and is subject to change. Please visit the web site at www.BrookhavenCollege.edu to view the current code.

Educational opportunities are offered by the Brookhaven College without regard to race, color, age, national origin, religion, sex or disability.

Purpose

The purpose of policies about student conduct and discipline are to provide guidelines for the educational environment of Brookhaven College. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

Policies, rules and regulations

Interpretation of Regulations: Disciplinary regulations at Brookhaven College are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

Inherent Authority: Brookhaven College reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

Student Participation: Students are asked to assume positions of responsibility in the Brookhaven College judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the Brookhaven College administration and in the Board of Trustees.

Standards of Due Process: Students who allegedly violate Brookhaven College/District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

Accountability: Students may be accountable to both civil authorities and to Brookhaven College for acts which constitute violations of law and this code. Disciplinary action at Brookhaven College will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

Definitions

Definitions to be used in this policy are as follows:

1. "Designated administrator" shall mean an administrator or the officer or officers directly responsible for student affairs at Brookhaven College. At Brookhaven College this position is filled by the BHC Executive Vice President for Instruction and Student Support.
2. A "student" shall mean one who is currently enrolled in Brookhaven College/DCCCD. These policies and regulations also shall apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
6. "Published college regulation or policy" means standards of conduct or requirements located in the:
 - a. Brookhaven College catalog.
 - b. DCCCD Board of Trustees policies and administrative procedures manual.
 - c. Student handbook.
 - d. Any other official publication.

Responsibility

Each student shall be charged with notice and knowledge of the contents and provisions of Brookhaven College's/DCCCD's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on Brookhaven College premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.

5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with Brookhaven College/District policies, regulations, and procedures.

6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on Brookhaven College/DCCCD premises or at college-sponsored activities.

7. Intentionally or maliciously furnishing false information to Brookhaven College.

8. Sexual harassment.

9. Forgery, unauthorized alteration, or unauthorized use of any Brookhaven College document or instrument of identification.

10. Unauthorized use of computer hardware or software.

11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

a. Copying from another student's test paper.

b. Using test materials not authorized by the person administering the test.

c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.

d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.

e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.

f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.

g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.

h. Bribing another person to obtain an unadministered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowledged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on the Brookhaven College premises or at college-sponsored activities.

13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.

14. Intentionally destroying or damaging Brookhaven College property or property of others on college premises or at college-sponsored activities.

15. Failure to comply with the direction of Brookhaven College officials, including campus security/safety officers, acting in performance of their duties.

16. Violation of published Brookhaven College regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.

17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.

18. Unauthorized presence on or use of college premises.

19. Nonpayment or failure to pay any debt owed to Brookhaven College with intent to defraud. (Appropriate personnel at Brookhaven College may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the Brookhaven College Executive Vice President for Instruction and Student Support for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)

20. Use or possession of an alcoholic beverage on college premises with the exception of:

a. specific beverage-related courses with the El Centro College food service program, or

b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

Discipline

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct.

"Violation" means an act or omission which is contrary to a published Brookhaven College regulation or policy. Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code also may result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

Disciplinary proceedings

When the Brookhaven College Executive Vice President for Instruction and Student Support, or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the Executive Vice President for Instruction and Student Support or a designee shall investigate the alleged violation.

After completing the preliminary investigation, the Executive Vice President for Instruction and Student Support may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

The Executive Vice President for Instruction and Student Support will notify the complainant of the disposition of the complaint. If the Executive Vice President for Instruction and Student Support dismisses the allegation, the complainant may appeal to the Brookhaven College President for review in writing within five working days after disposition.

The Brookhaven College President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

Summons

The Executive Vice President of Instruction and Student Support shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Brookhaven College Registrar's Office or shall be delivered personally to the student.

The letter shall direct a student to appear at a specific time and place not less than five working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

The Executive Vice President for Instruction and Student Support has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

Disposition

At a conference with a student in connection with an alleged violation of this code, the Executive Vice President for Instruction and Student Support shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5 p.m. of the day following administrative disposition.

2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The Executive Vice President for Instruction and Student Support shall note the date of refusal in writing and the student shall acknowledge in writing such date.

3. Administrative disposition means:

- a. The voluntary acceptance of the penalty or penalties provided in this code.
- b. Other appropriate penalties administered by the Executive Vice President for Instruction and Student Support.
- c. Without recourse by the student to hearing procedures provided herein.

The Executive Vice President for Instruction and Student Support shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of the Brookhaven College Police Department, to the complainant, and to other appropriate officials.

Hearing committee

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the Executive Vice President for Instruction and Student Support (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth working day after the date of refusal of administrative disposition.

The committee shall be composed of equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The Executive Vice President for Instruction and Student Support shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations.

Notice

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Admissions Office records. The letter shall specify a hearing date not less than five nor more than ten working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

Content of notice

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses);
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
3. To have a parent or legal guardian present at the hearing;
4. To know the identity of each witness who will testify;
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
6. To cross-examine each witness who testifies.

Failure to comply with notice

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

Role of legal counsel

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

Preliminary matters

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by noon, five full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

Hearing procedure

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a private hearing, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the Executive Vice President for Instruction and Student Support, and the student with a parent or guardian if desired.
2. Before the hearing begins, the Executive Vice President for Instruction and Student Support or the student may request that witnesses remain outside the hearing room.
3. The Executive Vice President for Instruction and Student Support shall read the complaint.
4. The Executive Vice President for Instruction and Student Support shall inform the student of his or her rights, as stated in the notice of hearing.
5. The Executive Vice President for Instruction and Student Support shall present the college's case.
6. The student may present his or her defense.
7. The Executive Vice President for Instruction and Student Support and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed.

The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in number 9 above.

If the hearing is a public hearing, the committee shall proceed generally as follows:

1. Persons present: the complainant, the Executive Vice President for Instruction and Student Support and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:

- a. Faculty Association
- b. Brookhaven College student newspaper representative
- c. Brookhaven College President

Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

2. Before the hearing begins, the Executive Vice President for Instruction and Student Support or the student may request that witnesses remain outside the hearing room.

3. The Executive Vice President for Instruction and Student Support shall read the complaint.

4. The Executive Vice President for Instruction and Student Support shall inform the student of his or her rights, as stated in the notice of hearing.

5. The Executive Vice President for Instruction and Student Support shall present the college's case.

6. The student may present his or her defense.

7. The Executive Vice President for Instruction and Student Support and the student may present rebuttal evidence and argument.

8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.

9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.

10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed.

The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

Evidence

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling Center where such communications

were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the Executive Vice President for Instruction and Student Support, that the student violated a published college regulation or policy.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

Record

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions.

Petition for administrative review

A student is entitled to appeal in writing to the Brookhaven College President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board of Trustees through the President, the DCCCD Chancellor, and the DCCCD Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not de novo).

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action.

A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing.

If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board members in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student

Discipline Committee's finding of facts, conclusions or decisions were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

Authorized disciplinary penalties

The Executive Vice President for Instruction and Student Support (or office directly responsible for student affairs or discipline) or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the Executive Vice President for Instruction and Student Support to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I. D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not

limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro College food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.

10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.

11. "Expulsion" is permanent severance from the college. A sanction imposed at one college shall apply to all colleges of the Dallas County Community College District.

Hazing

1. Personal Hazing Offense

A person commits an offense if the person:

- a. engages in hazing;
- b. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
- c. intentionally, knowingly, or recklessly permits hazing to occur; or
- d. has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the Executive Vice President for Instruction and Student Support or other appropriate official of the institution.

2. Definition

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which sub-

jects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;

d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;

e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Student grievance procedure

Definition

A student grievance is a college-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disability or age.

Scope

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate vice president. If still not satisfied, the student may pursue the appeal to the College President whose decision is final.

Sexual harassment

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to Brookhaven College Human Resources personnel or location representatives selected by the Brookhaven College President, or formally to the DCCCD Vice Chancellor of Educational Affairs as provided in the sexual harassment procedure.

Informal procedures

Students who wish to file a Brookhaven College-related grievance should, but are not required to discuss it with the College employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to

the appropriate vice president with a written presentation of the grievance. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

Other procedural matters

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.

Formal procedures

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the Brookhaven College Executive Vice President for Instruction and Student Support (Executive Vice President for Instruction and Student Support) or the Executive Dean of Student Support Services.
2. The Executive Vice President for Instruction and Student Support or responsible employee will convene and chair the appeal committee.
3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the Executive Vice President for Instruction and Student Support or responsible employee.
4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.
5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

Board action

By law, the DCCCD Board of Trustees is not required to take any action concerning a grievance, but is required to listen if the grievance is presented at a public meeting.

Appeal committee procedures

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
 - a. the student's name and address;
 - b. the nature of the grievance, including the date it occurred;
 - c. the corrective action sought;
 - d. any other relevant information.
2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event

or occurrence. The entire formal procedure should take no longer than 30 days.

3. In conducting the appeal committee hearing, the Executive Vice President for Instruction and Student Support or responsible employee is authorized to:

- a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
- b. require any student or employee to appear and testify;
- c. question each individual who testifies; and
- d. copy all documents.

This is not an adversarial proceeding. The Executive Vice President for Instruction and Student Support or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.

4. Failure to comply with a summons or order from the Executive Vice President for Instruction and Student Support or responsible person may result in disciplinary action.

5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.

6. The Executive Vice President for Instruction and Student Support or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.

7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

Rehabilitation Act, Americans With Disabilities Act and Education Amendments

Coordinator for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX) at Brookhaven College:

Associate Dean, Exemplary Programs,
Section 504 and Title II Coordinator
Athletic Director, Title IX Coordinator.

Brookhaven College Computer Use Policy

Purpose of Computer Use Policy: Brookhaven College and the DCCCD are committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, Brookhaven College/DCCCD encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, Brookhaven College/DCCCD encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, Brookhaven College's/DCCCD's policies concerning computing use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Brookhaven College/DCCCD Business Procedures Manual for additional information.

Use of Brookhaven College/District Resources

Use of Brookhaven College District computing resources and facilities requires that individual users act in compliance with Brookhaven College/District policies and procedures, and failure to comply may result in restriction or revocation of access to Brookhaven College District resources. Computing "resources and facilities" include, but are not limited to District and college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMs, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by Brookhaven College/DCCCD or by any user. Brookhaven College/DCCCD provides users with an account that permits use of the computing resources and facilities within policies and procedures established by Brookhaven College/DCCCD. Any person who uses Brookhaven College/District computing resources and facilities through Brookhaven College/District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by Brookhaven College/DCCCD.

Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), District policies and procedures, and contractual agreements. Brookhaven College District reserves the right to limit, restrict or deny computing resources and facilities for those who violate Brookhaven College/District policies, procedures, or local, state or federal laws.

Freedom of Expression

Censorship is not compatible with the goals of Brookhaven College/DCCCD. Brookhaven College/DCCCD shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

Privacy

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as Brookhaven College/DCCCD. Issuance of a password or other means of access is to assure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of Brookhaven College's/DCCCD's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated Brookhaven College/District officials, or required by law.

Intellectual Property

All members of Brookhaven College/DCCCD community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

Criminal and Illegal Acts

Computing resources of Brookhaven College/DCCCD, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate Brookhaven College/District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

Authorized Use

Computing resources are provided by Brookhaven College/DCCCD to accomplish tasks related to Brookhaven College's/DCCCD's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on Brookhaven College/DCCCD;
2. is not harmful to Brookhaven College/DCCCD;
3. is not a hindrance to the daily operations of Brookhaven College/DCCCD; and
4. has no adverse effect upon an individual's job or educational performance.

Unauthorized Use

Unauthorized use of Brookhaven College's/DCCCD's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other Brookhaven College/District users; or unauthorized encryption. Refer to the Brookhaven College/DCCCD Business Procedures Manual for additional information.

Individual Responsibility for Use of Computing Resources and Facilities

All members of Brookhaven College/DCCCD community will use these resources and facilities in accordance with Brookhaven College/DCCCD policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by Brookhaven College/DCCCD and/or referral to legal and law enforcement agencies, in accord with existing Brookhaven College District policies and procedures. Individuals using Brookhaven College's/DCCCD's computing resources or facilities shall:

1. Use Brookhaven College/District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of Brookhaven College/District computing accounts must be limited to authorized purposes. Use of Brookhaven College/District-owned resources and facilities shall be limited to Brookhaven College/District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or Brookhaven College/DCCCD without the permission of those other computer users or Brookhaven College/DCCCD. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.

5. Report improper use of computer resources and facilities which may include:

- a. breach of computer security
- b. unauthorized access to computing resources
- c. release of password or other confidential information

on computer security

- d. harmful access
- e. alteration, damage, or destruction of data
- f. injection of a destructive computer virus
- g. invasion of privacy
- h. reading files without authorization
- i. criminal and illegal acts

6. Comply with requests concerning computing from the system operator.

7. Report any incidents of harassment using District computing resources and facilities in accord with Brookhaven College's/DCCCD's policy.

It may be harassment if the behavior:

- a. is unwelcome;
- b. interferes with the user's ability, or the ability of others to work or study;

c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.

8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via DCCCD/Brookhaven College computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e. g. BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through Brookhaven College/DCCCD systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

Computer Software Policy

It is the policy of the Brookhaven College/DCCCD to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to Brookhaven College/DCCCD policy and is a violation of the law. Violators are

subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on Brookhaven College/DCCCD computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the Brookhaven College/DCCCD.

Communicable Disease Policy

Purpose: The DCCCD Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the DCCCD Chancellor shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the colleges and District among students and employees.

Philosophy: The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Nondiscrimination

Students: No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

Employees: An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

Confidentiality

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

Education

The Chancellor shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees. The Brookhaven College Communicable Disease Coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or employee who has a communicable disease is strongly encouraged to report the disease to the coordinator.

Counseling

The Communicable Disease Coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

Firearms Policy

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Brookhaven College/DCCCD. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

Student Right to Know Act

Under the terms of the Student Right to Know Act, the Brookhaven College/DCCCD maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact Brookhaven College/DCCCD Office of Research or visit the college web site at www.BrookhavenCollege.edu and click on "Campus Security Report" under the letter "C."

Campus crime statistics may be obtained from Brookhaven College Police Department, Bldg. B, Room B200. Statistics are published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542.

Health Information

Important information you need to know about bacterial meningitis

This information is being provided to all new college students in the state of Texas. Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast – so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that causes meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year. There is a treatment, but those who survive may develop severe health problems or disabilities.

What are the symptoms?

- High fever
- Severe headache
- Rash or purple patches on skin
- Vomiting
- Light sensitivity
- Stiff neck
- Confusion and sleepiness
- Nausea
- Lethargy
- Seizures

There may be a rash of tiny, red-purple spots caused by bleeding under the skin. These can occur anywhere on the body.

The more symptoms, the higher the risk, so when these symptoms appear seek immediate medical attention.

How is bacterial meningitis diagnosed?

Diagnosis is made by a medical provider and is usually based on a combination of clinical symptoms and laboratory results from spinal fluid and blood tests.

Early diagnosis and treatment can greatly improve the likelihood of recovery.

How is the disease transmitted?

The disease is transmitted when people exchange saliva (such as by kissing, or by sharing drinking containers, utensils, cigarettes, toothbrushes, etc.) or come in contact with respiratory or throat secretions.

How do you increase your risk of getting bacterial meningitis?

- Exposure to saliva by sharing cigarettes, water bottles, eating utensils, food, kissing, etc.
- Living in close conditions (such as sharing a room/suite in a dorm or group home).

What are the possible consequences of the disease?

- Death (*in 8 to 24 hours from perfectly well to dead*)
- Permanent brain damage
- Kidney failure
- Learning disability
- Hearing loss, blindness
- Limb damage (fingers, toes, arms, legs) that requires amputation
- Gangrene
- Coma
- Convulsions

Can the disease be treated?

Antibiotic treatment, if received early, can save lives and chances of recovery are increased. However, permanent disability or death can still occur.

Vaccinations are available and should be considered for:

- Those living in close quarters
- College students 25 years old or younger

Vaccinations are effective against four of the five most common bacterial types that cause 70 percent of the disease in the U.S. (but does not protect against all types of meningitis).

Vaccinations take 7-10 days to become effective, with protection lasting 3-5 years.

The cost of vaccine varies, so check with your health care provider.

Vaccination is very safe – most common side effects are redness and minor pain at injection site for up to two days.

Vaccination is available at Dallas County Health Department, phone 214-819-2000.

How can I find out more information?

- Contact your own health care provider.
- Contact the Brookhaven College Health Center at: 972-860-4195
- Contact your local or regional Texas Department of Health office at 817-264-4551.

Contact web sites: www.cdc.gov/ncidod/dbmd/diseaseinfo; www.acha.org

ALERT!!

Measles (aka. rubella, Red Measles, Hard Measles, 10-day Measles)

Measles is a highly contagious viral disease. Antibiotics are NOT available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons, for these reasons it is strongly recommended that students of Institutions of Higher Education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose.

The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

Tetanus (aka. Lockjaw)

The illness caused by tetanus results from the poison produced by a bacteria. Again this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop Tetanus in the United States as many adults do not receive the recommended 10 year boosters.

The Tetanus vaccine should be given in combination with the diphtheria vaccine.

Poliomyelitis

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

Section 51.933 Texas Education Code

The campus health centers have information regarding local providers of immunization services. Check with the health center for specific local information.

See the Texas Department of Health's Recommended Adult Immunization Schedule on page 188.

Texas Department of Health Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus- Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incomplete immunizations.
Measles Mumps Rubella (MMR) Vaccine	1 dose (SC); boosters for measles are necessary for certain adults.	Measles/Mumps for adults born after 1/1/57 who lack a vaccine history for measles and mumps since their 1st birthday OR serological proof of immunity OR a physician validated statement of Measles/ Mumps illness. 2 doses of measles vaccine are recommended for persons at high risk of expo- sure (e.g. medical personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno- compromised hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis B Vaccine	2 doses (IM) 4 weeks apart; 3rd dose 5 months after 2nd.	Adults at increased risk of occupational, environ- mental, social, or family exposure		
Influenza Vaccine (Split or Whole Vaccine)	1 dose annually (IM)	Adults with high-risk conditions; adults > or = 65 years old; health care workers	Hypersensitivity to eggs; may be given during pregnancy to high-risk patients.	
Pneumo- coccal Poly- saccharide Vaccine (23 Valent)	1 dose (IM or SC); boosters after 6 years indicated for certain	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplenia	Pregnancy	Immune response is better if vaccinated prior to splenectomy

Information about the Dallas County Community College District

History

The Dallas County Community College District (DCCCD) enrolls more than 100,000 credit and non-credit students every semester, making it the largest higher education institution in the State of Texas.

The DCCCD comprises seven colleges located strategically throughout Dallas County. Anyone in Dallas County has only a short drive, bus or train ride to reach the nearest college.

More than three decades of growth and progress are a credit to the vision of Dallas-area citizens. In May 1965, Dallas County voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year, El Centro College began serving students in downtown Dallas. Eastfield College in Mesquite and Mountain View College in southeast Dallas enrolled their first students in 1970. Richland College opened two years later in north Dallas.

An additional \$85 million in bonds supported the DCCCD's expansion, and construction began on three more colleges. Cedar Valley College in Lancaster and North Lake College in Irving opened in 1977, followed by Brookhaven College in Farmers Branch in 1978.

In addition to the colleges, the DCCCD also operates the Bill J. Priest Institute for Economic Development and the R. Jan LeCroy Center for Educational Telecommunications, both named for former DCCCD chancellors. The Bill J. Priest Institute for Economic Development opened south of downtown Dallas in 1989, serving individuals and businesses of all sizes with training programs customized to meet their needs. The LeCroy Center is one of the largest producers of distance education products in the nation.

Mission and Purpose

The purpose of the college district is to prepare students for successful living and responsible citizenship in a rapidly changing local, national, and world community. The college district does this by providing accessible, accredited, affordable, cost-effective, quality learning opportunities for development of intellectual skills, job skills, personal growth, and/or transfer to a baccalaureate program. In fulfilling the purpose, the college district furthers cultural, economic, and workforce development in the communities served. In all its efforts, the college district strives to meet the needs and exceed the expectations of those the college district serves.

More specifically, the college district's purpose is to provide:

- technical programs up to two years in length leading to associate degrees or certificates; vocational programs leading directly to employment in semi-skilled and skilled occupations; freshman and sophomore courses in arts and sciences;
- continuing adult education programs for occupational or cultural upgrading;
- compensatory education programs designed to fulfill the

commitment of an admissions policy allowing the enrollment of disadvantaged students;

- a continuing program of counseling and guidance designed to assist students in achieving their individual educational goals;

- workforce development programs to meet local and statewide needs;

- adult literacy and other basic skills programs for adults; and

- other purposes as may be prescribed by the Texas Higher Education Coordinating Board or the District's Board in the best interest of post-secondary education in Texas.

DCCCD Philosophy

The Dallas County Community Colleges, Institute for Economic Development, and Center for Educational Telecommunications are teaching, learning, and community building institutions.

To fulfill the public trust, the DCCCD

- offers a student guarantee to the institutions and employers receiving its graduates;
- measures its collective and individual behaviors against a code of ethics and a statement of organizational values;
- makes decisions through a line organizational structure which receives input from those most affected by the decisions;
- strives to provide its services by seeking full formula funding from the state and maintaining a balance between the college district's local revenue sources with about 40 percent from tuition sources and 60 percent tax revenues;
- seeks to maintain the highest possible credit ratings consistent with other institutional goals and objectives;
- views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and
- sees its role as a weaver of a seamless fabric of learning opportunity for the people of Dallas County.

As a major employer, the DCCCD

- follows open search procedures which solicit the best available candidates for positions to provide a balanced workforce which reflects the ethnic composition of the adult workforce of Dallas County;
- involves those most directly affected by hiring decisions in the candidate review process; and
- seeks to assure that competent performers do not lose real compensation through inflation.

In its organizational culture, the DCCCD

- places ultimate value on student success;
- applies the principles of continuous quality improvement to achieve student success; and
- uses technology not only to teach distant learners, but also to educate, train and re-tool both its students and its employees.

Brookhaven College/DCCCD Goals

Goal 1/A - Career Preparation

Brookhaven College and DCCCD students will obtain the knowledge, skills, and services needed to succeed in jobs and careers that meet the area workforce needs.

Goal 1/B - Transfer Preparation

Brookhaven College and DCCCD students will obtain the freshman and sophomore level knowledge, skills, and services needed to succeed in earning a baccalaureate degree.

Goal 2 - Continuing Education

Brookhaven College and DCCCD students will obtain quality continuing education to enrich their lives personally, socially, and culturally and to upgrade occupational and job skills.

Goal 3 - Basic Skills

Brookhaven College and DCCCD students will acquire basic literacy skills and developmental education to live more functionally and become ready to participate successfully in college-level curricula.

Goal 4 - Distance Learning

Brookhaven College and the DCCCD will use existing and emerging telecommunication technologies to provide convenient and flexible access to accredited and lifelong learning opportunities to students and workforces.

Goal 5 - Access

The Brookhaven College and DCCCD student body will reflect the demographic characteristics of the Dallas County adult population and will persist in achieving their individual learning goals.

Goal 6 - Economic Development

Brookhaven College and the DCCCD, in partnership with business, industry, and governmental entities, prepare a quality workforce to enhance economic development.

Goal 7 - Citizenship

Brookhaven College and DCCCD students will acquire the knowledge and skills needed to succeed in and contribute to a global community, to understand the value of lifelong learning, and to exercise their rights and responsibilities as citizens.

The DCCCD and Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is comprised of 19 outstanding community colleges and districts throughout North America. The League Alliance includes more than 700 community and technical colleges from around the world. The League's purpose is to encourage innovation, experimentation, institutional transformation, and the continuing development of the community college movement internationally. Membership commits the District to research, evaluation and cooperation with other community college districts. The goal is to serve the community with the best educational programs and to make a positive difference in the lives of students.

DCCCD Campuses

Brookhaven College

3939 Valley View Lane
Farmers Branch, Dallas, TX 75244-4997
972-860-4700

Cedar Valley College

3030 N. Dallas Avenue
Lancaster, TX 75134
214-860-8258

Eastfield College

3737 Motley Drive
Mesquite, TX 75150
972-860-7100

El Centro College

Main & Lamar Streets
Dallas, TX 75202
214-860-2037

North Lake College

5001 N. MacArthur Boulevard
Irving, TX 75038
972-273-3000

Mountain View College

4849 W. Illinois Avenue
Dallas, TX 75211
214-860-8680

Richland College

12800 Abrams Road
Dallas, TX 75234
972-238-6101

Links for each of the colleges' web sites are available at www.dcccd.edu.

DCCCD Board of Trustees



Kitty Boyle
Chair



Jerry Prater
Vice Chair



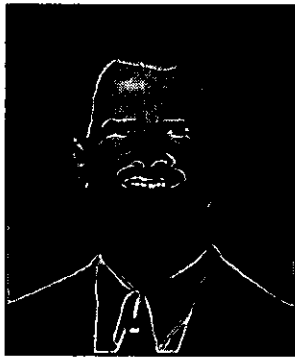
Jeff Binford



Charletta Compton



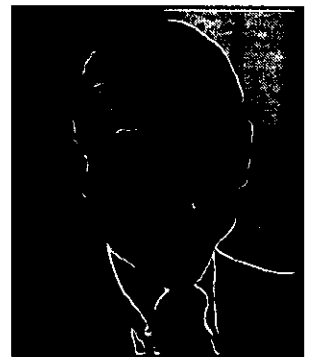
Diana Flores



Randy Leake



Pattie T. Powell



J. William Wenrich
Chancellor



El Colegio Brookhaven



Lo que puedas aprender en El Colegio Brookhaven puede cambiar tu futuro. Para conseguir un buen trabajo, necesitas estudiar más, no solamente terminar y obtener el diploma de Escuela secundaria – “High School.” Nuestro colegio te ayudará a iniciar tus estudios en el idioma Inglés; o a continuar tus estudios para hacer una carrera universitaria.

También te preparará en una carrera que te ayudará a conseguir un trabajo bien pagado. Una buena educación te preparará para que participes plenamente en la vida social y cultural de tu comunidad. El Colegio Brookhaven está para servirte; ya sea para comenzar tus estudios universitarios, para aprender y adquirir nuevas capacidad, o para a tener un título universitario en alguna carrera técnica de dos años.

TU EDUCACIÓN ES IMPORTANTE

En El Colegio Brookhaven, te ayudamos para que logres tus metas educativas. Lo más importante para nosotros es ayudarte, a que tengas éxito en tus estudios.

EL COSTO ES ECONÓMICO

Los residentes del Condado de Dallas solamente pagan \$78 por cualquiera de los cursos que se ofrecen en El Colegio Brookhaven (no incluye el costo de libros). Hay ayuda financiera reducir el costo de tus estudios; como son becas, préstamos bancarios, y programas de trabajo escolar. Si calificas también puedes pagar tus estudios con las tarjetas de crédito Discover, Visa, MasterCard, o American Express.

CLASES DE “ESOL” Y DE “GED”

En El Colegio Brookhaven, puedes aprender a leer, escribir y hablar Inglés. Ofrecemos clases de Inglés como segundo idioma en horarios convenientes para tí; ya sea por las mañanas, las tardes y los fines de semana. Los horarios de clases han sido programados para adaptarse as tu tiempo libre. También ofrecemos el examen de “GED” (equivalente al diploma de escuela secundaria). Y nuestros clases te prepararán para tomar este examen.

ESTUDIA UNA CARRERA PREPARATE PARA UN MEJOR PUESTO DE TRABAJO

Estudia los dos primeros años para una carrera universitaria. El Colegio Brookhaven ofrece cientos de cursos, desde clases de arte y química hasta clases de administración y mercadotecnia. Nuestros cursos de tecnología preparan al estudiante en más de 100 carreras cortas que incluyen electrónica, enfermería y tecnología de video.

INSCRIBETE AHORA

Hoy en día, una educación universitaria es muy importante. Además, las compañías de hoy prefieren a las personas que están mejor preparadas para que ocupen cientos de puestos disponibles. Uno de estos puestos puede ser tuyo.

**Para pedir más información en español,
llama a la oficina del Centro Multicultural,
972-860-4845
y alguien te contestará en español.**

**¡Buena!o,
lógalo!**

ASESORAMIENTO ACADÉMICO COMPLETO, PROFESIONAL Y PERSONAL

Estos servicios están disponibles en El Colegio Brookhaven. Queremos ayudarle a tomar decisiones correctas.

EL COLEGIO BROOKHAVEN OFRECE LOS SIGUIENTES PROGRAMAS Y SERVICIOS

Programas de arte, conciertos musicales y conferencias

Atletismo

Carreras profesionales

Programas transferibles a universitarios

Educación continua

Asesoramiento

Estudios de desarrollo

Ayuda financiera

Acreditación completa

Servicios para estudiantes minusválidos

Servicios médicos

Cursos instructivos por televisión

Oficina de empleo

Centros de aprendizaje y biblioteca

Política de admisión de puertas abiertas

Programas para adultos

Localización de ayuda

Actividades para estudiantes

Programas tutoriales

Servicios para veteranos

Programas para mujeres

Programas para jóvenes y niños

Servicios médicos de emergencia

Paramédico

LAS OPORTUNIDADES ADICIONALES INCLUYEN:

Cursos flexibles

Programas para estudiantes avanzados

Conferencias especialidades

Grupos de música y teatro

Clubs y organizaciones

Facilidades deportivas

PROGRAMAS DE CARRERAS EDUCATIVAS

Contabilidad

Enfermería Profesional

Técnico Automotriz

Desarrollo Infantil

Sistemas de Información Computacional

Tecnología del Medio Ambiente

Mercadotecnia de Modas

Carreras de Administración

Tecnología de Oficinas

Comunicación Visual

EDUCACIÓN CONTINUA

Se ofrecen aproximadamente 1,000 cursos de educación continua a través del distrito. Los departamentos de educación continua de nuestro colegio ofrecen clases en prácticamente todas las áreas de trabajo. Las clases son de actualidad e interesantes.

CURRÍCULO BÁSICO

Los cursos de primer y segundo año pueden ser transferidos. Usted puede elegir entre una carrera completa de cursos de primer y segundo año que se pueden transferir posteriormente a la mayoría de las universidades a través del país.



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Application for Admission

Dallas County Community College District

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, or disability.

SEMESTER YOU PLAN TO ENTER

- ☐ Fall (Aug. - Dec.)
 ☐ Spring (Jan. - May)
 ☐ Summer I (June)
 ☐ Summer II (July)

Please check the college you plan to attend. Type or print in ink and complete all items.

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-8599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

☐ **Bill J. Priest Institute**
1402 Corlith
Dallas, TX 75215-2181
214-860-5700

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER



--	--	--	--	--	--	--	--	--	--



GENDER *

☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.

Last

First

Middle

Give names, if different from above, that are on transcripts from other institutions.

DATE OF BIRTH (MM/DD/YY)

ADDRESS

NUMBER

STREET

APARTMENT

CITY

STATE

ZIP

COUNTY

HOME PHONE NUMBER

()

WORK PHONE NUMBER

()

E-MAIL ADDRESS

ETHNICITY (How do you identify yourself?)*

☐ African American/Black (2)

☐ Asian or Pacific Islander (4)

☐ International/Non-Immigrant (6)

☐ American Indian or Alaskan Native (5)

☐ Hispanic/Latino (3)

☐ White/Non-Hispanic (1)

☐ Other (7)

MY PRIMARY LANGUAGE IS:*

INTERNATIONAL AND NON-IMMIGRANT STUDENTS (You must see an international student specialist.)

☐ I have F-1 student visa status.

☐ I have other non-immigrant status.

Type of VISA _____ Date issued: _____ Expiration Date: _____

Country of Residence: _____

PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY

Name _____ Phone Number () _____

REASON FOR ATTENDING

I will take courses:

☐ To Earn a One-Year Certificate [APPN.CERT]

☐ To Earn a Two-Year Degree [APPN.ASSOCIATE]

☐ To Improve Job Skills [APPN.J/R]

☐ To Transfer to a University [APPN.U/T]

☐ For Personal Interest [APPN.I/D]

☐ In Continuing Education/NonCredit [APPN.C/E]

☐ Uncertain [APPN.UNCERTAIN]

FOR OFFICE USE

Date Received:

Residency Code:

County Code:

How Admitted:

Term:

Citizen:

TASP Status:

Cond. Agreement:

Rising Star:

Tech Prep:

Dual Credit:

Staff:

EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED

CITY

STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?

☐ Yes (Year of Graduation _____)

☐ No (Last Year Attended _____)

☐ GED (Year Received _____)

Official transcripts for all previous college work (except DCCCD colleges) must be submitted.

List all colleges attended (INCLUDING DCCCD). Attach separate sheet, if necessary.

(List most recent first)

Name and Location (City and State)

Dates Attended

From (Mo/Yr) To (Mo/Yr)

Hours/Credits

Degree, Cert. Received (if any)

Currently on Suspension

Y N

		From (Mo/Yr)	To (Mo/Yr)	Hours/Credits	Degree, Cert. Received (if any)	Currently on Suspension
1.						Y N
2.						Y N
3.						Y N
4.						Y N

* Your responses to these questions are voluntary.

Continued on reverse side

DCCCD Home Page URL: [HTTP://WWW.DCCCD.EDU](http://www.dcccd.edu)

FORM NO. 0664-09/01

DOCUMENTATION & OATH REQUIREMENT

REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY? ☐ Yes ☐ No | HOW LONG HAVE YOU LIVED IN DALLAS COUNTY? Year(s) _____ Month(s) _____ | HOW LONG HAVE YOU LIVED IN TEXAS? Year(s) _____ Month(s) _____ | PREVIOUS STATE OR COUNTRY OF RESIDENCE _____

1.) If you consider yourself a resident of TEXAS for tuition purposes, CHECK ONE of the following:

- ☐ I am a U.S. citizen.
☐ I have legal immigrant status: Permanent Resident, Refugee, Asylee, other.

Document / Card Number: _____
"Document must be viewed by Admissions Personnel"

- ☐ I have no documentation of formal status with federal immigration authorities.

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED

Last _____ First _____ Middle _____

☐ Parent

☐ Legal Guardian

HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____ IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

- ☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

- ☐ Yes. If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

I understand that, by enrolling, I have received or will receive information about bacterial meningitis from the Dallas County Community College District as required by Section 51.9191 of the Texas Education Code.

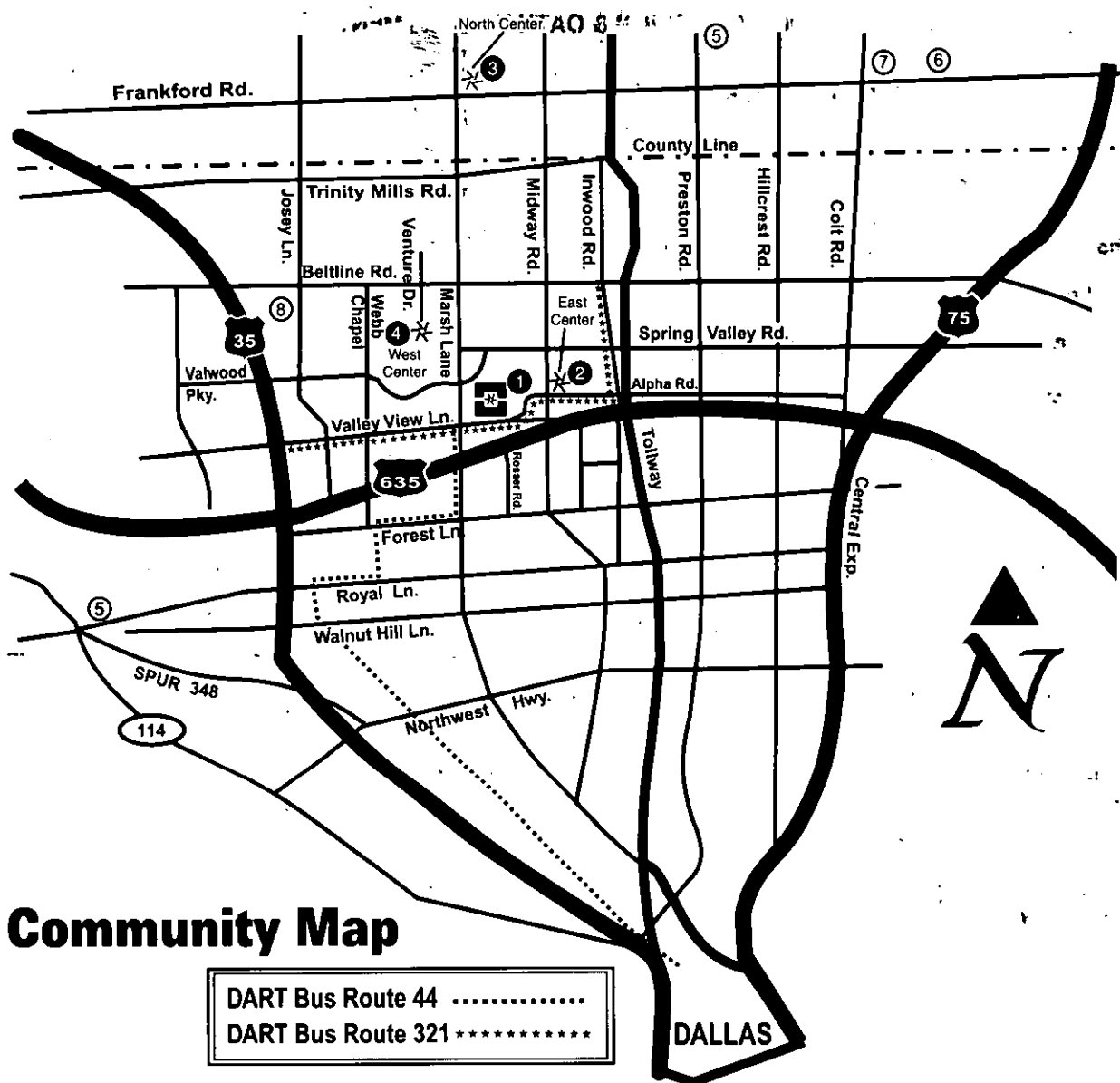
Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes. If "Yes," month and year _____ ☐ No

APPLICANT'S SIGNATURE

DATE

The Admissions/Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS



Community Map Legend

Off-campus Training Sites • Dart Routes & Mapsco References

BROOKHAVEN COLLEGE: BHC 1
3939 Valley View Lane, Farmers Branch, Dallas TX 75244 (14N)

BROOKHAVEN COLLEGE EAST CENTER: BHEC 2
13608 Midway Road, Dallas, TX 75244 (Mapsco 14P)
Northeast corner at intersection of Midway & Alpha Roads.
Enter the parking lot from Alpha Road.

BROOKHAVEN COLLEGE NORTH CENTER: BHNC ...3
18106 Marsh Lane, Dallas, TX 75287 (Mapsco 3H)
Second stoplight north of Trinity Mills at the intersection of
Frankford Road and Marsh Lane.

BROOKHAVEN COLLEGE WEST CENTER: BHCW 4
14940 Venture Drive, Dallas, TX 75234 (Mapsco 13 D)
Intersection of Marsh Lane and Beltline Road turn to the west. Then turn to
the south on Venture Drive, the Center will be on your left.

AMERICAN HONDA MOTOR CO.: AMER-HONDA ...5
4529 W. Royal Lane, Irving, TX 75063 (Mapsco 11V)

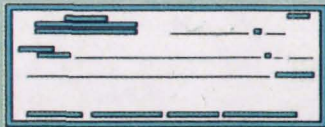
COLLIN COUNTY COMMUNITY COLLEGE: CCCC ...6
4800 Preston Park Blvd., Plano 75093 (Mapsco 656U)

CROSLEY ORTHODONTICS: LAB See Mapsco 657 D
5509 Pleasant Valley Drive #20, Plano TX 75023 (657D)

DENTAL CAREERS-FOUNDATION: DNTL-FOUND ...7
1200 N Coit Road, Ste 100, Plano, TX 75093 (Mapsco 65X)

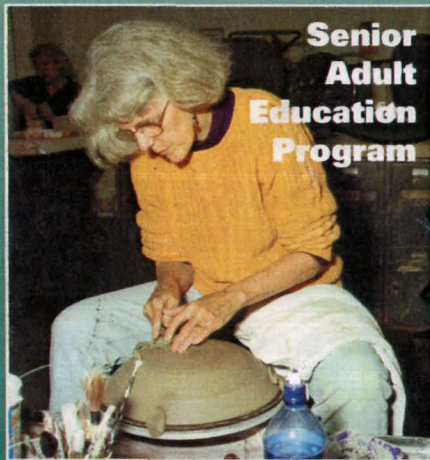
R. L. TURNER HIGH SCHOOL: RLTH 8
1600 S. Josey Lane, Carrollton, TX 75006 (Mapsco 13E)

Dart Bus Information: 214-979-1111



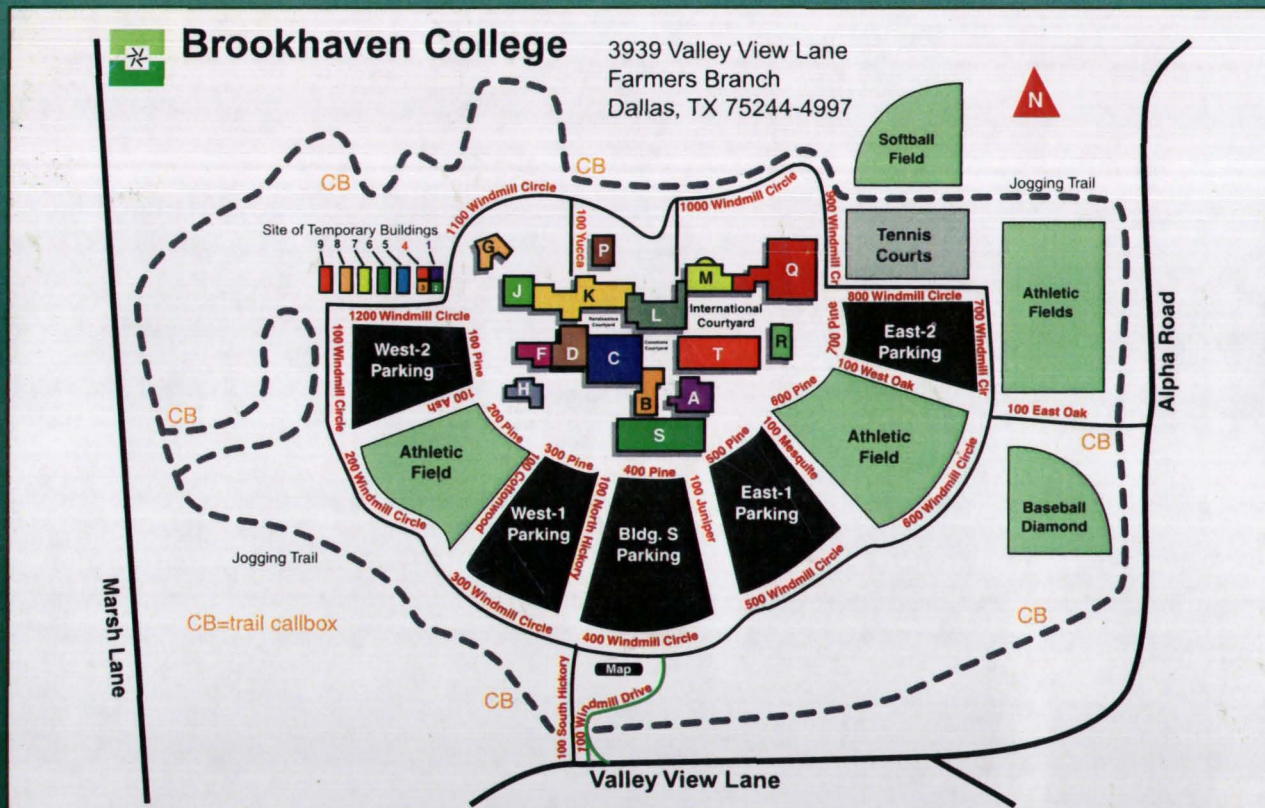
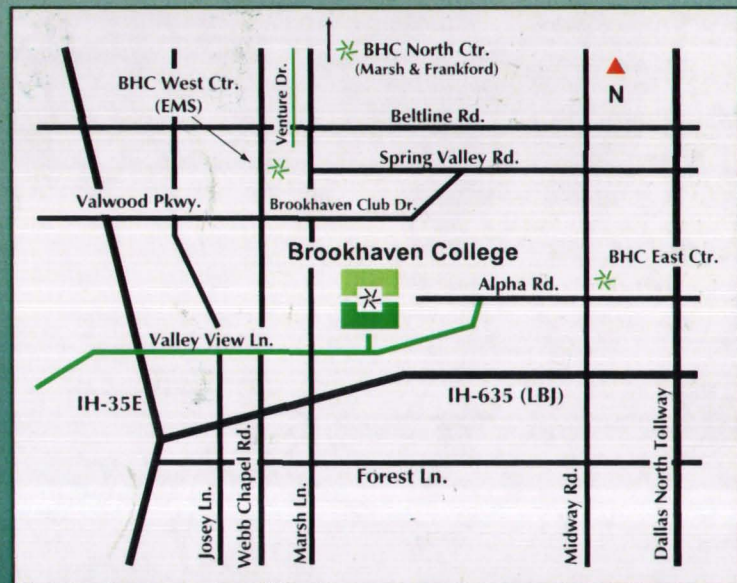
Do you qualify for free
tuition? See Page 23!

Rising Star Program



**Senior
Adult
Education
Program**

**Ayuda en español,
972-860-4845**
¡Ven a vernos!



Brookhaven College is located conveniently just north of the LBJ Freeway (Highway 635) at 3939 Valley View Lane between Midway Road and Marsh Lane in the city of Farmers Branch. Listed in the Dallas 2000 MAPSCO™ #14N.