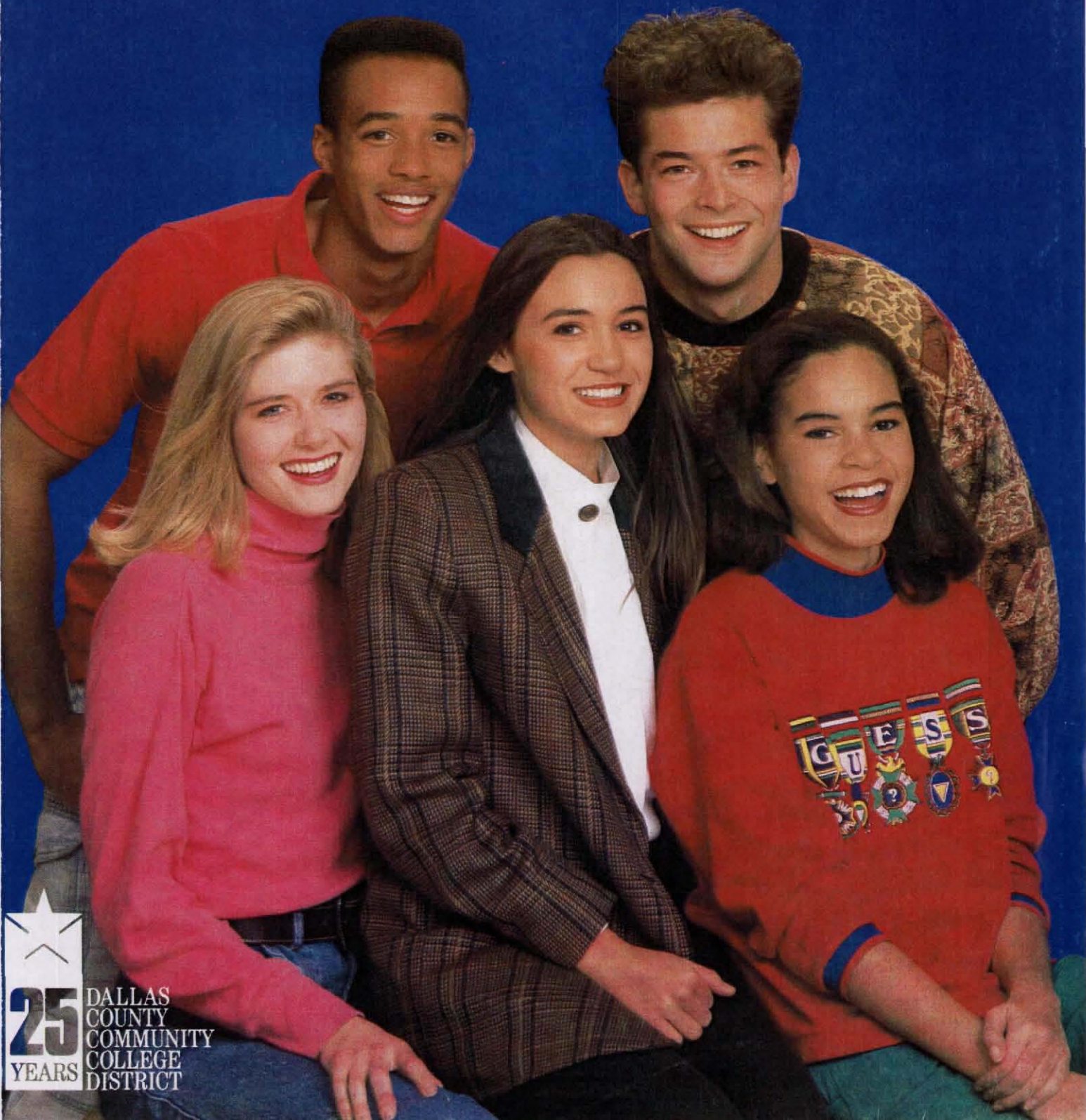




# 1991-92 Cedar Valley College Catalog

Dallas County  
Community College District



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# **1991-92 Cedar Valley College Catalog**

**Dallas County Community College District**



**Cedar Valley College**  
3030 North Dallas Avenue  
Lancaster, Texas 75134

**Call for information: Admissions, 372-8201**  
**Counseling, 372-8262**

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This publication prepared by the Dallas County Community College District and Cedar Valley Offices of Public Information.

Educational opportunities are offered by the Dallas County Community College District without regard to race, color, age, national origin, religion, sex, or handicap.

# TEXAS ACADEMIC SKILLS PROGRAM AND CEDAR VALLEY COLLEGE

In 1987, the Texas Legislature passed House Bill 2182. This bill, which became effective with the 1989 Fall Semester, requires that all Texas public college and university students be tested for reading, writing and mathematics skills. This legislation applies to students enrolling in the Dallas Community Colleges - Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland.

## **Q. What is the Texas Academic Skills Program (TASP)?**

- A.** TASP is a diagnostic testing program to assess the academic skills of students entering Texas public colleges and universities. It is designed to determine if students have the reading, writing and math skills necessary to succeed in college courses. The results of the test will point to specific academic strengths and weaknesses and will help advisors and counselors place students in courses in which they can do well and develop the necessary skills for college success. If students score poorly in one or more areas of the test, TASP requires them to enroll in Developmental Studies courses or participate in appropriate remediation until all sections of the test are passed.

## **Q. Who must take the TASP test?**

- A.** Since the Fall 1989 semester, all college students must take TASP either before or during the semester of completing 15 college-level credit hours. Such scores must be reported to the college prior to the next registration. **ALL** students planning to become a certified teacher in Texas **MUST** take and pass TASP.

## **Q. Are there any exemptions from taking the TASP test?**

- A.** Students who have completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities and which will count toward graduation; also, various credit-by-exam programs taken prior to Fall 1989 will result in an exemption. **Other exemptions:** Students enrolled in a DCCCD academic program leading to a certificate; blind or deaf students (until 9-1-91).

The following DCCCD courses or their equivalents will NOT count toward the three hours: Any course numbered below 100, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

## **Q. Must a student take TASP prior to entering a DCCCD college?**

- A.** No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing fifteen (15) hours of college-level courses and report scores prior to the next registration. In most cases, 5 courses will equal 15 hours of credit. All performance grades (A - F) earned in courses will count toward the 15 hours of credit.

## **Q. If students must take TASP by the completion of their 15th credit hour, does this mean they must pass TASP by that same time?**

- A.** No, students are required only to take TASP prior to completing their 15th credit hour, and report scores before their next DCCCD registration. If students do not "pass" a section or sections of TASP, they will be mandated into remediation. Students must pass all sections of TASP before they can be awarded a degree from the DCCCD. Students who transfer to a four-year state college or university will not be allowed to take junior or senior courses until they have passed all sections of TASP.

## **Q. How and when will the TASP test be given?**

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites, much like the SAT and ACT tests. Each DCCCD college is a test site. During 1991, the test will be given on June 15, July 20, September 21 and November 16. During 1992, the test dates are February 22, April 25, June 20 and July 18. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

## **Q. What is the cost of the TASP test? Is there a study guide available?**

- A.** The cost for the total test is \$26. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or it can be ordered by writing to TASP Project, P.O. Box 1403478, Austin, Texas, 78714-0347. Study Guides are available for reference use in each of the DCCCD college libraries.

## **Q. How will TASP affect students planning to attend a DCCCD college?**

- A.** Students planning to attend a DCCCD college will continue to complete the usual steps for enrollment. TASP scores should be reported after being admitted by those who have taken TASP. However, for students who have not taken TASP, the college will indicate whether or not they should take the DCCCD's assessment test. Then, before completing their 15th credit hour, students must take the TASP test and report their scores before their next registration.

## **Q. Are students transferring into the DCCCD required to take TASP?**

- A.** Unless the transfer student qualifies for one of the exemptions discussed above, he or she is required to take TASP. Transfer students from another Texas public college/university are expected to take TASP no later than the semester of enrollment in 15 college-level credit hours, and the hours earned at other Texas public colleges ARE USED in computing the 15 credit hours. Such students must report scores before registering for college-level hours in the DCCCD. Hours earned at private or out-of-state colleges/universities ARE NOT used in computing such 15 credit hours.

If you would like more information on the Texas Academic Skills Program, please contact the college's Counseling Center.



# Academic Calendar for 1991-92

## Summer Sessions, 1991

*First Summer Session: (Based on 4 day class week, except for first week)*

May 27 (M)	Memorial Day Holiday
May 29 (W)	Registration (Richland Only)
May 30 (R)	Registration (All Campuses)
June 3 (M)	Classes Begin
June 6 (R)	4th Class Day
*June 7 (F)	Class Day (Only Friday Class Day)
June 15 (S)	TASP Test Administered
June 20 (R)	Last Day to Withdraw with a Grade of "W"
July 3 (W)	Final Exams
July 3 (W)	Semester Ends
July 4 (R)	Fourth of July Holiday
July 5 (F)	Grades <i>due</i> in Registrar's Office by 10 a.m.

*Second Summer Session: (Based on 4 day class week)*

July 9 (T)	Registration (All Campuses)
July 10 (W)	Classes Begin
July 16 (T)	4th Class Day
July 20 (S)	TASP Test Administered
August 1 (R)	Last Day to Withdraw with a Grade of "W"
August 13 (T)	Final Exams
August 13 (T)	Semester Ends
August 15 (R)	Grades <i>due</i> in Registrar's Office by 10 a.m.

## Fall Semester, 1991

August 19 (M)	Faculty Reports
August 19-22 (M-R)	Registration Period (Varies by Campus)
August 23 (F)	Faculty Professional Development
August 26 (M)	Classes Begin
August 30 (F)	Friday <i>Only</i> Classes Begin
August 31 (S)	Saturday <i>Only</i> Classes Begin
September 2 (M)	Labor Day Holiday
September 9 (M)	12th Class Day
September 21 (S)	TASP Test Administered
October 31 (R)	Last Day to Withdraw with a Grade of "W"
November 16 (S)	TASP Test Administered
November 28 (R)	Thanksgiving Holidays Begin
December 2 (M)	Classes Resume
December 6 (F)	Final Exams for Friday <i>Only</i> Classes
December 7 (S)	Final Exams for Saturday <i>Only</i> Classes
December 9-12 (M-R)	Final Exams for M-R Classes
December 12 (R)	Semester Ends
December 16 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.
December 25 (W)	College Buildings and Offices Closed for the Holidays

## Spring Semester, 1992

January 2 (R)	College Buildings and Offices Reopen
January 6 (M)	Faculty Reports
January 6-9 (M-R)	Registration Period (Varies by Campus)
January 10 (F)	Faculty Professional Development
January 13 (M)	Classes Begin (M-R Classes)
January 17 (F)	Friday <i>Only</i> Classes Begin
January 18 (S)	Saturday <i>Only</i> Classes Begin
January 20 (M)	Martin Luther King, Jr. Day Holiday
January 27 (M)	12th Class Day
February 22 (S)	TASP Test Administered
February 27 (R)	District Conference Day
February 28 (F)	Faculty Professional Development (TJCTA)
February 28 (F)	Friday <i>Only</i> Classes Meet
February 29 (S)	Saturday <i>Only</i> Classes Meet
March 16 (M)	Spring Break Begins
March 20 (F)	Spring Holiday for All Employees
March 23 (M)	Classes Resume
March 26 (R)	Last Day to Withdraw with a Grade of "W"
April 17 (F)	Holidays Begin
April 20 (M)	Classes Resume
April 25 (S)	TASP Test Administered
May 1 (F)	Final Exams for Friday <i>Only</i> Classes
May 2 (S)	Final Exams for Saturday <i>Only</i> Classes
May 4-7 (M-R)	Final Exams for M-R Classes
May 7 (R)	Semester Ends
May 7 (R)	Graduation
May 11 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.

## Summer Sessions, 1992

*First Summer Session: (Based on 4 day class week)*

May 25 (M)	Memorial Day Holiday
May 27 (W)	Registration (Richland Only)
May 28 (R)	Registration (All Campuses)
June 1 (M)	Classes Begin
June 4 (R)	4th Class Day
June 18 (R)	Last Day to Withdraw with a Grade of "W"
June 20 (S)	TASP Test Administered
July 2 (R)	Final Exams
July 2 (R)	Semester Ends
July 3 (F)	Fourth of July Holiday
July 6 (M)	Grades <i>due</i> in Registrar's Office by 10 a.m.

*Second Summer Session: (Based on 4 day class week, except for first week)*

July 8 (W)	Registration (All Campuses)
July 9 (R)	Classes Begin
July 10 (F)	Class Day (Only Friday Class Day)
July 14 (T)	4th Class Day
July 18 (S)	TASP Test Administered
July 30 (R)	Last Day to Withdraw with a Grade of "W"
August 11 (T)	Final Exams
August 11 (T)	Semester Ends
August 13 (R)	Grades <i>due</i> in Registrar's office by 10 a.m.

## Dallas County Community College District Board of Trustees



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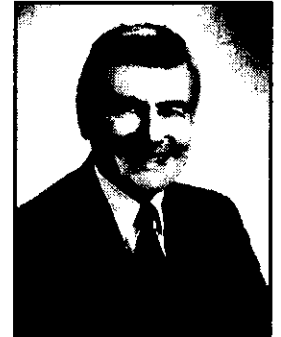
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**J. William Wenrich**  
Chancellor

## Dallas County Community College District Administrators

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Vice Chancellor of Educational Affairs .....	Jack Stone
Vice Chancellor of Planning and Development Affairs .....	Bill Tucker
Executive Assistant to the Chancellor .....	Jackie Caswell
Associate Vice Chancellor/Educational Affairs .....	Rodger A. Pool
Associate Vice Chancellor of Business Affairs .....	Robb Dean
District Director of Development/Executive Vice President, DCCCD Foundation, Inc. ....	Carole Shlipak
Legal Counsel .....	Robert Young
Consultant to the Chancellor .....	Nancy Armes
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Director of Technical Services .....	Paul Dumont

# CEDAR VALLEY COLLEGE

Cedar Valley College opened in 1977 on a 353-acre site at 3030 North Dallas Avenue in Lancaster. The school occupies a strategically important position in southern Dallas County, east of Interstate 35 and south of Interstate 20/635. Continuing residential and industrial expansion in this area has thrust Cedar Valley into an increasingly vital role of service in the community.

Cedar Valley provides a broad range of academic transfer programs for students desiring to continue their education at four-year institutions. In addition, Cedar Valley's technical/occupational programs provide many options for gaining training for area job markets in business, industry and the arts. Continuing Education courses provide people of all ages with exciting opportunities for personal growth, recreation and for improvement of job skills. All these are coupled with an outstanding program of career planning and guidance from a competent counseling staff.

## The Campus

Cedar Valley's award winning architecture and careful attention to landscaping have given the College a reputation for being one of the most scenic areas in the Metroplex.

## Accreditation

The Southern Association of Colleges and Schools

## Institutional Membership

The American Association of Community and Junior Colleges

The League of Innovation in the Community College

Cedar Valley is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

## Certificate Program Students: TASP is not required.

## Academic Transfer Program

At Cedar Valley College students may take the first two years of a bachelor's degree and transfer to a four-year senior institution for the remaining two years. If students know the senior institution to which they wish to transfer, a curriculum will be designed which will result in a smooth, trouble-free transfer.

Listed below are many of the possible majors a student may consider:

Agriculture	Political Science
Art	Psychology
Business Administration	Public Administration
Computer Science	Science
Criminal Justice	Sociology
Liberal Arts	Speech
Music	Teacher Education

For students who have not yet chosen a major field of study, but who wish to eventually earn a Bachelor's Degree, the following courses can be used in nearly any major chosen at a later date:

COURSE	CREDIT HOURS
English 101, 102	6
History 101, 102	6
Laboratory Science	8
Social Science Elective	6
Mathematic and/or	
Fine Arts Elective	6
Physical Education	2

## -CEDAR VALLEY COLLEGE ADMINISTRATION

President.....	Floyd S. Elkins .....	372-8250
Vice President of Instruction.....	James Butzek .....	372-8242
Vice President of Business .....	Walter N. Beene.....	372-8228
Vice President of Student Development .....	Jim Harlow.....	372-8261
Dean of Career and Continuing Education .....	Cecil H. Brewer, Jr. ....	372-8216
Dean of Education Resources.....	Carol Barrett.....	372-8149
Dean of Evening Office .....	Claire Gauntlett .....	372-8230
Director of Business Operations.....	Bobbie McClung.....	372-8290
Assistant Dean of Continuing Education .....	Gloria Enriquez .....	372-8212
Director of Financial Aid/Job Placement .....	Frank Ellis .....	372-8280
Director of Instructional Resources .....	Edna White.....	372-8140
Director of Physical Plant.....	Bob Kostelecky .....	372-8186
Director of Public Information.....	Janet Gifford.....	372-8258
Director of Safety and Security .....	Johnny Hullett.....	372-8286
Director of Special Services.....	Pam Gist.....	372-8119
Registrar and Director of Admissions .....	John Williamson.....	372-8200

## DIVISION CHAIRPERSONS

Business and Social Science .....	Gerald Stanglin .....	372-8110
Communications and Humanities.....	Jesse Jackson.....	372-8120
Math, Science, Physical Education, Agriculture		
Veterinary Technology and Industrial Technology .....	Bob Williams.....	372-8160

## CEDAR VALLEY COLLEGE FACULTY AND STAFF

<b>Adkins, James A.</b> .....	Physics and Astronomy
Univ. of Texas at Arlington, B.S.M.A.	
<b>Aziz, Mohamed</b> .....	Mathematics
Cairo Univ., B.S.; Univ. of Wyoming, B.S., M.S.	
<b>Baldwin, Mary</b> .....	Director, Student Programs & Resources
University of Texas, Permian Basin, B.A.	
<b>Barret, Carol</b> .....	Dean of Educational Resources
Texas Woman's Univ., B.A., M.L.S.	
<b>Beecham, Ron</b> .....	Biology
East Texas State Univ., B.S., M.S.	
<b>Beene, Walter N.</b> .....	Vice President-Business Services
University of Houston, B.S.	
<b>Bilbrey, Keith</b> .....	A/C/Refrigeration
Tarrant County Junior College, A.A.S.	
<b>Brantley, Sharon</b> .....	Program Director, Continuing Ed.
Prairie View A&M, B.S., M.A.	
<b>Brewer, Cecil H.</b> .....	Dean of Career & Continuing Ed.
Univ. of Texas at Arlington, B.A.; East Texas State Univ., M.S., Ph.D.; Certified Technician, N.I.A.S.E.	
<b>Brodnax, Randall</b> .....	Art
Northwestern State Univ., B.A., M.A.	
<b>Bullard, Susan</b> .....	English
University of Kansas, B.S., B.A.; East Texas State Univ., M.Ed.	
<b>Burnett, Elsie</b> .....	English
Bishop College, B.S.; East Texas State Univ., M.Ed.; TWU, Ph.D.	
<b>Bursey, Alice</b> .....	Accounting
Univ. of North Texas, B.A.A.; Univ. of Texas, Arlington, M.B.A.	
<b>Butzel, Jim</b> .....	Vice President of Instruction
Loyola Univ., B.S.; Illinois Institute of Technology, Ph.D.	
<b>Campbell, Connie</b> .....	Counselor, Human Dev.
Univ. of Texas, Arlington, B.A.; Texas Woman's Univ., M.A.	
<b>Christman, Calvin L.</b> .....	History
Dartmouth College, A.B.; Vanderbilt Univ., M.A., M.A.T.; Ohio State Univ., Ph.D.	
<b>Dawson, C. Edward</b> .....	Music
Univ. of North Carolina, B.A., M.M.	
<b>Desai, Suryakunt</b> .....	Accounting
Univ. of North Carolina, B.A.; East Texas State Univ., Ph.D.	
<b>Dismore, Roger E.</b> .....	Coordinator, Music
University of North Texas, B.M.E., M.M.E.	
<b>Earle, Brian D.</b> .....	Science
University of North Texas, B.S.; Univ. of Texas at Dallas, M.A.	
<b>Eishen, David</b> .....	A/C/Refrigeration
Tarrant County Junior College, A.A.S.	
<b>Elkins, Floyd S.</b> .....	President
Univ. of Texas at Austin, B.S., M.Ed., Ph.D.	
<b>Ellis, Frank</b> .....	Director of Financial Aid
Texas Christian Univ., B.B.A.	
<b>Enriquez, Gloria</b> .....	Assistant Dean of Continuing Ed.
Univ. of Texas, El Paso, B.S.	
<b>Fant, Milton</b> .....	Automotive Career Technician
Certified Technician, N.I.A.S.E.	
<b>Fletcher, Norman R.</b> .....	Mathematics
Texarkana College, A.S.; East Texas Univ., B.S., M.S., Ed.D.	
<b>Gauntlett, Claire</b> .....	Director of Evening Office
University of Arizona, B.A.; University of North Texas, M.A.	
<b>Gehrmann, Ines</b> .....	English
Tarleton State Univ., B.A.; State Univ. of New York, Geneseo, M.L.S.	
<b>Germany, Sam</b> .....	Music
Anderson College, B.A.; Western Michigan Univ., M.M.	
<b>Gifford, Janet</b> .....	Director of Public Information
University of North Texas, B.A.	
<b>Gilstrap, Nina</b> .....	English
Wiley College, B.A.; University of Iowa, M.A.	
<b>Gist, Pam</b> .....	Director of Special Services
University of Texas at Arlington, B.A., M.A.T.	
<b>Hampton, LeRoyal</b> .....	Automotive Technology
East Texas State Univ.; Certified Technician, N.I.A.S.E.	
<b>Harlow, Diane</b> .....	Office Technology
University of North Texas, B.B.A., M.S.	
<b>Harlow, Jim</b> .....	Vice President, Student Development
East Texas State Univ., B.B.A., M.S.; Univ. of Texas, Arlington, Ph.D.	
<b>Hester, Ed</b> .....	Automotive Career Technician
Certified Technician, N.I.A.S.E.	
<b>Huddleston, Mike</b> .....	Biology
East Texas State Univ., B.S., M.S.	
<b>Jackson, Jesse</b> .....	Div. Chairperson, Communications/Humanities
S.W. Christian College, A.A.; East Texas State Univ., B.S., M.Ed.	
<b>Jiminez, Hector</b> .....	Counselor/Human Dev.
East Texas State Univ., B.S., M.Ed.	
<b>Lenoir, Blanchard</b> .....	Real Estate
Sam Houston State Univ., B.B.A.; Texas A&M, M.Ed., Ph.D.	
<b>Leubitz, Lois</b> .....	Speech
Purdue, B.A.; Ohio State University, M.A.	
<b>Lineberry, William L.</b> .....	Veterinary Technology
Texas A&M Univ., B.S.; Univ. of Texas at Dallas, M.A.T. Animal Technician Registered	
<b>Maples, Alan</b> .....	Computer Science
Texas A&M Univ., B.A., B.B.A., M.C.S.	
<b>May, Sheryl</b> .....	College Nurse
Texas Woman's Univ., B.S.; Univ. of Houston, M.Ed.	
<b>McClung, Bobbie</b> .....	Director Business Operations
Cedar Valley College, A.A.A.S.	
<b>Meachum, Bettie M.</b> .....	Psychology
Northwestern State Univ., B.M.E., M.Ed.; Baylor Univ., Ed.D.	
<b>Minger, Diane</b> .....	Fashion Marketing
Indiana State University, B.S.; Texas Woman's University, M.S.	
<b>Paul, Duncan A.</b> .....	Motorcycle, Outboard Engine & Small Engine Mechanic; University of North Texas, B.S.
<b>Pharr, John</b> .....	Business and Retail Management
University of North Texas, B.A., M.S.	
<b>Prado, Maria</b> .....	ESL/Reading
Catholic University of Puerto Rico, B.A., M.Ed.	
<b>Pratt, John</b> .....	Business Law & Government
Southern Methodist Univ., J.D., B.A., Texas Law License	
<b>Riley, Joel L.</b> .....	Counselor
Bishop College, B.S.; University of North Texas, M.Ed.	
<b>Robinson, Eddie</b> .....	Mathematics
Northwest Oklahoma State Univ., B.S.; Okla. State Univ., M.S.	
<b>Rolling, Lincoln, Jr.</b> .....	History
Sam Houston State Univ., B.A., M.A.	
<b>Schwend, Gordon R.</b> .....	Automotive Technology
Santa Rosa Junior College, A.A.; Certified Technician, N.I.A.S.E.	
<b>Stone, Ronald G.</b> .....	Mid-Management Coordinator/Business
East Texas State Univ., B.B.A., M.B.A.	
<b>Stanglin, Gerald</b> .....	Div. Chairperson, Business/Social Science
Abilene Christian Univ., B.A.; Univ. of North Texas, M.A., Ph.D.	
<b>Stewart, M. Kerby, Jr.</b> .....	Music
Texas Christian Univ., B.F.A.	
<b>Sullivan, Tim</b> .....	Anthropology/Sociology/Religion
Univ. of Southern California, B.A.; Southern Methodist Univ., M.A.	
<b>Taylor, Linda</b> .....	English
Louisville School of Art, M.F.A.; Tulane University, M.F.A.	
<b>White, Edna</b> .....	Director of Instructional Resources
University of Texas, Arlington, B.A.; Univ. of North Texas, M.L.S.	
<b>Wilkie, Dave</b> .....	Physical Education
Ball State Univ., B.S., M.A.	
<b>Williams, Bob</b> .....	Division Chairperson, Math/Science/PE/Ag/VT/Ind. Tech
East Texas State Univ., B.S., M.S.	
<b>Williamson, John</b> .....	Director of Admissions & Registrar
Kilgore Junior College, A.A.; East Texas State Univ., B.S., M.S.	
<b>Wilson, Burlene</b> .....	Office Technology
Oklahoma State Univ., B.S., M.S.	
<b>Wimblish, Linda</b> .....	English
Stephen F. Austin, B.A.; East Texas State University, M.S.	
<b>Wright, David L.</b> .....	Veterinary Technology
Texas A&M Univ., B.S., D.V.M.	
<b>Yeager, Nora</b> .....	Development Reading
Ball State Univ., B.A., M.A., Univ. of Evansville, Ed.D.	
<b>Yoder, Debby</b> .....	Physical Education
Univ. of North Texas, B.S.; East Texas State Univ., M.S.	
<b>Youngblood, Mary Ann</b> .....	English
University of Texas, Arlington, B.A., Univ. of North Texas, M.A.	



# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 50,000 credit and 40,000 non-credit students per long semester and employ over 1,900 full-time faculty and staff members.

The growth of the District into an educational system with such impact was not by chance. In May, 1965, voters created the Dallas County Junior College District and approved a \$41.5 million bond issue to finance it. The next year the District's first college, El Centro, began operation in downtown Dallas. Eastfield College and Mountain View College enrolled their first students in 1970, and the plans for a multi-campus district became a reality. Richland College became the District's fourth college in 1972.

The voters of Dallas County approved the sale of an additional \$85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven-college master plan, opened in 1978. In February, 1989, the Bill J. Priest Institute for Economic Development opened near downtown Dallas. Named for the DCCCD's founding chancellor, the BJPIED serves the community through the Business and Professional Institute, Edmund J. Kahn Job Training Center, Small Business Development Center, Center for Government Contracting, Business Incubation Center, and International Trade Resource Center.



## District Philosophy And Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy: The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation, and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

The needs, abilities, and goals of each student are considered important. The focus is on creating an educational program for the individual rather than squeezing or stretching the individual to fit an "educational mold."

The District therefore has a place for different kinds of students. There is a place for the young person setting forth toward a degree in medicine, and a place for the adult delving into an interesting hobby to enrich leisure hours. There is a place for the person preparing to enter a trade or technical field with a year or two of studies, and a place for the employed individual wanting to improve occupational skills. There is a place for the very bright high school student ready to begin college work in advance of high school graduation, and a place for the high school dropout who now sees the need for education in today's complex society. In short, there is a place for everyone.

How do the colleges meet the educational needs of such a varied family? The answer is found in four categories of programs:

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.
2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.
3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.
4. For the person who simply wants to make life a little more interesting, the colleges offer community service programs on cultural, civic, and other topics.

Additional programs are available for the high school student, dropout, and others with special needs. The colleges help each student design the educational program that best meets individual needs. Every student is offered intensive counseling to define goals and identify abilities. Continued guidance is available throughout the student's college career in case goals and plans change.



This emphasis on counseling, rare for some institutions, is routine at all District colleges.

### **District Responsibilities**

To carry out the District philosophy, the colleges obviously must offer a wide range of programs and courses, including guidance services. These programs and courses must help each individual attain a high level of technical competence and a high level of cultural, intellectual, and social development. In addition, high professional standards for the academic staff must be maintained within a framework prescribed by the Board of Trustees. At the same time, the program and organization of each college must make maximum use of faculty and facilities.

The colleges have a basic responsibility to provide educational and cultural leadership to the community. They must be sensitive to changing community needs and adapt readily to those needs. Individuals capable of continuing their educational development should be given the opportunity to improve their skills. Finally, to continue to meet its responsibilities in changing times, the college system must guard against stagnation. Creativity and flexibility are therefore fostered at the District level and on each campus.

### **League for Innovation**

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 19 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. 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 program and the fullest use of resources.

### **Equal Educational And Employment Opportunity Policy**

Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, marital or parental status, race, color, religion, age, national origin, or disability. The District 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 a student believes a condition of the College is unfair or discriminatory, the student 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) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

A student 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, information is released upon 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 stating the information to be given, except as specified by law.

### **Student Consumer Information Services**

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

### **Standard Of Conduct**

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published 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 a grade of "F".

## II. IMPORTANT TERMS AND ABBREVIATIONS

**Academic advisor:** A member of the college staff who assists students in planning appropriate academic programs.

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

**Admission:** Formal application and acceptance as a credit student. A person wishing to enroll must complete an application, be accepted, and receive a letter of acceptance from the Registrar before registering.

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

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

**Class Schedule:** A booklet which 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 Learning:** "General Education" as defined by the Dallas County Community College District. Common Learning courses contain learning experiences which provide knowledge and skills necessary for living well and functioning competently in rapidly changing local, state, national, and world communities.

**Concurrent enrollment:** (a) Enrollment by the same student in two different DCCCD colleges at the same time; (b) Enrollment by a high school senior in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two related courses in the same semester; (d) Enrollment in both a DCCCD institution and a four-year institution at the same time; (e) Enrollment in both credit and Continuing Education courses at the same time.

**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 3 credit hour class (English, history, etc.) meets 3 hours per week during the fall/spring semesters; a 4 credit hour class (science, languages, etc.) meets 6 hours. Check this catalog or the current class schedule for the value of any course you wish to take.

**Credit/Non-credit:** Credit classes are those which award academic credit and may apply toward a degree. Non-credit classes do not apply toward a degree and are usually offered through Continuing Education.

**DCCCD:** Dallas County Community College District comprised of Brookhaven, Cedar Valley, Eastfield, El Centro,

Mountain View, North Lake and Richland Colleges, plus the Bill J. Priest Institute for Economic Development.

**Developmental Studies Courses:** Courses which 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.

**Drop:** The act of officially withdrawing from a particular course without penalty before a specified date. See 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.

**Electives:** Courses which 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.

**Fee:** A charge which the college requires for services in addition to tuition charges.

**Flexible-entry course:** A course beginning and ending on dates which are different from the regular semester. This is also referred to as "flex-entry" or "short semester registration". Consult the class schedule for further information.

**Former Student:** One who has attended a DCCCD college in the past but not during the previous long semester.

**Full-time student:** A student who is enrolled for at least 12 credit hours during a semester or for 6 credit hours during a summer session.

**GPA:** Grade Point Average. Two different ways of computing a G.P.A. are utilized. For further explanation, see catalog section entitled "Scholastic Standards."

**Grade Points:** See catalog section entitled "Scholastic Standards."

**Grades:** See catalog section entitled "Scholastic Standards."

**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.

**Major:** The subject or field of study in which the student plans to specialize. For example, one "majors" in automotive technology, business, etc.

**Part-time student:** A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session.

**Performance grade:** A grade of A, B, C, D, or F. This does not include the grades of W, I, or WX. See catalog section on "Academic Information" for more on grades and grade point averages.

**Prerequisite:** A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for English 102 is the successful completion of English 101. A prerequisite may be another course (high school or college), an appropriate assessment score, or permission of the instructor.

**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 class schedule for registration dates.

• **Section:** A number indicating day/evening, hour, room number, and name of instructor for a particular course. For example, the section number differentiates among the various classes of English 101.

**Semester:** A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5 1/2 weeks.

**Skills for Living:** Skills needed for living well with oneself, others, and changing environments. Skills for Living are discussed and learned throughout the curriculum and provide basic goals for all Common Learning courses.

**TASP:** Texas Academic Skills Program; see special section in this catalog about this testing program.

**Technical/occupational courses:** Courses which lead to a certificate or Associate of Applied Arts and Sciences Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

**Telecourses:** Courses providing flexibility and convenience for students seeking college credit with minimum campus visits. Students watch the course television programs at home on regular broadcasts or cablecasts, complete the study guide and reading assignments, take tests on campus, and attend optional discussion meetings. Instructors are available during regular office hours or via telephone when assistance is needed.

**Transfer courses:** Courses which are designed to transfer to other colleges and universities. Students need to consult with an advisor or counselor 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 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. See the calendar in this catalog or the class schedule for the "Last Day to Withdraw."

### III. ADMISSIONS AND REGISTRATION

#### General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement prior to admission to a certificate or degree program, but the assessment is not used to determine admission.

#### Admission Requirements

**Documentary evidence of Texas residency must be provided by all applicants claiming Texas residence and requesting resident tuition classification.** This evidence must be submitted with the application for admission and must prove twelve (12) months of Texas residency immediately prior to the semester of enrollment. Failure to provide evidence will result in an applicant being classified as a nonresident for tuition/fee purposes. Contact the Admissions Office for specific information detailing required documentation.



#### Beginning Freshmen

Students enrolling in college for the first time who fit one of the following categories may apply for admission:

- Graduates from an accredited high school.
- Graduates of an unaccredited high school who are 18 years of age or older.
- Those who have earned a General Education Diploma (G.E.D.).
- Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval.
- Those who are under the age of 18 and who do not have a diploma or G.E.D. may be admitted upon the written recommendation of the principal or superintendent of the last high school attended.
- High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The student may enroll for no more than TWO college courses per semester.

#### Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Academic

standing for transfer applicants is determined by the Registrar's Office according to standards established by the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval. Contact the Admissions Office for further information.

Students transferring from a Texas public college or university are subject to the same TASP requirements as are "native" DCCCD students. (See special TASP section.) Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 Fall Semester and who have accumulated at least 15 hours of college-level credit must have TASP scores on file with the DCCCD college. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career with the 1989 Fall Semester will have to take the TASP test either before or during their semester of enrollment in their 15th credit hour of college-level coursework in the DCCCD.

### **Former Students**

Students formerly enrolled in the Dallas County Community College District must submit an application for readmission to any District college. Students with unsettled financial debts at any District college will not be allowed to register.

### **Non-Credit Students**

Students enrolling for non-credit courses apply through the Office of Continuing Education.

### **International Students**

The College is authorized under federal law to enroll non-immigrant alien students. International students are not admitted, however, until all admissions requirements are complete. International students must:

1. complete a personal interview with the international student counselor and receive approval from the college;
2. present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD assessment tests;
3. be proficient in English and provide a letter in their own handwriting indicating educational and vocational plans;
4. show evidence of sufficient financial support for the academic year by submitting an I-134 (Affidavit of support) Immigration and Naturalization Services document;
5. provide written proof of negative tuberculin skin test or chest x-ray, polio immunization if applicant is under nineteen years of age, measles and rubella vaccines taken since January 1, 1968, and diphtheria/tetanus injections taken within the last ten years;
6. fulfill all admission requirements for international students at least 30 days prior to registration;
7. enroll as a full-time student (minimum of 12 credit hours);
8. supply official transcripts for all previous academic work with a minimum "C" average.

In addition to the requirements stated above, international students wishing to transfer from another U.S. higher education institution must also:

1. present documentation indicating "bona fide" non-immigrant status as an F-1 or M-1 student;
2. have pursued a full course of study at the institution last authorized to attend by I.N.S.;
3. present official transcripts verifying that the student:
  - a. was "in-status" for the term immediately preceding this transfer, and
  - b. has a minimum GPA of 2.00 in all college work attempted.

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

Contact the Admissions Office for information.

### **Application and Admission Procedures**

Applications may be submitted any time prior to registration. Earlier application is desirable because the student's place in registration is determined by the date of the applicant's file; submitting admissions documents early also insures that there is adequate time for effective counseling and schedule planning. A later place in registration often means that the classes a student desires are already filled.

Applicants must submit the following material to the Admissions Office to have a complete admissions file:

- a. An official application, available from the Admissions Office;
- b. Official Transcripts: The following **MUST** be submitted: (1) a beginning student is required to furnish a transcript of the student's high school record; (2) a college transfer student is required to furnish official transcripts of all college work attempted. The College accrediting agency requires transcripts, and the College uses them in program advisement. **IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT TRANSCRIPTS FROM PREVIOUS COLLEGES ATTENDED.** If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

An official transcript must bear the institution's embossed seal and signature of the appropriate official. Although transcripts sent electronically over the Electronic Transcript Network will be considered official, a photocopy or facsimile (FAX) is not an official transcript.

All applicants may select only those classes available when they register. Students may enroll in certain courses at times other than regular semester registration. See the Flexible Entry courses section in this catalog and contact the Registrar's Office for additional information.

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



## Reciprocal Tuition Agreement

The following Associate of Applied Science Degrees offered by the Dallas County Community College District may be taken by Tarrant County residents at in-county tuition rates:

PROGRAM	CAMPUS
Apparel Design	ECC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Commercial Music	CVC
Diesel Mechanics	NLC
Educational Personnel	RLC
Electrical Technology	NLC
Engineering Technology	RLC
Food & Hospitality Service	ECC
Human Services	EFC
Interior Design	ECC
Machine Shop	MVC
Pattern Design	ECC
Physical Fitness Technology	NLC
Plumbing and Pipefitting	NLC
Social Work Associate	EFC
Veterinary Technology	CVC
Visual Communications	BHC
Vocational Nursing	ECC

### Tuition

Tuition is charged on a sliding scale according to the number of credit hours for which a student is enrolled and the student's place of legal residence. Tuition is subject to change without notice by the Board of Trustees or the Texas Legislature.

### Additional Fees

Additional fees may be assessed as new programs are developed with special laboratory costs. These fees will always be kept to a practical minimum. A graduation fee is not assessed, but each student must pay for cap and gown rental.

### Special Fees And Charges

**Laboratory Fee:** \$4 to \$12 a semester (per lab).

**Class Fee:** Variable special costs of course not otherwise defined as "Laboratory Fee." Rental costs of specialized equipment and off-campus facilities are examples of "class fees."

**Physical Education Activity Fee:** \$5 a semester.

**Dance Activity Fee:** \$5 a semester.

**Bowling Class Fee:** Student pays cost of lane rental.

**Private Music Lesson Fee:** \$45 for one hour per week. (maximum) for one course, \$25 for one half hour per week.

**Audit Fee:** The charge for auditing a course is the same as if the course were taken for credit, except that a student service fee is not charged.

**Credit by Examination:** A fee will be charged for each examination. This fee can change without prior notice.

### Refund Policy

The refund policy of the District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When students enroll in a class, they reserve places which cannot be made available to other students until they officially drop the class. In addition, the original enrollment of students represents a sizable cost to the District regardless of continuance in that class. Therefore, a refund is made only under the following conditions:

#### (1) Official withdrawal:

Students who officially withdraw from the institution shall have their tuition and mandatory fees refunded according to the following schedule:

##### *Fall and Spring Semesters*

Prior to the first class day *	100%
During the first five class days	80%
During the second five class days	70%
During the third five class days	50%
During the fourth five class days	25%
After the fourth five class days	NONE

##### *Summer Semesters*

Prior to the first class day *	100%
During the first, second or third class day	80%
During the fourth, fifth or sixth class day	50%
After the sixth class day	NONE

#### (2) Official drop of a course or courses:

Students who reduce their semester credit hour load by officially dropping a course or courses and remain enrolled at the institution will have applicable tuition and fees refunded according to the following schedule:

##### *Regular Session*

During the first twelve class days	100%
After the twelfth class day	NONE

##### *Summer Session*

During the first four class days	100%
After the fourth class day	NONE

\* The first "class day" is to be counted as the officially published date when the semester begins. No refunds are issued after the last class day of each semester.

Separate refund schedules may be established for optional fees such as intercollegiate athletics, cultural entertainment, parking, etc.

*(Continues following tuition schedule.)*

## TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 42	\$10	\$ 52	\$100	\$10	\$110	\$ 200	\$10	\$ 210
2	42	10	52	100	10	110	200	10	210
3	42	10	52	100	10	110	200	10	210
4	56	10	66	132	10	142	252	10	262
5	70	10	80	165	10	175	315	10	325
6	84	10	94	198	10	208	378	10	388
7	98	10	108	231	10	241	441	10	451
8	112	10	122	264	10	274	504	10	514
9	126	10	136	297	10	307	567	10	577
10	140	10	150	330	10	340	630	10	640
11	152	10	162	342	10	352	693	10	703
12	164	10	174	354	10	364	756	10	766
13	176	10	186	366	10	376	819	10	829
14	188	10	198	378	10	388	882	10	892
15	200	10	210	390	10	400	945	10	955
16	212	10	222	402	10	412	1,008	10	1,018
17	224	10	234	414	10	424	1,071	10	1,081
18	236	10	246	426	10	436	1,134	10	1,144
19	248	10	258	438	10	448	1,197	10	1,207
20	260	10	270	450	10	460	1,260	10	1,270

## TUITION Summer Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 48	\$10	\$ 58	\$100	\$10	\$110	\$200	\$10	\$210
2	48	10	58	100	10	110	200	10	210
3	48	10	58	138	10	148	200	10	210
4	64	10	74	184	10	194	276	10	286
5	80	10	90	230	10	240	345	10	355
6	96	10	106	276	10	286	414	10	424
7	106	10	116	286	10	296	483	10	493
8	116	10	126	296	10	306	552	10	562
9	126	10	136	306	10	316	621	10	631

The following definitions are brief guidelines only; please discuss any questions regarding proper tuition classification with admissions office personnel.

### TUITION REQUIREMENTS FOR LONG TERM:

- Dallas County Residents\*\*\*** \$14.00 per credit unit through ten credit units and \$12.00 for each additional credit unit over ten credit units; minimum of \$42.00
- Out-of-District Residents\*** \$33.00 per credit unit through ten credit units and \$12.00 for each additional credit unit over ten credit units; minimum of \$100.00
- Out-of-State Residents\*\*** \$63.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$63.00 per credit unit; minimum of \$200.00

### SUMMER SESSION

- Dallas County Residents\*\*\*** \$16.00 per credit unit through six credit units and \$10.00 for each additional credit unit over six credit units; minimum of \$48.00
- Out-of-District Residents\*** \$46.00 per credit unit through six credit units and \$10.00 for each additional credit unit over six credit units; minimum of \$100.00
- Out-of-State Residents\*\*** \$69.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$69.00 per credit unit; minimum of \$200.00

The charge for auditing a course is the same as taking the course for credit.

\*Provided he has established legal residence in the State of Texas, a student's county of residence is the county in which his legal guardian resides, if he is under 18 years of age. Students 18 years of age and older are deemed to be residents of the county in which they reside.

\*\*An "Out-of-State Resident" is defined to be a student of less than 18 years of age, living away from his family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or a student 18 years of age or older who has not been a resident of the state twelve months subsequent to his 18th birthday or for the twelve months immediately preceding the date of registration.

The description of resident and non-resident status contained above are generally applicable, but the determination of residence status for tuition purposes is specifically governed by the provisions of V.T.C.A. Education Code, Section 54.052, the rules and regulations of the Coordinating Board, Texas College and University System, and judicial and/or administrative interpretations thereof. In the event of conflict between the above-noted descriptions and the latter authorities, the latter shall govern.

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

\*The tuition schedule above is subject to change without notice by action of the District Board of Trustees or the State of Texas.

If you are a non-resident or an out-of-country student AND if you (or the parent on whom you are dependent) own property subject to ad valorem tax by the College District, you may qualify for a waiver of tuition to the In-District rate. Please check with the college Admissions Office for additional details.

Tuition and fees paid directly to the institution by a sponsor, donor, or scholarship shall be refunded to the source rather than directly to the student.

(3) A student dropping a portion of his or her class load after the twelfth class day of a fall or spring semester (fourth class day of a summer session) is not entitled to a refund unless approved by the Refund Petitions Committee.

(a) Refund petitions, accompanied by an explanation of any existing circumstances, shall be submitted to the Refund Petitions Committee on the campus.

(b) If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office.

(5) Mandatory fees shall include, but not be limited to, student activity fees, laboratory fees, private lesson fees, and physical education activity fees.

(6) Flexible entry courses are to be handled as regular semester length courses. The refund schedule will be prorated accordingly.

(7) Refund checks normally require a minimum of one month from date of approval for processing.

(8) The college academic calendar and the class schedule shall specify the last day for withdrawal with refund.

### **Returned Checks**

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop payment, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures. Students may be dropped from courses due to returned checks.

### **Assessment and Advisement Procedures**

Assessment is the process of evaluating readiness for certain college courses and the probabilities for success in those courses. The College has an assessment and advisement program for entering students which is a required part of the enrollment process.

The assessment program includes the completion of a questionnaire which documents information on career and work plans, previous academic achievement and other relevant information. Assessment also includes an examination of individual skill levels in reading, writing and

mathematics. Information on skills may come from ACT, SAT, or TASP results, previous college-level work, or from scores on the standardized tests administered free of charge by the College.

Because of the importance of such information, students should have official copies of ACT, SAT, or TASP scores and transcripts mailed to the Admissions Office or bring them personally at the time of application. It is the responsibility of the student to make these available.

The assessment program provides information needed in advisement. Academic advisement sessions provide a framework for informed decision-making on the part of students and advisors. Information on a student's skills, abilities, career plans, educational background, life experiences, and motivation is important in helping the student and advisor make selections from the many educational options available. However, the College reserves the right to insist students enroll in the appropriate remediation should assessment results indicate a need for the improvement of skills in reading, writing, and/or mathematics.

Details of assessment and advisement procedures are available through the College Counseling Center or in the "Schedule of Classes" each semester.

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test either prior to, or during, their semester of enrollment in 15 college-level credit hours. Such students must report TASP scores prior to their next semester of enrollment. Should students fail either the reading, writing, or mathematics section of TASP, they will be required to continuously enroll in the appropriate remediation until the failed section is passed.

### **Change Of Schedule**

Students should be careful in registering to schedule courses only for the days and hours they can attend. Students requesting class changes should contact the Registrar's Office during the time specified in the current class schedule. No change is complete until it has been processed by the Registrar's Office.





### **Non-Credit Student (Audit)**

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade or credit for a course. An instructor may give an examination if he or she determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student, except that a student service fee may not be charged.

### **Acceptance of Credit In Transfer**

Undergraduate credits in transfer will be accepted from colleges and universities recognized by a national accrediting agency equivalent to the Commission on Colleges of the Southern Association of Colleges and Schools. Credits earned through other education programs, such as credit-by-examination, military experience, the U.S. Armed Forces Institute, are reviewed by the Registrar and credit is granted, if applicable.

Official transcripts from all higher education institutions must be on file before the evaluation can be accomplished in the Registrar's Office. 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 Registrar's Office. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

### **Address Changes And Social Security Number**

Each student has the responsibility to inform the Registrar's Office of changes in name or address. Each applicant for admission is asked to furnish a Social Security number. This number doubles as a student identification number and insures accuracy of student records. If a student does not have a Social Security number, a student identification number will be assigned.

### **TASP(Texas Academic Skills Program) Test**

The Texas Academic Skills Program (TASP) is required by state law to ensure that 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 diagnostic information about the reading, mathematics, and writing skills of students.

Students entering the DCCCD Fall, 1989, or thereafter, must take the TASP test prior to accumulating, or during the semester of enrollment in, 15 hours of college credit, and must report TASP scores prior to their next DCCCD enrollment. Students who have had at least 3 hours of college-level credit prior to Fall, 1989 are exempted from the TASP requirement. Students enrolled in certain DCCCD Certificate programs may be exempt from the TASP requirement.

TASP scores may be utilized in place of the DCCCD Assessment Program. Students scoring below the state-determined level must continuously participate in appropriate remediation until such time as the TASP Test is passed. A student who wishes to withdraw from a mandated remediation course must drop all college-level courses. The successful completion of TASP may be a prerequisite to enrollment in some courses. In addition, course placement also may be based on the results of the DCCCD assessment.

DCCCD students must pass all sections of TASP prior to being awarded the Associate of Arts and Sciences Degree, or the Associate of Applied Science Degree. Students planning to transfer must pass all TASP sections before enrolling in upper division (junior or senior level) courses.

For more complete information on TASP, contact the Counseling Center; to obtain a copy of the TASP Registration Bulletin, contact the Testing/Appraisal Center. Students must preregister to take TASP. All test fees are borne by the student although financial aid may be available to offset the cost for students deemed eligible.





## IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades And Grade Point Average

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

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

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, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's 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, a student who takes the following courses and earns the following grades has a grade point average 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
<u>35</u>		
12 = 2.93		

The student's transcript and grade reports will indicate two different G.P.A.'s. G.P.A.(1) is based upon all DCCCD

courses in which the student received a performance grade of A-F. G.P.A.(1) is utilized to determine Suspension/Probation status, athletic participation eligibility, and financial aid eligibility. G.P.A.(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development, 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a performance grade of A-F. G.P.A. (2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the G.P.A. which may be considered by four-year institutions when a student transfers.

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 in the District. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

If a student believes an error has been made in determining a course grade, the instructor or appropriate division office should be contacted 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 "I" may be given when an unforeseen emergency prevents a student 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 convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

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

### Acceptable Scholastic Performance

College work is measured in terms of credit hours. The number of credit hours offered for each course is given with the course description.

Acceptable scholastic performance is the maintenance of a grade point average, based on G.P.A.(1), of 2.0 (on a 4.0 scale) or better. Students may not be graduated from



any degree or certificate program unless they have a cumulative grade point average of 2.0, based on G.P.A.(2), or better. Grade points and hours earned in courses numbered 99 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

### **Recommended Academic Load**

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 hours per week. Students working more hours should reduce their 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. A total of 14 credits is the maximum that may be earned in any 12-week summer period.

### **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.

### **Class Attendance**

Students are expected to attend regularly all classes in which they are enrolled. Students have the responsibility to attend class and to consult with the instructor when an absence occurs.

Instructors are responsible for describing attendance policy and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester's class schedule.) If the student does not withdraw, he/she 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, students must obtain a drop or withdrawal form and follow the prescribed procedure. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline 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 eligibility for a refund.

**STUDENTS WHO WITHDRAW FROM A MANDATED REMEDIATION COURSE AS A RESULT OF TASP PERFORMANCE MUST ALSO WITHDRAW FROM ALL COLLEGE-LEVEL COURSES.**

### **Academic Recognition**

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-11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. G.P.A.(2) is utilized to determine honor roll inclusion.

### **Scholastic Probation And Scholastic Suspension**

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students may be removed from probation when they earn a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension for the first time may not register for the immediately following semester or summer sessions without special permission. Suspended students must file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Development.

### **Grade Reports**

A grade report is mailed to the address on record of enrollment to each student at the end of each semester. The grade report contains a listing of all credit courses attempted within the DCCCD, as well as information on academic standing. Interim grade reports are issued for other-than-semester length classes.

## DCCCD Transcript of Credit

The DCCCD transcript of credit is a chronological listing of college credit courses attempted within the seven college system of the DCCCD. 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 written request of the student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. A fee of one(1) dollar (subject to change without notice) will be charged for each transcript requested. There is a minimum of two working days required for processing. A transcript will be released only if all obligations to the DCCCD have been settled.

The Electronic Transcript Network permits member colleges to send transcripts to one another through a computer network. Such transcripts can normally be sent within 24 hours of the request. Member colleges prefer to receive transcripts in this fashion rather than through the generation of an "official transcript."

Transfer credits from other institutions are not recorded on DCCCD transcripts. If a student desires a transcript of work completed at another institution, the student should secure it from that institution.

## Degree Requirements

The College confers the Associate of Arts and Sciences Degree and the Associate of Applied Science Degree upon students who have completed all requirements for graduation. Each degree candidate must earn the last 15 hours as a resident student in the District colleges or accrue 45 hours in residence. The last 15 credit hours required for graduation in any degree or certificate may not be earned through credit-by examination except as approved by the college Vice President of Instruction.

Students seeking certificates or associate degrees must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Failure to submit official

transcripts directly from the institutions attended will result in the degree or certificate not being awarded.

The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken. Correspondence work must be approved by the Registrar for graduation credit. No more than one-fourth of the work required for any degree or certificate may be taken by correspondence.

Students entering the DCCCD Fall 1989, or thereafter, must successfully complete all sections of the TASP (Texas Academic Skills Program) Test before a degree can be awarded. See the TASP catalog section for additional information.

## The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree, and may include the following goals:

- I. Living with Yourself: Each DCCCD college will provide direction and opportunities for students to become more competent in developing themselves as individuals.
- II. Living with Others: Each DCCCD college will provide opportunities for students to become more proficient in establishing and maintaining satisfying relationships with others.
- III. Living with Environments: Each DCCCD college will provide opportunities for students to understand the relationship between individuals and their environment and make responsible decisions about the use of natural, human, technological, and spatial resources.
- IV. Living as a Producer: Each DCCCD college will provide opportunities for students to become more competent producers.
- V. Living as a Consumer: Each DCCCD college will provide opportunities for students to become more competent as consumers.
- VI. Living in the Community: Each DCCCD college will provide opportunities for students to become more competent in using their skills and initiative to serve their local, national, and world communities and improve their quality of life.
- VII. Living Creatively: Each DCCCD college will provide opportunities for students to become more proficient in the assessment, development, and application of their creative abilities.
- VIII. Living in the Future: Each DCCCD college will provide opportunities for students to become more proficient in anticipating and accommodating change and to become more competent in examining possible alternatives for the future.
- IX. Living as a Learner: Each DCCCD college will provide students opportunities to develop learning skills (reading, writing, speech communication, and computation) through assessment, advisement, and instruction.



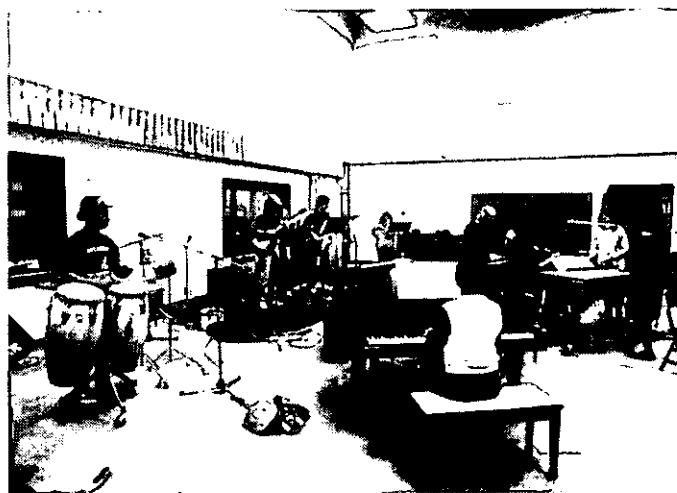
The Core Curriculum consists of English 101, Speech Communication 101, and a math course numbered 100 or above. A grade "C" or better in each of the three courses is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

Common Learning course requirements beyond the Core are designed to help ensure that all graduates have general knowledge as well as the specific knowledge ordinarily associated with a major course of study or a technical program. Candidates for the Associate of Arts and Sciences must take 34-36 hours in approved Common Learning courses beyond the Core. Candidates for the Associate of Applied Science must choose six to eight hours of course work from two of the following clusters: Laboratory Science, Behavioral/Social Science, Business, and Humanities.

### Associate of Arts and Sciences Degree

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 101, Speech Communication 101, and math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A.(2), and a passing score on all sections of TASP (for students entering the DCCCD Fall 1989 or thereafter) to receive the Associate of Arts and Sciences Degree. These 61 hours may be earned at any district college and must include:

- English 101 (3 credit hours) [ A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [ A CORE COURSE REQUIREMENT]
- English 102 (3 credit hours).
- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216 (English 209 and English 210 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104)
- Humanities (3 credit hours) Art 104, a foreign language, Humanities 101, English 201, 202, 203, 204, 205, 215 or 216, Music 104, Philosophy 101 OR Theatre 101.



- Physical Education activity course (1 credit hour)  
(NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 101 AND 102 (6 credit hours)  
(NOTE: Only three credit hours of History may be earned through credit-by examination.)
- Government 201 AND 202 (6 credit hours)  
(NOTE: Only three credit hours of Government may be earned through credit-by-examination.)
- Business (3 credit hours) to be chosen from Business, Accounting, Management 136, • Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements
- Electives (16 - 18 credit hours)

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The G.P.A. for graduation is based on the credit earned for all DCCCD work and all credit which is transferred from other institutions. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199 and Theatre 199.

All students planning to transfer to a four-year institution may complete their four semester requirements in physical education during their freshman and sophomore years. Students are urged to consult the catalogs of the institutions to which they may transfer for their special requirements. These catalogs should be used by students and advisors in planning programs.

## Associate of Applied Science Degree

Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 101 OR Communications 131, Speech Communication 101, AND a math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A.(2), and a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989, or thereafter) to receive the Associate of Applied Science Degree. These 60 hours must include:

- English 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT]
- Six to eight credit hours chosen from TWO of the following clusters:

-Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to count as a lab science, the student must successfully complete Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104)

-Behavioral/Social Science: Anthropology, Government, History, Human Development, Psychology, OR Sociology

-Humanities: Art 104, a foreign language, Humanities 101, Music 104, Philosophy 101, Theatre 101, English 201, English 202, English 203, English 204, English 205, English 206, English 215, OR English 216

-Business: Business, Accounting, Management 136, Computer Information Systems, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements

**Please see Associate of Arts and Sciences Degree requirements chart that follows this page.**

Where a technical/occupation program heavily emphasizes a specific cluster as part of its requirements, students are encouraged to select from other clusters to satisfy this requirement. For example, students pursuing an A.A.S. degree in accounting must enroll in many courses from the business cluster as part of their program requirements. Therefore, to meet Common Learning requirements, the 6-8 additional hours should be selected from the other three clusters: Behavioral/Social Sciences, Humanities, or Laboratory Science.

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific

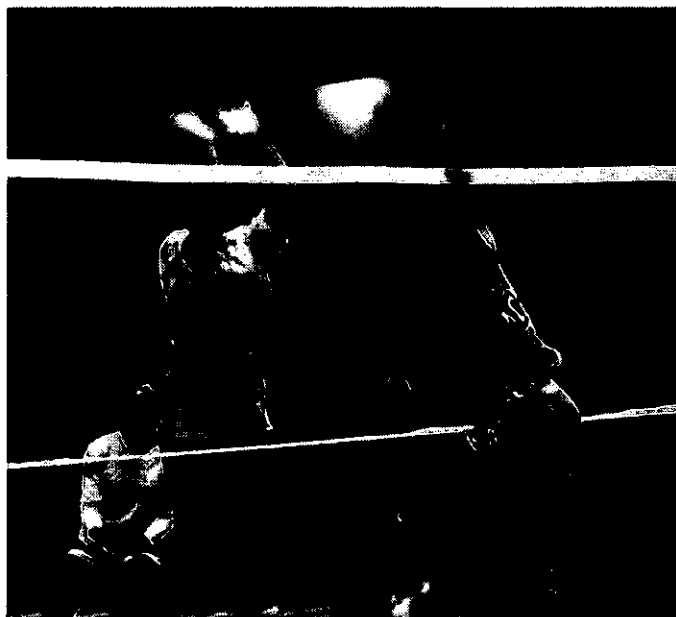
technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The G.P.A. for an Applied Science Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

## Certificate Programs

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) grade point average, based on G.P.A.(2), is required. The G.P.A. for a certificate is based only on the hours used to meet certificate requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199. Students working toward a certificate may be exempt from the TASP requirement.

## Procedure For Filing Degree And Certificate Plans And For Graduation

Students should request a degree plan from the Registrar's Office at the end of their freshman year. Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.



# ASSOCIATE OF ARTS AND SCIENCES DEGREE

**IN ORDER TO BE ELIGIBLE TO RECEIVE AN ASSOCIATE OF ARTS AND SCIENCES DEGREE, A STUDENT MUST:**

- (1) Complete a minimum of 61 credit hours
- (2) Receive a grade of "C" or better in each of three CORE courses
- (3) Have a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989 or thereafter)
- (4) Complete 61 hours, including the following courses:

Students who plan to transfer to a four-year institution must consult the catalog of that institution to insure that selected courses will both transfer *and* apply toward the intended major. Material about transfer information is available in the Counseling Center.

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>CORE COURSES</b>		<b>SOCIAL SCIENCE</b>	
English 101	3	History 101	3
Speech Communication 101	3	History 102	3
*Math (100 level or above courses)	3	Government 201	3
Note: You must receive a grade of "C" or better in each of these courses.		Government 202	3
*See an advisor for the appropriate course selection for your major.		Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
English 102	3	<b>BUSINESS</b>	3
Sophomore Literature	3	3 credit hours to be chosen from:	
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)		Accounting	
Note: English 209 or 210 will not meet this requirement		Business	
<b>LAB SCIENCE</b>	8	Computer Information Systems	
8 credit hours to be chosen from:		Economics	
Biology		or	
Chemistry		Management 136	
Astronomy (Must be 101 and 103; 102 and 104)		Cooperative Work Experience will not meet this requirement.	
Geology		<b>PHYSICAL EDUCATION</b>	1
Physics		A maximum of 4 physical education activity hours may be counted toward graduation requirements	
or		<b>ELECTIVE CREDIT</b>	16
Physical Science		Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:	
See an advisor for the appropriate course selection for your major.		Courses numbered 099 and below	
<b>HUMANITIES</b>	3	Art 199	
3 credit hours to be chosen from:		College Learning Skills 100	
Art 104		Developmental Communications 120	
Humanities 101		Human Development 100	
Music 104		Human Development 110	
Philosophy 101		Library Science 101	
Theater 101		Music 199	
Foreign Language		Theater 199	
or			
Literature			
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)			
<b>BEHAVIORAL SCIENCE</b>	3		
3 credit hours to be chosen from:			
Anthropology			
Human Development			
(with the exception of HD 100 and HD 110)			
Psychology			
or			
Sociology			
		<b>TOTAL</b>	61

Students wishing to transfer to a four year institution, must consult the catalog of the institutions to which they wish to transfer. These catalogs should be used by students working with an advisor in planning their academic program. Elective credit courses should be selected based on such an advisement process. The selection of science and math courses is frequently based on the four-year major. SEE AN ADVISOR FOR SELECTION OF APPROPRIATE COURSES.



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. December graduates may participate in the next commencement if they desire and July and August graduates may participate in the spring commencement if they desire, but neither is required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates prior to commencement.

In addition to other graduation requirements, students are expected to complete within five (5) years the course and hour degree requirements as outlined in the catalog in effect at the time of their entrance to a DCCCD college. Students may have the option to select a more recent catalog year in which they were enrolled, provided the degree requirements are not within five (5) years of the catalog selected and the requisite courses are still offered.

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

The student has the ultimate responsibility to select and register for courses meeting graduation requirements.



#### **Waiving Of Scholastic Deficiency**

Any student in an academic transfer program may transfer to Applied Science degree or Certificate program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in a career program. If the student changes 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. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

## **V. EDUCATIONAL AND SPECIAL OPPORTUNITIES FOR STUDENTS WISHING TO TRANSFER**

### **Academic Transfer Programs**

The Dallas County Community College District 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 several Texas four-year institutions to insure the transfer of credits. Although each four-year school is different, students may guarantee transferability of their 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 each of the DCCCD colleges, students may insure that the transfer process is a positive experience.

In order to aid students in transferring to other Texas public colleges and universities, the Texas Higher Education Coordinating Board has established procedures regarding the transfer of credit. The following procedures will be followed by public institutions of higher education in the resolution of transfer disputes involving lower division courses:

- (1) If a Texas public institution of higher education does not accept course credit earned by a student at a DCCCD college, that institution shall give written notice to the student and the DCCCD that the transfer of the course credit is denied.
- (2) The two institutions and the student shall attempt to resolve the transfer of the course credit in accordance with Board rules and/or guidelines.
- (3) If the transfer dispute is not resolved to the satisfaction of the student or the DCCCD within 45 days after the date the student received written notice of the denial, the institution that denies the transfer of the course credit shall notify the Texas Higher Education Coordinating Board Commissioner of its denial and the reason for the denial.

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

### **Earning An Associate Degree Prior To Transferring**

During the time of attendance in the DCCCD, students may elect to earn a two year associate degree. The Associate of Arts and Sciences Degree is designed specifically for those students who plan to transfer to a Texas four-

year institution. The AAS Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory courses specifically related to their major field of study. Additional information regarding the AAS Degree can be found elsewhere in this catalog or from a counselor or advisor.

There are many advantages to completing the Associate of Arts and Sciences Degree program prior to transferring to a four-year institution. In addition to completing many of the requirements for a four-year degree program, students are able to attend college close to home, enjoy small class sizes, pay lower costs for tuition and fees, and take advantage of many personalized and creative programs. In addition, students who complete this degree may become more marketable in the work place should plans to complete the bachelor's degree become delayed or unobtainable. However, it is not required that a student complete the AAS Degree prior to transferring.

### **Choosing A Major And Developing An Educational Plan**

Some students will enter college with a clear idea of what major they will choose and to which senior institution they will transfer. However, the fact is that most students do not know where they will transfer or what their major may be.

There are several freshman level core courses that will apply toward most majors. Students are encouraged to use the first semester to investigate their own interests. By the second or third semester, students should begin to develop a clear sense of which senior institution they will enter and the requirements for their chosen degree program. Working closely with a counselor or advisor, and utilizing current information from four-year institutions, students who plan to transfer are encouraged to follow the Associate in Arts and Sciences Degree plan as many of the required courses are often required at four-year institutions.

The Counseling personnel at each of the DCCCD campuses can provide assistance in developing a degree plan for almost any major. Listed below are some of the four-year majors students can begin in the DCCCD:

Accounting  
Advertising  
Agriculture  
American Studies  
Anthropology  
Architecture  
Art  
Biological Science  
Botany  
Business Administration  
Chemistry  
City/Regional Planning  
Computer Science  
Dance  
\*Dentistry

Dietetics  
Drama  
Economics  
Engineering  
English  
Entomology  
Finance  
Fine Arts  
Foreign Languages  
Forestry  
Geography  
Geology  
Health Sciences  
History  
Home Economics  
Industrial Arts  
Interior Design  
Journalism  
\*Law  
Liberal Arts  
Life Sciences  
Management  
Marine Biology  
Marketing  
Mathematics  
Medical Technology  
\*Medicine  
Meteorology  
Microbiology  
Music  
Music Education  
Nursing  
Occupational Therapy  
Oceanography  
Optometry  
Pharmacy  
Philosophy  
Photojournalism  
Physical Education  
Physical Science  
Physical Therapy  
Physics  
Political Science  
Psychology  
Public Relations  
Radio/TV/Film  
Recreation  
Social Work  
Sociology  
Speech Communication  
Speech Pathology  
Teacher Preparation  
\*Telecommunications  
Theatre  
Veterinary Medicine  
Wildlife Management  
Zoology

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

## College Resources For Transfer Students

Each of the DCCCD colleges offers many resources designed specifically for those students planning to transfer to a four-year institution. Students are encouraged to take advantage of these resources early in their collegiate experience, particularly if they are undecided upon a major or have not selected a senior institution. Many of the resources can assist students in making informed decisions when selecting courses, choosing a transfer institution, and completing all of the necessary steps in the transfer process.

### The Counseling Center

Students are invited to utilize the valuable resources found in the Counseling Center, and are encouraged to seek the advice of a counselor/advisor when planning each semester of study.

The Counseling Center has several resources to assist students, including a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information. Students can also take advantage of several computer resources, such as DISCOVER, GIS, and SIGI. These simple computer programs are designed to help students clarify goals, identify career and occupational interests, and research information about senior institutions.

In addition, there are many activities planned especially for transfer students. These activities include College Days where officials from senior institutions visit on-campus to talk directly with students, special transfer workshops and seminars, and events designed to assist students in making career decisions.

A number of other materials are available to aid students who plan to transfer. These materials are outlined below:

## Course Selection Guides

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

Accounting  
Aerospace Engineering  
Agriculture  
Architecture  
Art  
Biology  
Business Administration  
Chemical Engineering  
Chemistry  
Civil Engineering  
Computer Science  
Criminal Justice  
Economics  
Electrical Engineering  
English  
Fashion Merchandising  
Finance  
Foreign Languages  
Geography  
Geology  
History  
Industrial Engineering  
Interior Design  
Journalism  
Kinesiology (Exercise and Sports Science)  
Management  
Marketing  
Mathematics  
Music  
Music Education  
Nursing  
Pharmacy  
Physical Education  
Physical Therapy  
Physics  
Political Science  
Pre-Law  
Pre-Veterinary Medicine  
Psychology  
Radio/Television/Film  
Social Work  
Sociology  
Speech Pathology/Audiology  
Teacher Preparation  
Undecided

Although the information on these guides has been reviewed by officials at the various senior institutions, the content is subject to change, and it is the responsibility of the student to verify with the institutions of their choice the applicability of this information. Counselors and academic advisors can also assist students with preparation for majors other than those listed above.



## Equivalency Guides

Equivalency Guides offer a listing of how every course offered in the DCCCD transfers to a given senior institution. This information is helpful for those students who have selected a senior institution, but have yet to determine a major. Students 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. A counselor/advisor can assist students in determining the applicability of courses to a particular major.

## Choosing A Catalog Year

Students who plan to transfer to a four-year institution have a choice to make regarding their requirements for graduation. Such students may choose to graduate under the requirements (A) in existence at the senior institution during the student's initial year of enrollment in a DCCCD college; (B) in existence at the time the major was selected; OR (C) in existence at the actual time of transfer. Students should check with the four-year institution about its policy on this matter.

Transferring students should keep a copy of the DCCCD catalog, the four-year institution's catalog, and the Course Selection Guide valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be maintained.

## Other Things To Consider

During the time of study in the DCCCD, students should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and students should be certain that they understand all of the requirements for admission, such as application deadlines, minimum grade point average requirements, limitation 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 students can meet with representatives from all areas of the institution.

**IT IS THE RESPONSIBILITY OF STUDENTS TO KNOW ANY SPECIFIC REQUIREMENT OF THE COLLEGE OR UNIVERSITY TO WHICH THEY WISH TO TRANSFER. THIS RESPONSIBILITY INCLUDES KNOWING COURSE REQUIREMENTS, NUMBER OF CREDIT HOURS ACCEPTED, AND GRADE POINT AVERAGE REQUIREMENTS.**

# VI. OTHER EDUCATIONAL PROGRAMS

## Technical/Occupational Programs

Students who desire to enter a chosen field as a skilled employee after one or two years of college work may enroll in one of the many technical/occupational programs offered by the College.

Technical/occupational courses are accredited college courses which lead to a Certificate of Completion or an Associate in Applied Arts and Sciences Degree. These programs are established only after studies verify that employment opportunities exist in business and industry.

The College attempts to match the community's labor requirements with the ambitions and goals of its students. This realistic approach to occupational education is made possible by the excellent cooperation of local industry, business, and public agencies who increasingly depend on District colleges to supply skilled personnel.

A continuous liaison is maintained with prospective employers to help place graduates and to keep the training programs current with job requirements. Recommendations for adding new programs to the College offerings are made periodically and are based on community studies which identify additional needs.

Many technical/occupational courses can be offered on company sites for their employees.

## Credit By Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Registrar's Office has knowledge of courses available through this method. The examination may be an approved subject examination (not as a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course. Students should insure DCCCD acceptance of specific national exams prior to taking them.

The student pays an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College's credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

Students must be currently enrolled at a DCCCD college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 15 credit hours required for graduation in any degree or certificate program may not be earned through credit by examination except as approved by the Vice President of Instruction.

Credit by examination may be attempted only one time in any given course, and a grade of "C" or better must be earned in order for credit to be recorded. A student may use credit by examination for only three (3) credit hours to apply toward the degree requirements in history and only three (3) credit hours to apply toward the degree requirements in government.

### **Non-Traditional Learning**

The College is committed to serve students and the community in the most effective manner possible while maintaining high standards of education. Students learn in a variety of ways and through a multitude of experiences. Therefore, the College will evaluate these learning experiences and grant equivalent college credit applicable to an Associate in Applied Arts and Sciences degree or certificate program. The following guidelines pertain to such evaluations:

1. The student must be currently enrolled in the college to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the college may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course by course basis only. The student must be enrolled in the college which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in a human development course to facilitate the process.

### **High School Articulation/2+2 Agreements**

The College has established a process for evaluating the work of high school vocational graduates to determine if a student can receive college credit for competencies mastered in the high school vocational program. Students should check with the College Dean of Career and Continuing Education or the Counseling Center for more information.



### **Flexible Entry Courses**

In keeping with its commitment to meet individual educational needs, the College makes available flexible entry courses. These courses are often self paced, allowing students to work at their own speed. Students are cautioned to be aware of the time specified by the College as to when the course requirements need to be completed. Students may register for flexible entry courses during the pre-semester registration periods or at regular times during the semester. Students should check with the Registrar to determine times for registration in these courses. Approval must be obtained for enrollment.

### **Telecourses**

Students have the option of taking a variety of college-credit courses via television which are called "telecourses." This distant-learning approach has proven most effective for:

- Part-time students who can't take time from their full-time employment to meet specific classroom schedules
- Home-bound students who have difficulty physically coming to campus on a regular basis
- Full-time students who are unable to get into an already filled class.

Students who have access to a VCR are urged to record the video programs of the telecourse for viewing at a more convenient time, and for review.

Content and credit for telecourses are equivalent to that of courses taken on campus, and require the same effort and commitment. Telecourses require the viewing of video programs on local cable system channels, KDTN/Channel 2, or at campus Learning Resource Centers. Reading, writing, and study guide assignments are required, as well as attendance at an on-campus orientation session. Two to four tests are administered on campus during each telecourse, and some courses require field trips. Campus visits and communication with faculty are scheduled for times convenient to students.



All telecourses are noted in the course description section of each college-credit schedule. Telecourses may be taken in conjunction with on-campus classes, and students may enroll for them through normal registration processes. For more information, call the TELECOURSE HOTLINE: 952-0300.

### **Cooperative Work Experience**

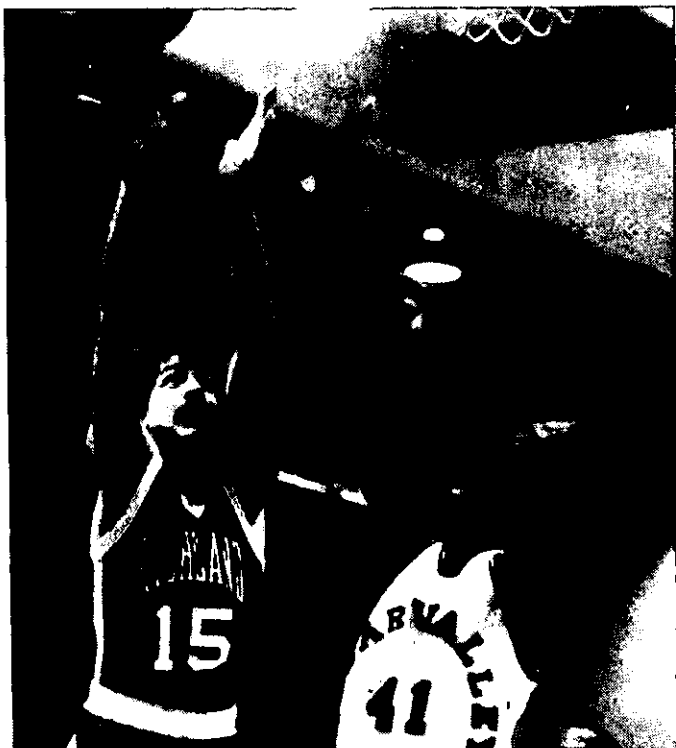
Students may enrich their education by enrolling in cooperative education courses. Cooperative education is a method of instruction that offers the student the opportunity to earn college credit for the development and achievement of learning objectives which are accomplished through current on-the-job experience.

Work experience must be related to a field of study and an occupational goal. This work experience takes place at work training stations approved by the College. Employers must be willing to enter into training agreements with the College and the student/employee. The College will assist a student in seeking approvable employment, if needed.

To enroll in a cooperative education course, students must:

- complete a student application form
- have completed at least six semester hours in an occupational major or secure waiver or requirement from the instructor
- declare a technical/occupational major or file a degree plan
- be currently enrolled in a course related to the major area of study;
- be approved by the instructor.

Additional information regarding cooperative education may be secured from the Cooperative Education Office, the Division Office, or Counseling Office at each college. Technical/occupational programs which include cooperative education are indicated in this catalog.



### **International Studies**

An important part of the DCCCD's commitment to enhancing student appreciation for and understanding of diverse cultures is its international studies programs. These are available in a variety of countries during both the regular semesters and in the summer. Semester-length programs are currently available in England, France, Mexico, Spain, Germany, and Ireland. Students are usually sophomore level and have at least a 2.5 cumulative grade point. In most programs, no prior knowledge of a foreign language is required, allowing even novices to learn a language in its cultural context while taking other credit courses taught in English to complete their study of the native culture.

Also offered by many of the campuses are study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to three weeks. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, Germany, Russia, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District Office of Student and International Programs at 746-2410.

### **Human Development Courses**

The Human Development curriculum is composed of several different credit courses designed to help students master skills that are necessary for successful everyday living. The courses emphasize different life skills, including educational and career/life planning, interpersonal communication, relationship building, personal and social growth, conflict resolution, leadership, decision making, and success in college. Some campuses offer special sections of Human Development courses which focus on various issues, such as multicultural understanding, male or female human growth and development, career change, and life transitions. Some sections are designed for special populations, such as women returning to school, adults making career or job changes, students in academic difficulty, young adults, or academically underprepared students.

Human Development courses transfer to many 4-year institutions as elective credit. These courses use an experimental model which allows for the use of a wide variety of teaching/learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussing, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community. The Human Development classes are intentionally small to allow students to actively participate in discussions and practice new skills. Most Human Development courses require that students possess college-level skills in reading and writing. Human Development 092, "Student Success," is designed for students who do not possess these skills. Students who enroll in HD 092 need to be currently enrolled in the appropriate developmental reading and/or developmental writing courses.

## **Developmental Studies**

Students whose assessment test scores (DCCCD, SAT, ACT, or TASP) indicate they lack the skills necessary to be successful in college-level courses will be advised to enroll in developmental courses. Successful completion of these courses will provide prerequisite skills for college-level work. Other students who wish to review and improve basic skills may also elect to take one or more developmental courses.

Reading, writing and mathematics courses are offered in classroom settings with laboratory support. These developmental courses provide instruction directly related to student's personal, academic and career goals.

## **Evening And Weekend College**

In order to serve those people whose work schedule and/or personal involvements make it impossible for them to attend college during normal daytime hours, most courses offered during the day also are available in the Evening and Weekend College. Courses are offered both on campus and at selected community locations.

Evening and weekend courses offer high quality instruction, excellent facilities, and a variety of student services, including counseling, health, library, bookstore, food services, financial aid, and recreation. Instructors are selected from the College's own full-time staff, from outstanding Dallas area educators, and from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions.

## **Learning Resources Center and Student Obligations**

The Learning Resources Center (LRC) supports the entire instructional program. The two major parts of the LRC are the library and instructional media services.

The library is a place where students can find print and non-print materials to supplement classroom learning or where - if they choose - they can actually take a course. The library helps students to learn in their own way and at their own speed. In addition to print materials and reference help, the library may provide slides, tapes, compact discs, computer software, videotapes, and films. The college has a growing collection of books on a wide variety of general information areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

Instructional media services supports the classroom instructional program and are responsible for all campus audio-visual equipment and non-print materials used in the classroom and for the production of instructional materials.

Willful damage to library materials (or property) or actions disturbing users of the library may lead to the loss of 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 is issued until the student's library record is cleared.

## **Servicemen's Opportunity College**

In cooperation with other community colleges in the United States, colleges of the Dallas County Community College District participate in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military. For further information, contact the Admissions Office.

## **Continuing Education Programs**

Within the Dallas County Community College District, Continuing Education is an educational development process which creates an instructional delivery system that is flexible, diverse, visionary, and responsive to the needs of its public, private, and corporate citizens. Continuing Education provides non-credit skills training, personal and professional courses, and programs for human, community, and economic development, and thus expands the available educational opportunities for all persons of all ages to participate in college programs.

Continuing Education instructors are professionals from the community chosen because they have proven experience in their field. Their objective is to share their knowledge, insight and expertise, to insure that students acquire a knowledge of the subject, and through a meaningful learning experience become equipped to better serve their community, business, and themselves.

Courses are offered as seminars, workshops and institutes—the type of course is determined by the nature of the material, instructional approach, and the needs of the students. Usually there are no entrance requirements or examinations; however, some courses may have age restrictions and others may require a certain amount of experience in the subject field for enrollment. Admission is on a first-come, first-served basis. Registration is simple, quick and easy, and may even be accomplished by phone. Continuing Education classes are held on the campus of each college and in a variety of locations throughout the community. Classes and activities are conducted throughout the week, both during the day and evening hours, and also on Saturday and Sunday.

Because of the nature of Continuing Education course offerings, textbooks may not be required in some courses; however, other courses will require the purchase of texts and/or special class materials. To enhance the educational experience of those students who enroll in Continuing Education classes, library privileges are afforded every student during the term in which they are registered.

Scholarship funds are available for specific vocationally oriented courses. To apply for these scholarship funds please inquire at the Continuing Education Office.

## **Continuing Education Units (CEU's)**

College credit may be awarded for some courses related to DCCCD vocational/technical/occupational programs. Continuing Education Units (CEU's) are transcribed upon successful completion of the course. In all recognized educational circles, one CEU is equal to ten contact hours of participation in an organized Continuing

Education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

### **The Bill J. Priest Institute for Economic Development**

Opened in May, 1989, the Bill J. Priest Institute for Economic Development comprises a \$9.2 million training complex located at 1402 Corinth, just south of downtown Dallas. The Institute houses programs serving the business community, as well as the administration for the District's Career and Continuing Education programs. The BJPIED Child Care Center, operated by Child Care Dallas, is located on site as a support service available for students of the Kahn Job Training Center and occupants of the Business Incubation Center.

The Institute's program areas include:

**The Business & Professional Institute (BPI)**—Marketing and negotiating contract training, both credit and non-credit, to the business community, for delivery through the seven DCCCD college campuses;

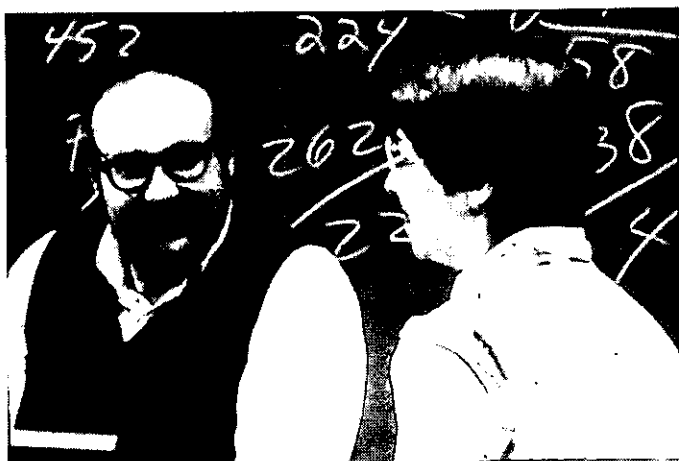
**The Edmund J. Kahn Job Training Center (JTC)**—Providing career training and literacy instruction to unemployed and under-employed individuals;

**The Small Business Development Center (SBDC)**—Providing counseling, training, and resources to small businesses throughout Dallas County. The North Texas SBDC is one of four regional activities in 49 counties; it comprises 13 subcenters, including the Dallas SBDC. The International SBDC, located in the World Trade Center, provides services to businesses interested in international export;

**The Center for Government Contracting (CGC)**—assisting businesses seeking government contracts on municipal, county, state, or federal levels; and

**The Business Incubation Center (BIC)**, offering cost-shared facilities and services to small businesses which can provide a viable business plan. Time-shared services are also provided on a contract basis for businesses which do not need to located their home offices on site.

For more information about any of these programs, please consult the BJPIED section at the back of the comprehensive District Catalog or call (214) 565-5700.



## **VII. STUDENT DEVELOPMENT**

The College is committed to providing opportunities for each individual student's total educational development. Specific student services are integrated with the instructional program of the College to address individual needs for educational, personal, social, cultural, and career development.

### **Student Programs and Resources**

The Student Programs and Resources Office plans and presents a wide variety of programs and activities for the general campus population and the surrounding community, including lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Leadership conferences, retreats, and service learning programs offer students opportunities to develop skills that can enrich the quality of their own lives and the life of their community. Student Programs and Resources seeks to involve students meaningfully in campus life. Recent research in higher education indicates that for many students involvement is an important contributor to academic success.

### **Counseling Center Services**

Individuals may find the counseling services helpful as they make plans and decisions in various phases of their development. For example, counselors can assist students in selecting courses of study, determining transferability of courses, choosing or changing careers, gaining independence, and confronting problems of daily living. Assistance is provided by the counseling staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self appraisals of interest; personality and abilities.
2. Academic advisement to develop and clarify educational plans and make appropriate choices of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. 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.
5. Referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

### **Tutoring Services**

For students needing special assistance in course work, tutoring services are available. Students are encouraged to seek services through self referral as well as through instructor referral.

### **Testing/Appraisal Center**

The Testing Center administers various tests. Types of tests include:

1. Psychological tests of personality, vocational interests, and aptitudes.
2. Academic tests for college instructional programs. Many courses are individualized and self-paced, permitting students to be tested at appropriate times.
3. Assessment tests, required for appropriate class placement.
4. Tests for selected state and national programs.
5. Testing for correspondence courses.

Individuals desiring to take tests in the Centers must provide picture identification and also may be asked to show their student identification card prior to receiving testing materials. Exceptions must be arranged by faculty in writing.

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Test Centers as they do to classroom settings. Irregularities will be referred to the proper authorities for disciplinary action.

### **Health Center**

Health is the most fundamental human need, and a high standard of physical and mental health is desirable for every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral services to community agencies and physicians, tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to make an appointment with the nurse to discuss specific health problems. No information on a student's health is released without written permission from the student, except as required by law.

### **Placement Services**

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, former students, and those in the process of enrolling. Although services may vary among DCCCD colleges, most Placement Offices provide opportunities for students to learn job search skills including how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job.

All DCCCD colleges participate in a computer-assisted job bank which contains lists of job openings in the Metroplex. Such lists are organized by the career program areas offered by the DCCCD. All Placement Offices strictly adhere to EEO and Affirmative Action Guidelines. Employers listing positions with the DCCCD Job Placement Service must be EEO employers. All services are free of charge.

### **Special Services**

The Special Services Office offers a variety of support services to enable students with disabilities to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and may include sign language interpreters, notetakers, tutors, mobility assistants, readers, and loan of wheelchairs, audio tape recorders, talking calculators, taped textbooks, and oral testing (for those students with visual impairments or learning disabilities). Academic, career and personal counseling are also available. Students with special needs should contact the office at least one month before registration. The office will provide students with an orientation session and registration information. For additional information, contact the Special Services Office or the Counseling Center.

### **Student Organizations**

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

Co-curricular organizations pertinent to the educational goals and purposes of the College.

Social organizations to provide an opportunity for friendships and promote a sense of community among students.

Service organizations to promote student involvement in the community.

Pre-professional and academic organizations to contribute to the development of students in their career fields.

### **Intercollegiate Athletics**

Participation on athletics teams is voluntary on a non-scholarship basis for students who meet requirements established by the Metro Athletic Conference. Some sports are associated with the National Junior College Athletic Association. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

### **Intramural Sports**

The College provides a campus intramural program for students and encourages participation. For additional information contact the intramural director in the Physical Education Office or the Student Programs and Resources Office.

### **Housing**

The College does not operate dormitories of any kind or maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

### **College Police Departments**

Campus safety is provided within the framework of state law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are applicable within the campus community,

pecially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Officers of the College Police Departments are licensed Peace Officers of the State of Texas. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

### **Drug-Free Schools and Communities Act**

In December, 1989, Congress passed the "Drug-Free Schools and Communities Act." In keeping with this act, the DCCCD, its colleges and facilities are committed to creating an educational and work environment free from use or distribution of illicit drugs and abuse of alcohol. Students are referred to the Code of Student Conduct in this catalog.

## **VIII. FINANCIAL AID**

Financial aid is available to help those students who, without such aid, would be unable to attend college. The primary resources for meeting the cost of education are the student, the parents and/or spouse. Financial aid, however, can remove the barriers for those families who cannot afford the cost of education beyond high school and can fill in the gap for families who can afford only part of the cost.

### **How to Apply**

All students must complete the Financial Aid Application and return it to the Financial Aid office of the DCCCD college the student plans to attend. The Financial Aid Form (FAF) of the College Scholarship Service must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. The FAF is to be mailed directly to the College Scholarship Service with the required processing fee as noted on the form. Four to six weeks should be allowed for processing. The student should mail the FAF at least two months before the priority deadline for the semesters for which the student is applying. In addition to the FAF, all students must complete the Financial Aid Application and return it to the Financial Aid Office of the DCCCD college the student plans to attend.

The Department of Education will randomly select some applicants and require that information reported on the FAF or PELL Grant application be verified for accuracy. If the student's application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded.

All eligible non-citizens must submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges, universities, vocational or trade schools (including our DCCCD colleges), a Financial Aid Transcript must be sent from each institution to the Financial Aid office of the school where the student is applying. This procedure is required even

though the student may not have received financial assistance at the previous institution.

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded. All students receiving Pell Grants must also sign an Anti-Drug Abuse statement certifying that they will not violate drug laws, "in conducting any activity with the grant."

### **Deadlines for Applying**

Application for financial assistance received by the following dates will be given first priority:

Academic Year — June 1

Spring Only — November 1

Summer Sessions — May 1

APPLICATIONS RECEIVED AFTER THESE DATES WILL BE PROCESSED AS TIME AND AVAILABILITY OF FUNDS PERMIT. Late applicants need to be prepared to pay their own registration costs until action on their application can be completed. Applicants should contact the Financial Aid Office at the school to which they plan to attend for additional deadlines and requirements.

The student must reapply for financial assistance every year. The award does not continue automatically beyond the period awarded.

### **Grants**

#### **Pell Grant**

The Pell Grant is a federally funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the cost of attending college. A time limit on a student's eligibility does exist depending on the student's undergraduate program of study.

All students applying for financial assistance through the College must apply for a Pell Grant. This is generally done through the FAF application discussed earlier. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least six credit hours each semester.

## **Supplemental Educational Opportunity Grant (SEOG)**

The SEOG program provides assistance for eligible undergraduate students who show exceptional financial need, are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The maximum award for an academic year is \$4,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Priority is given to students receiving Pell Grant. Students must apply each year for the SEOG.

## **Texas Public Educational Grant (TPEG)**

The TPEG Program was enacted by the 64th Texas legislature to assist needy students attending state supported colleges in Texas. To be eligible students must show financial need and be making satisfactory academic progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. This grant is available to students enrolled in credit and some non-credit courses. Students must apply each year for the TPEG.

## **Texas Public Educational-State Student Incentive Grant (TPE-SSIG)**

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must enroll for at least six credit hours per semester, make satisfactory academic progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,500; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

## **Scholarships**

### **DCCCD Foundation Scholarships**

The DCCCD Foundation provides a scholarship program for students who attend one of the colleges of the DCCCD. These funds are made available through the colleges to needy students who also meet additional criteria of the scholarship funds. Application forms for these Foundation scholarships and information concerning other requirements and deadlines are available in the Financial Aid Office at each college.

### **Miscellaneous Scholarships**

Several of the colleges have a limited number of scholarships available as a result of gifts from individuals, private industry, and community organizations. Generally, the eligibility criteria is the same as noted for the DCCCD Foundation Scholarships, and application forms are available in the Financial Aid Office.

## **Loans**

### **Stafford Loans (formerly GSL):**

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible students must now have financial need, make satisfactory academic progress toward their educational goal, and be enrolled for at least six (6) credit hours. As an undergraduate, the student may borrow up to \$2,625 per year for the first two academic years and a maximum of \$17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is set by Congress and is currently 8%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. After July 1, 1988, the interest rate for first time borrowers will increase from 8% to 10% in the fifth year of repayment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years. Lenders may charge a 5% loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan. Under the Supplemental Loans to Students (SLS) Program, independent undergraduate students may be eligible to borrow up to \$4,000 per academic year. Recent legislation requires an undergraduate to complete a needs analysis to determine whether there is Pell or GSL eligibility before an SLS loan can be completed, however. The loan maximum is \$20,000 for all the years of undergraduate study. The interest rate is variable, ranging from 9% to 12%. Repayment begins within 60 days after disbursement of the loan, except that the borrower is entitled to a deferment of the principal for at least half time enrollment. Most lenders will capitalize the interest if the payments are deferred.

Under the PLUS Program, parents may now borrow up to \$4,000 per year for each dependent undergraduate student with the loan maximum for each eligible student of \$20,000.

The current interest rate is variable. Repayment of principal and interest begins within 60 days after disbursement of the loan.

### **Hinson-Hazelwood College Student Loan Program (HHCSLP)**

The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazelwood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit has been raised to \$2,625 for the first two years of undergraduate study and a maximum of \$17,250

for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition. A 5% loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. The interest rate currently is 7% per year simple interest. No interest or payments are paid by the student while enrolled at least half-time or during the six month grace period. The interest rate will remain the same throughout the life of the loan. The minimum payment will be \$50 per month over a 5 to 10 year period depending on the total amount borrowed.

### **Emergency Short-Term Loans**

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs to students. Loans are usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan. A late fee of \$10 will be added for late payment. Delinquent loans are turned over to a collection agency or Justice of the Peace for recovery, and the student must pay the entire cost of collection. Because the funds are very limited, students should apply early if help is needed for registration costs.

### **Employment**

#### **College Work-Study Program (CWSP)**

The College Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal and are enrolled for at least six credit hours. The wage rate is \$4.25 per hour and most students work 15 to 20 hours per week. You will be paid on the last working day of the month. The amount you can earn in a school year is determined by the amount of your financial need and other aid awarded as part of your financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each year for College Work-Study.



#### **Student Assistants Employment Program (Non-Work-Study)**

Part-time employment for students who do not have financial need is available on campus. The wage rate and the average hours worked per week are the same as the College-Work Study Program.

### **Off-Campus Employment**

Students who need help finding a job off-campus should apply at the Placement Office of the college they plan to attend. The wage rate varies with each job and financial need is not a requirement of employment.

### **Tuition Exemption Programs**

In addition to the grants, scholarships, employment and loan programs already mentioned, the State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. Check with the Financial Aid Office or the Registrar's Office tuition exemption programs and the criteria for eligibility.

### **Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally handicapped as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

### **Bureau of Indian Affairs**

The Bureau Of Indian Affairs offers educational benefits to American Indian students. Students need to contact the regional Bureau of Indian Affairs Office regarding eligibility.

Bureau of Indian Affairs  
Federal Office Building  
P.O. Box 368  
Anadarko, OK 73005  
(405) 247-6673

### **Veteran's Benefits Programs**

The Veteran's Benefits Programs are coordinated by the Veterans' Services Office of the College. Services of this office include counseling the veteran concerning benefits. Veterans Administration loans, Veterans Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines and should consult them before taking developmental or television courses. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.



1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
2. A veteran student enrolled in television courses must be pursuing more on-campus credit hours than hours taken by television.
3. A veteran student who has successfully completed credit hours at another college or university before applying for V.A. benefits. The transcript is evaluated and credit granted when applicable.
4. A veteran student must enroll in courses required for a degree program. Information on degree requirements may be obtained from the Registrar's Office.
5. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in this catalog.

The above V.A. regulations are subject to change without notice. Students should contact the Veterans' Services Office in order to be aware of current regulations and procedures.

### **Hazlewood Act**

Under the Hazlewood Act certain Texas veterans who have exhausted remaining educational benefits from the Veterans Administration can attend Texas state supported institutions and have some fees waived. To be eligible, students must have been residents of Texas at the time they entered the service, have an honorable discharge, must now be residents of Texas, and be ineligible for federal grants. Applications are available at the Financial Aid Office and will take a minimum of eight weeks to process. To apply, students must submit a Hazlewood Act application, a copy of their discharge papers and a Student Aid Report stating ineligibility to the Financial Aid Office.

### **Academic Progress Requirements**

To comply with applicable laws and accreditation standards the Dallas County Community College District has developed a policy describing satisfactory progress for both applicants and recipients of student financial aid. A copy of this policy is available in the Financial Aid Office located on each campus.

# CODE OF STUDENT CONDUCT

## 1. PURPOSE

The purpose of this document is to provide guidelines to the educational environment of the Dallas County Community College District. 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.

## 2. POLICIES, RULES, AND REGULATION

### a. Interpretation of Regulations

Disciplinary regulations at the 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.

### b. Inherent Authority

The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.

### c. Student Participation

Students are asked to assume positions of responsibility in the 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 college administration and in the Board of Trustees.

### d. Standards of Due Process

Students who allegedly violate provisions of this code are entitled to fair and equitable proceedings under this code.

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.

### e. Prohibited Conduct

Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the 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.

### f. Definitions

In this code:

- (1) "aggravated violation" means a violation which resulted or foreseeably 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.
- (2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (3) "college" or "institution" means the colleges of the Dallas County Community College District.

(4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

(5) "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.

(6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.

(7) "complaint" means a written summary of essential facts which constitute an alleged violation of published college regulation or policy.

(8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.

(9) "distribution" means sale or exchange for personal profit.

(10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

(11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.

(12) "hazing" is defined in Appendix B of this code.

(13) "intentionally" means conduct that one desires to engage in or one's conscious objective.

(14) "organization" means a number of persons who have complied with college requirements for registration.

(15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.

(16) "published college regulation or policy" means standards of conduct or requirements located in the:

- (a) College Catalog
- (b) Board of Trustees Policies and Administrative Procedures Manual
- (c) Student Handbook
- (d) Any other official publication

(17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities.

(18) "sanctions" means any or all of the punitive actions described in Appendix A of this code.

(19) "student" means a person who has paid fees and is taking or auditing courses through the Dallas County Community College District.

(20) "violation" means an act or omission which is contrary to a published college regulation or policy.

(21) "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including, but not limited to, all firearms, knives, clubs, or similar weapons which are defined and prohibited by the state penal code, as amended.

(22) "will" and "shall" are used in the imperative sense.

### g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

- (1) intentionally causing physical harm to any person on college premises or at college-sponsored activities, or inten-

tionally 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 this chapter.
- (6) unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (7) intentionally furnishing false information to the college.
- (8) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
- (9) unauthorized use of computer hardware or software.
- (10) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- (11) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
- (12) 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.
- (13) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
- (14) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (15) violation of published 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.
- (16) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (17) unauthorized presence on or use of college premises.
- (18) nonpayment or failure to pay any debt owed to the college with intent to defraud.

(Appropriate personnel at a 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 VPSD for appropriate action under this code. Such referral does not prevent or suspend proceedings with other appropriate civil or criminal remedies by college personnel.)

- (19) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related

courses within the El Centro food service program.

Sanctions for violations of prohibited conduct for (1) through (6) may result in **EXPULSION**; for (7) through (12) may result in **SUSPENSION**; for (13) through (19) may result in sanctions other than expulsion or suspension.

Repeated or aggravated violations of any provision of this code may also result in expulsion or suspension or in the imposition of such lesser penalties as are appropriate.

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

##### (1) Investigation, Conference and Complaint

- (a) When the Vice President of Student Development (VPSD as referred to in this code) receives information that a student has allegedly violated a published college regulation or policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

- (i) Dismiss the allegation as unfounded, either before or after conferring with the student; or
- (ii) Proceed administratively and impose disciplinary action; or
- (iii) 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 VPSD will notify the complainant of the disposition of the complaint. If the VPSD dismisses the allegation, the complainant may appeal to the President for review in writing within (5) working days after disposition.

- (b) The 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 (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only.

- (i) the reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- (ii) 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.

- (c) 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.

##### (2) Summons

- (a) The VPSD 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 Registrar's Office or shall be delivered personally to the student.

(b) The letter shall direct a student to appear at a specific time and place not less than five (5) 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.

(c) The VPSD 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.

### (3) Disposition

(a) At a conference with a student in connection with an alleged violation of this code, the VPSD shall provide the student with a copy of this code and discuss administrative disposition of the alleged violation.

- (i) 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 5:00 p.m. of the day following administrative disposition.
- (ii) If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.

Administrative disposition means:

- the voluntary acceptance of the penalty or penalties provided in this code.
- other appropriate penalties administered by the VPSD.
- without recourse by the student to hearing procedures provided herein.

(b) The VPSD 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 Campus Security, to the complainant, and to other appropriate officials.

### b. Student Discipline Committee

#### (1) Composition: Organization

- (a) 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 VPSD in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal numbers 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 a basis of availability. The committee chair will be selected from the administration or faculty.
- (b) 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.
- (c) 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.
- (d) The VPSD shall represent the college before the Student Discipline Committee and present evidence

to support any allegations of violations.

#### (2) Notice

- (a) 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 Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than (10) 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.
- (b) The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.
- (c) The notice shall advise the student of the following rights:
  - (i) To a private hearing or a public hearing (as he or she chooses);
  - (ii) 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;
  - (iii) To have a parent or legal guardian present at the hearing;
  - (iv) To know the identity of each witness who will testify;
  - (v) To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
  - (vi) To cross-examine each witness who testifies;
- (d) 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 him. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.
- (e) 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.

#### (3) Preliminary Matters

- (a) 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.
- (b) There will be disclosure of all evidence to both sides prior to the hearing.
- (c) At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:
  - (i) 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.
  - (ii) An objection that, if sustained by the chairman of the Student Discipline Committee, would prevent the hearing;
  - (iii) The name of the legal counsel, if any, who will appear with the student;
  - (iv) A request for a separate hearing, if any, and the grounds for such a request.

#### (4) Procedure

- (a) 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.
- (b) 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.
- (c) If the hearing is a private hearing, the committee shall proceed generally as follows:
  - (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired.
  - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
  - (iii) The VPSD shall read the complaint;
  - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
  - (v) The VPSD shall present the college's case;
  - (vi) The student may present his or her defense;
  - (vii) The VPSD and the student may present rebuttal evidence and argument.
  - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
  - (ix) 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.
  - (x) 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 (ix) above.
- (d) If the hearing is a public hearing, the committee shall proceed generally as follows:
  - (i) Persons present: the complainant, the VPSD 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:
    - Faculty Association
    - College Newspaper
    - PresidentOther persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities.
  - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
  - (iii) The VPSD shall read the complaint;
  - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
  - (v) The VPSD shall present the college's case;
  - (vi) The student may present his or her defense;
  - (vii) The VPSD and the student may present rebuttal evidence and argument;
  - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
  - (ix) 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.

- (x) 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 (ix) above.

#### (5) Evidence

- (a) 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.
- (b) The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance 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.
- (c) The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.
- (d) All evidence shall be offered to the committee during the hearing.
- (e) A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

#### (6) 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.

#### (7) Petition for Administrative Review

- (a) A student is entitled to appeal in writing to the 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.
- (b) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not *de novo*).
- (c) 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.

- (d) The President, the Chancellor, and the Board of Trustees 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.
- (e) 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:
  - (i) in violation of federal or state law or published college regulation or policy;
  - (ii) clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
  - (iii) capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

## APPENDIX A - SANCTIONS

### 1. Authorized Disciplinary Penalties:

The VPSD 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:

- a. Admonition
- b. Warning probation
- c. Disciplinary probation
- d. Withholding of transcript of degree
- e. Bar against readmission
- f. Restitution
- g. Suspension of rights or privileges
- h. Suspension of eligibility for official athletic and nonathletic extracurricular activities
- i. Denial of degree
- j. Suspension from the college
- k. Expulsion from the college

### 2. Definitions:

The following definitions apply to the penalties provided above:

- a. An "Admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
- b. "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.
- c. "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.
- d. "Withholding of transcript of 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.

- e. "Bar against readmission" may be imposed on a student who has left the College on enforced withdrawal for disciplinary reasons.
- f. "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.
- g. "Disciplinary suspension" may be either or both of the following:
  - (1) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
  - (2) "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 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.
- h. "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.
- i. "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.
- j. "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all the colleges of the Dallas County Community College District.

In the event any portion of this policy conflicts with the state law of Texas, the state law shall be followed.

## APPENDIX B - HAZING

### 1. Personal Hazing Offense

- a. A person commits an offense if the person:
  - (1) engages in hazing;
  - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
  - (3) intentionally, knowingly, or recklessly permits hazing to occur; or
  - (4) 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 VPSD or other appropriate official of the institution.

- b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
- c. Any other hazing offense which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
- d. Any other hazing offense which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
- e. Any other hazing offense which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both fine and confinement.

## 2. Organization Hazing Offense

- a. An organization commits an offense if the organization condones or encourages hazing or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
- b. The above offense is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000. If a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double that amount lost or expenses incurred because of such injury, damage, or loss.

## 3. Consent Not a Defense

It is not a defense to prosecution of a hazing offense that the person against whom the hazing was directed consented to or acquiesced in the hazing activity.

## 4. Immunity from Prosecution

Any person reporting a specific hazing incident involving a student in an educational institution to the VPSD or other appropriate official of the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. A person reporting in bad faith or with malice is not protected.

## 5. 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 subjects 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

### 1. Definition

Student grievance is a college-related internal problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. This includes sexual harassment that a student may suffer from another student or employee of the district.

### 2. Scope

This 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 question conditions which the student believes impede his or her education or instruction. 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, then by the division chair, and so forth to the President if necessary.

### 3. Limitations

The Student Grievance Procedure is not intended to supplant campus administrative procedures that address matters of policy or student grades.

### 4. Procedures

Students who believe that they have a college-related grievance:

- a. Should discuss it with the college employee most directly responsible for the condition which brought about the alleged grievance.
- b. If discussion does not resolve the matter to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the Administrative Office to determine the next level of authority.
- c. If an appeal does not resolve the grievance, the student may proceed to the appropriate Vice President with a written presentation of the grievance.
- d. If the Vice Presidential level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.

### 5. Exception To Procedures

Sexual Harassment:

All students and employees shall report complaints of sexual harassment to the VPSD or college President. A complaint



includes sexual harassment that a student may suffer from another student or employee, or that an employee may suffer from a student.

## 6. Appeal Committee

### Procedures:

- a. A student who wishes a grievance to be heard must submit a request in writing to the VPSD.
- b. The VPSD will convene and chair the Appeal Committee.
- c. The appeal must be heard by the committee within ten (10) class days of the request unless extended with the agreement of both the student and the VPSD.
- d. The committee will be ad hoc and will consist of two (2) students, two (2) faculty members, and one (1) staff member who is either an administrator or a non-contractual employee. It is the responsibility of the President or the President's designee to appoint all committee members.
- e. The Appeal Committee will make its recommendation directly to the President. The decision of the President shall be final.

## CAMPUS PARKING AND DRIVING REGULATIONS

### 1. General Provisions

- a. **Authority for Regulations:** The Board of Trustees, for the benefit of its colleges, is authorized by state law (Sec. 51.202, Education Code) to promulgate and enforce rules and regulations for the safety and welfare of students, employees, and property and other rules and regulations it may deem necessary to govern the institution, including rules for the operation and parking of vehicles on the college campuses and any other property under institutional control.
- b. **Authority of Campus Peace Officers:** Pursuant to the provisions of Sec. 51.2203, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.
- c. **Permits:**

**Vehicle:** In accordance with Sec. 51.207, Education Code, each college may issue and require use of a suitable vehicle identification decal as permits to park and drive on college property. Permits may be suspended for violations of applicable state law or parking and driving regulations. Each person who is required to have a vehicle identification decal shall apply to the Department of Campus Security for the decal. No fee is charged for the decal which must be placed on the rear window of the driver's side of a motor vehicle and on the gas tank of the motorcycle or motorbike.

**Handicap:** All authorized decals for handicap parking areas must be displayed prior to parking in such areas.

- d. **Posting of Signs:** Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.
- e. **Applicability of Regulations:** The rules and regulations in this Chapter apply to motor vehicles, motorbikes and bicycles on college campuses or other District property, and are enforceable against students, employees of the District and visitors.

### 2. Prohibited Acts: The following acts shall constitute violations of these regulations:

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
- b. **Double parking,** or otherwise parking, standing or stopping so as to impede the flow of traffic.
- c. **Driving the wrong way** on a one-way street or lane.
- d. **Driving on the wrong side** of the roadway.
- e. **Improper parking,** so that any portion of a vehicle is outside the marked limits of a parking space.
- f. **Parking in unauthorized areas,** as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.
- g. **Parking trailers or boats** on campus.
- h. **Parking or driving in areas** other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.
- i. **Failure to display a parking permit.**
- j. **Collision with another vehicle,** a person, sign or immovable object.
- k. **Reckless driving.**
- l. **Failure to yield the right-of-way** to pedestrians in designated crosswalks.
- m. **Violation of any state law** regulating vehicular traffic.

### 3. Tow-away Areas: A vehicle may be towed if parked without authority in the following areas:

- a. Handicapped parking.
- b. Fire lanes.
- c. Courtyards.
- d. "No Parking" zones.
- e. Areas other than those designated for vehicular traffic.
- f. Other unauthorized areas as designated by sign.

### 4. Citations:

#### a. Types: Citations shall be of two types:

- (1) **Campus Citations:** A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.
- (2) **Court Citations:** A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec. 51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.

#### b. Disposition

- (1) **Campus Citation:** A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college business office.

(2) **Court Citation:** A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within the jurisdiction of such court.

5. **Suspension Review:** A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.

6. **Safety Committee:** The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than five (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.

7. **Penalties**

a. **Impoundment:** Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.

b. **Multiple Citations:** Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.

c. **Court Citations:** Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.

8. **Miscellaneous:** The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

**Communicable Disease Policy**

The Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the 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.

The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgment 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.

**Scope**

This policy and related administrative procedures apply to all employees and students of the DCCCD.

**Definition**

In this policy and its procedures, communicable disease means an illness due to an infectious agent or its toxic products that arises through transmission of that agent or its products from a reservoir to a susceptible host and as further defined in the Communicable Disease Prevention and Control Act, Article 4419b-1 V.A.T.S. Communicable diseases include, but are not limited to mumps, rubella, influenza, mononucleosis, chicken pox, viral hepatitis-A, viral hepatitis-B, human immunodeficiency virus ("HIV infection"), AIDS-Related Complex, sexually transmitted diseases, and infectious meningitis. In this policy and procedures, HIV infection includes AIDS, AIDS-Related Complex and a positive test for the antibody to human immunodeficiency virus.

**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. If a review of the facts demonstrate that a student is unable to perform as required or presents a health risk to himself or the college community, a decision shall be made regarding the student's attendance at the college.

**Employees:** An employee who has a communicable disease will be treated in the same manner as other employees who have other illnesses or injuries.

**Reasonable Accommodation**

The District shall offer reasonable accommodation to both students and employees who are infected with a communicable disease. Generally, reasonable accommodation will not require expenditure of additional funds.

**Confidentiality**

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease. The Chancellor shall ensure that administrative procedures are sufficient to maintain the strictest confidence concerning

**Education**

The Chancellor shall develop and maintain a comprehensive educational program regarding HIV infection for students and employees.

Each college shall have a 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.

**Upon request by any student, the Health Center of the College will provide the educational pamphlet on AIDS developed by the Texas Department of Health.**

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1991-92 Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

	BHC	CVC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•
Air Conditioning & Refrigeration — Residential	•	•	•	•	•	•
Air Conditioning & Refrigeration Technology	•	•	•	•	•	•
Apparel Design	•	•	•	•	•	•
Architectural Technology	•	•	•	•	•	•
Associate Degree Nursing	•	•	•	•	•	•
LVN Option	•	•	•	•	•	•
Auto Body Technology	•	•	•	•	•	•
Automotive Career Technician	•	•	•	•	•	•
Automotive Technology	•	•	•	•	•	•
Dealership-Sponsored Technician	•	•	•	•	•	•
Electronic Engine Control Technician	•	•	•	•	•	•
Service Technician	•	•	•	•	•	•
Aviation Technology	•	•	•	•	•	•
Career Pilot	•	•	•	•	•	•
Air Cargo Transport	•	•	•	•	•	•
Air Traffic Control	•	•	•	•	•	•
Aircraft Dispatcher	•	•	•	•	•	•
Airline Marketing	•	•	•	•	•	•
Fixed Base Operations/Airport Management	•	•	•	•	•	•
Child Development Associate	•	•	•	•	•	•
Administrative	•	•	•	•	•	•
CDA Training Certificate	•	•	•	•	•	•
Infant-Toddler	•	•	•	•	•	•
Special Child Certificate	•	•	•	•	•	•
Commercial Music	•	•	•	•	•	•
Arranger/Composer/Copyist	•	•	•	•	•	•
Music Retailing	•	•	•	•	•	•
Performing Musician	•	•	•	•	•	•
Recording Technology	•	•	•	•	•	•
Computer Aided Design & Drafting	•	•	•	•	•	•
Electronic Design	•	•	•	•	•	•
Computer Information Systems	•	•	•	•	•	•
Business Computer Assistant	•	•	•	•	•	•
Business Computer Information Systems	•	•	•	•	•	•
Business Computer Programmer	•	•	•	•	•	•
Computer Center Specialist	•	•	•	•	•	•
Computer Operations Technician	•	•	•	•	•	•
Personal Computer Support	•	•	•	•	•	•
Computerized Numerical Control Technology	•	•	•	•	•	•
Computerized Numerical Control Operations	•	•	•	•	•	•
Machine Shop Operations	•	•	•	•	•	•
Construction Management & Technology	•	•	•	•	•	•
Construction Technology	•	•	•	•	•	•
Criminal Justice	•	•	•	•	•	•
Diesel Mechanics	•	•	•	•	•	•
Educational Personnel	•	•	•	•	•	•
Bilingual/ESL	•	•	•	•	•	•
Educational Assistant	•	•	•	•	•	•
Electrical Technology	•	•	•	•	•	•
Electronic Telecommunications	•	•	•	•	•	•
Electronics/Computer Technology	•	•	•	•	•	•
Electronics Technology	•	•	•	•	•	•
Automated Manufacturing	•	•	•	•	•	•
Avionics	•	•	•	•	•	•
Engineering Technology	•	•	•	•	•	•
Electronics Engineering Technology	•	•	•	•	•	•
Electronic Quality Control	•	•	•	•	•	•

### Career Education Programs

	BHC	CVC	ECC	MVC	NLC	RLC
Industrial Technology	•	•	•	•	•	•
Manufacturing Engineering	•	•	•	•	•	•
Mechanical Quality Control	•	•	•	•	•	•
Mechanical Technology	•	•	•	•	•	•
Quality Control	•	•	•	•	•	•
Robotics & Fluid Power	•	•	•	•	•	•
Robotics Technology	•	•	•	•	•	•
Fashion Marketing	•	•	•	•	•	•
Fire Protection Technology	•	•	•	•	•	•
Food And Hospitality Service	•	•	•	•	•	•
Graphic Communications	•	•	•	•	•	•
Graphic Arts	•	•	•	•	•	•
Interior Design	•	•	•	•	•	•
International Business & Trade	•	•	•	•	•	•
Interpreter Training Program	•	•	•	•	•	•
Sign Language Studies	•	•	•	•	•	•
Legal Assistant	•	•	•	•	•	•
Management Careers	•	•	•	•	•	•
Administrative Management	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•
Postal Service Administration	•	•	•	•	•	•
Sales, Marketing & Retail Management	•	•	•	•	•	•
Small Business Management	•	•	•	•	•	•
Transportation and Logistics Management	•	•	•	•	•	•
Medical Laboratory Technology	•	•	•	•	•	•
Medical Transcription	•	•	•	•	•	•
Motorcycle Mechanics	•	•	•	•	•	•
Office Technology	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•
General Office Certificate	•	•	•	•	•	•
Office Information Systems Specialist	•	•	•	•	•	•
Ornamental Horticulture	•	•	•	•	•	•
Greenhouse Florist	•	•	•	•	•	•
Landscape Management	•	•	•	•	•	•
Landscape Nursery	•	•	•	•	•	•
Florist	•	•	•	•	•	•
Landscape Gardener	•	•	•	•	•	•
Outboard Marine Engine Mechanics	•	•	•	•	•	•
Pattern Design	•	•	•	•	•	•
Physical Fitness Technology	•	•	•	•	•	•
Radiologic Sciences	•	•	•	•	•	•
Diagnostic Medical Sonography	•	•	•	•	•	•
Radiography Technology	•	•	•	•	•	•
Real Estate	•	•	•	•	•	•
Respiratory Care, Levels I and II	•	•	•	•	•	•
Small Engine Mechanics	•	•	•	•	•	•
Social Work Associate-Generalist	•	•	•	•	•	•
Human Services	•	•	•	•	•	•
Substance Abuse Counseling	•	•	•	•	•	•
Surgical Technology	•	•	•	•	•	•
Surgical Technology for Graduate R.N.	•	•	•	•	•	•
Veterinary Technology	•	•	•	•	•	•
Video Technology	•	•	•	•	•	•
Visual Communications	•	•	•	•	•	•
Vocational Nursing	•	•	•	•	•	•
Welding Technology	•	•	•	•	•	•

BHC — Brookhaven College  
CVC — Cedar Valley College

EFC — Eastfield College  
ECC — El Centro College

MVC — Mountain View College  
NLC — North Lake College

RLC — Richland College

# ACCOUNTING ASSOCIATE

Offered at all seven campuses

(Associate Degree)

The Accounting Associate two-year program is designed to prepare a student for a career as a junior accountant in business, industry and government. Emphasis will be placed on internal accounting procedures and generally accepted accounting principles.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 66 credit hours as outlined below. Students desiring a less comprehensive program that includes some bookkeeping procedures and practices should consider the General Office Certificate. The General Office Certificate is available in the Office Technology Program.

## CREDIT HOURS

### SEMESTER I

ACC 201	Principles of Accounting I	3
BUS 105	Introduction to Business	3
ENG 101	Composition I	3
MTH 130	Business Mathematics or	
MTH 111	Mathematics for Business and Economics	3
OFC 160	Office Calculating Machines	3
		<u>15</u>

### SEMESTER II

ACC 202	Principles of Accounting II	3
ENG 102	Composition II	3
CIS 103	Introduction to Computer Information Systems	3
MGT 136	Principles of Management	3
OFC 172	Beginning Typing*	3
SC 101	Introduction to Speech Communication	3
		<u>18</u>

### SEMESTER III

ACC 203	Intermediate Accounting I	3
ACC 204	Managerial Accounting	3
ACC 250	Microcomputer-Based Accounting Applications	3
ECO 201	Principles of Economics I	3
+ Elective		3
ACC 703	Cooperative Work Experience or	
ACC 704	Cooperative Work Experience or	
+ + + Elective		3-4
		<u>18-19</u>

### SEMESTER IV

ACC 238	Cost Accounting or	
ACC 239	Income Tax Accounting	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
+ + Elective		3
		<u>15</u>

## Minimum Hours Required 66

+ Elective--must be selected from the following:

ANT 100	Introduction to Anthropology	3
GVT 201	American Government	3
GVT 202	American Government	3
HST 101	History of the United States	3
HST 102	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
PSY 101	Introduction to Psychology	3
PSY 103	Human Sexuality	3
PSY 131	Applied Psychology and Human Relations	3
SOC 101	Introduction to Sociology	3
SOC 102	Social Problems	3

+ + Elective--must be selected from the following:

ART 104	Art Appreciation	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 101	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

+ + + Electives--may be selected from the following:

Any CIS or CS Programming Course		
ACC 205	Business Finance	3
ACC 207	Intermediate Accounting II	3
ACC 238	Cost Accounting	3
ACC 239	Income Tax Accounting	3
ACC 703	Cooperative Work Experience	3
ACC 704	Cooperative Work Experience	4
ACC 713	Cooperative Work Experience	3
ACC 714	Cooperative Work Experience	4
BUS 143	Personal Finance	3
MGT 237	Organizational Behavior	3
CIS 262	Contemporary Topics in Computer Information Systems	3
CIS 265	Special Topics in Computer Information Systems	4
MKT 206	Principles of Marketing	3

\*Students who can demonstrate proficiency by previous training, experience, or placement tests may substitute a course from the electives + + + listed for this program.

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.

# AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

(Associate Degree)

This program is designed to train students to meet employment requirements in the field of residential air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, heat pumps, gas and electric furnaces, humidifiers, and the design of residential air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration or	6
ACR 121 Principles of Refrigeration I and	(3)
ACR 122 Principles of Refrigeration II	(3)
ACR 125 Principles of Electricity or	6
ACR 126 Principles of Electricity I and	(3)
ACR 127 Principles of Electricity II	(3)
MTH 195 Technical Mathematics I or	
MTH 139 Applied Mathematics	3
	<u>15</u>
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems or	6
ACR 131 Residential Cooling Systems I and	(3)
ACR 132 Residential Cooling Systems II	(3)
ACR 140 Residential Heating Systems or	6
ACR 141 Residential Heating Systems I and	(3)
ACR 142 Residential Heating Systems II	(3)
PHY 131 Applied Physics	4
	<u>16</u>
<b>SEMESTER III</b>	
ACR 200 Contractor Estimating or	6
ACR 209 Contractor Estimating I and	(3)
ACR 210 Contractor Estimating II	(3)
ACR 212 System Servicing or	6
ACR 213 System Servicing I and	(3)
ACR 214 System Servicing II	(3)
COM 131 Applied Communications or	
ENG 101 Composition I	3
	<u>15</u>
<b>SEMESTER IV</b>	
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations	3
+ Electives	8-9
	<u>14-15</u>
Minimum Hours Required	60

+ Electives—must be selected from the following:

Any ACR (Air Conditioning and Refrigeration) course

ACR 109	Contemporary Topics I	.2
ACR 110	Contemporary Topics II	.3
ACR 137	Contemporary Topics III	.1
ACR 138	Contemporary Topics IV	.2
ACR 139	Contemporary Topics V	.3
ACR 221	Refrigeration Loads	.3
ACR 222	Advanced Systems	.3
ACR 223	Medium Temperature Refrigeration Systems	.3
ACR 224	System Testing and Balancing	.3
ACR 227	Low Temperature Refrigeration Systems	.3
ACR 228	Air Conditioning System Equipment Selection	.3
ACR 229	Refrigeration Equipment Selection	.3
ACR 230	Energy Conservation	.3
ACR 703	Cooperative Work Experience	.3
ACR 704	Cooperative Work Experience	.4
ACR 713	Cooperative Work Experience	.3
ACR 714	Cooperative Work Experience	.4
ACC 131	Bookkeeping I	.3
BPR 177	Blueprint Reading	.2
BUS 105	Introduction to Business	.3
CAD 182	Technician Drafting	.2
CIS 103	Introduction to Computer Information Systems	.3
MG1 153	Small Business Management	.3

**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.

# AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, humidifiers, heat pumps, gas and electric furnaces. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

## CREDIT HOURS

### SEMESTER I

ACR 120	Principles of Refrigeration or	6
ACR 121	Principles of Refrigeration I and . . . . .	(3)
ACR 122	Principles of Refrigeration II . . . . .	(3)
ACR 125	Principles of Electricity or	6
ACR 126	Principles of Electricity I and . . . . .	(3)
ACR 127	Principles of Electricity II . . . . .	(3)
MTH 195	Technical Mathematics I or	
MTH 139	Applied Mathematics . . . . .	3
		<hr/> 15

### SEMESTER II

ACR 130	Residential Cooling Systems or	6
ACR 131	Residential Cooling Systems I and . . .	(3)
ACR 132	Residential Cooling Systems II . . . . .	(3)
ACR 140	Residential Heating Systems or	6
ACR 141	Residential Heating Systems I and . .	(3)
ACR 142	Residential Heating Systems II . . . . .	(3)
+ Elective	. . . . .	3-4
		<hr/> 15-16

Minimum Hours Required . . . . .30

+ Elective—must be selected from the following:

ACC 131	Bookkeeping I . . . . .	3
ART 104	Art Appreciation . . . . .	3
BUS 105	Introduction to Business . . . . .	3
CIS 103	Introduction to Computer Information Systems . .	3
HUM 101	Introduction to the Humanities . . . . .	3
MGT 136	Principles of Management . . . . .	3
MGT 153	Small Business Management . . . . .	3
PHY 131	Applied Physics . . . . .	4
SPA 101	Beginning Spanish . . . . .	4

**Certificate Program Students:  
TASP is not required.**

# AUTOMOTIVE CAREER TECHNICIAN

*Cedar Valley only*

(Associate Degree)

This program that combines full-time on-the-job training along with college credit courses. The curriculum is designed to provide the graduate with information, experience and skills needed by repair technicians. Students are expected to pass certification tests by the National Institute for Automotive Service Excellence upon completion of the courses of study. Admission to the program is limited and applicants will be screened for approval.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACT 110 Fundamentals .....	3
ACT 111 Basic Electrical Systems .....	3
ACT 112 Parts and Service Department Management .....	3
	<u>9</u>
<b>SEMESTER II</b>	
ACT 113 Advanced Electrical Systems .....	3
ACT 114 Basic Engine Repair .....	3
ACT 115 Engine Overhaul Procedures .....	3
ACT 704 Cooperative Work Experience .....	4
	<u>13</u>
<b>SUMMER SESSION</b>	
ACT 220 Air Conditioning and Heating Systems .	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
	<u>6</u>
<b>SEMESTER III</b>	
ACT 221 Suspension, Steering and Brake Systems .....	3
ACT 222 Engine Tune-Up Procedures .....	3
ACT 714 Cooperative Work Experience .....	4
MTH 195 Technical Mathematics I or	
MTH 139 Applied Mathematics .....	3
PHY 131 Applied Physics .....	4
	<u>17</u>
<b>SEMESTER IV</b>	
ACT 223 Standard Transmissions and Power Trains .....	3
ACT 224 Automatic Transmissions .....	3
ACT 804 Cooperative Work Experience .....	4
SC 101 Introduction to Speech Communication .....	3
	<u>13</u>
<b>SEMESTER V</b>	
ACT 225 Fuel Injection Systems .....	3
ACT 814 Cooperative Work Experience .....	4
HD 105 Basic Processes of Interpersonal Relationships or	
HD 106 Personal and Social Growth .....	3
+ Elective .....	3
	<u>13</u>
Minimum Hours Required .....	71

+ Electives to be selected from the following:

GVT 201	American Government .....	3
GVT 202	American Government .....	3
HST 101	History of the United States .....	3
HST 102	History of the United States .....	3

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.

# AUTOMOTIVE CAREER TECHNICIAN

*Cedar Valley only*

(Certificate)

This program that combines full-time on-the-job training along with college credit courses. The curriculum is designed to provide the graduate with information, experience and skills needed by repair technicians. Students are expected to pass certification tests by the National Institute for Automotive Service Excellence upon completion of the courses of study. Admission to the program is limited and applicants will be screened for approval. Upon successful completion of the program, the student will receive a Certificate of Completion. Students completing this certificate may choose to continue their associate degree work in the Automotive Career Technician program.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACT 110 Fundamentals .....	3
ACT 220 Air Conditioning and Heating Systems .	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
ACT 704 Cooperative Work Experience .....	4
	<u>13</u>
<b>SEMESTER II</b>	
ACT 714 Cooperative Work Experience .....	4
+ Elective .....	12
	<u>16</u>
Minimum Hours Required .....	29

+ Electives must be selected from the following:

ACT 113	Advanced Electrical Systems .....	3
ACT 114	Basic Engine Repair .....	3
ACT 115	Engine Overhaul Procedures .....	3
ACT 221	Suspension, Steering and Brake Systems .....	3
ACT 222	Engine Tune-Up Procedures .....	3
ACT 223	Standard Transmissions and Power Trains .....	3
ACT 224	Automatic Transmissions .....	3
ACT 225	Fuel Injection Systems .....	3

**Certificate Program Students:  
TASP is not required.**



# AUTOMOTIVE TECHNOLOGY

*Cedar Valley and Eastfield only*

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program of study will include theory, diagnosis, repair, overhaul and maintenance of automobiles. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

## CREDIT HOURS

### SEMESTER I

AT 109	Minor Vehicle Service	3
AT 110	Engine Repair I	4
AT 112	Engine Repair II	4
COM 131	Applied Communications or	
ENG 101	Composition I	3
MTH 195	Technical Mathematics I	3
		<u>17</u>

### SEMESTER II

AT 114	Engine Analysis and Tune-Up	4
AT 116	Fuel and Emission Systems	4
AT 119	Electrical Systems	3
PHY 131	Applied Physics	4
SC 101	Introduction to Speech	
	Communication	3
		<u>18</u>

### SEMESTER III

AT 222	Heating and Air Conditioning	3
AT 223	Brake Systems	4
AT 225	Front End Systems	4
AT 248	Automotive Electronics	3
+ Elective		3
		<u>17</u>

### SEMESTER IV

AT 227	Standard Transmissions and Drive	
	Trains	4
AT 229	Automatic Transmissions I	4
AT 231	Automatic Transmissions II	4
AT 703	Cooperative Work Experience or	3
AT 704	Cooperative Work Experience	(4)
+ + Elective		3
		<u>18-19</u>

Minimum Hours Required: 70

+ Elective—must be selected from the following:

AB 245	Welding for Auto Body	3
AT 212	Special Automotive Applications	1
AT 713	Cooperative Work Experience or	(3)
AT 714	Cooperative Work Experience	4
BUS 105	Introduction to Business	3
WE 101	Basic Welding and Cutting Practices	3

+ + Elective—must be selected from the following:

ACC 131	Bookkeeping I	3
ART 104	Art Appreciation	3
BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3
GVT 201	American Government	3
HST 101	History of the United States	3
HD 105	Basic Processes of Interpersonal Relationships	3
HD 106	Personal and Social Growth	3
HUM 101	Introduction to the Humanities	3
MGT 136	Principles of Management	3
MGT 153	Small Business Management	3
PSY 131	Applied Psychology and Human Relations	3

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.

# AUTOMOTIVE TECHNOLOGY

*Cedar Valley and Eastfield only*

(Certificate)

The purpose of this program is to train persons for entry level positions in the field of automotive technology. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
AT 109 Minor Vehicle Service .....	3
AT 110 Engine Repair I .....	4
AT 112 Engine Repair II .....	4
	<hr/> 11
<b>SEMESTER II</b>	
AT 114 Engine Analysis and Tune-Up .....	4
AT 116 Fuel and Emission Systems .....	4
AT 119 Electrical Systems .....	3
	<hr/> 11
<b>SEMESTER III</b>	
AT 222 Heating and Air Conditioning .....	3
AT 223 Brake Systems .....	4
AT 225 Front End Systems .....	4
AT 248 Automotive Electronics .....	3
	<hr/> 14
<b>SEMESTER IV</b>	
AT 227 Standard Transmissions and Drive Trains .....	4
AT 229 Automatic Transmissions I .....	4
AT 231 Automatic Transmissions II .....	4
AT 703 Cooperative Work Experience or .....	(3)
AT 704 Cooperative Work Experience .....	4
	<hr/> 15-16

Minimum Hours Required ..... 51

**Certificate Program Students:  
TASP is not required.**

# **AUTOMOTIVE TECHNOLOGY-- EXIT POINTS**

*Cedar Valley and Eastfield Only*

(Certificates/Exit Points)

The following certificates are specialty training areas in the automotive technology service field. Each one recognizes a specific area of work performed on vehicles. A certificate is issued upon the successful completion of the program(s) listed below:

		CREDIT HOURS
<b>ENGINE REPAIR SPECIALIST</b>		
AT 110	Engine Repair I .....	4
AT 112	Engine Repair II .....	4
Minimum Hours Required .....		8

		CREDIT HOURS
<b>ENGINE DIAGNOSIS SPECIALIST: IGNITION AND FUEL SYSTEMS</b>		
AT 114	Engine Analysis and Tune-up .....	4
AT 116	Fuel and Emission Systems .....	4
AT 119	Electrical System .....	3
AT 248	Automotive Electronics .....	3
Minimum Hours .....		14

		CREDIT HOURS
<b>AIR CONDITIONING SPECIALIST</b>		
AT 119	Electrical Systems .....	3
AT 222	Heating and Air Conditioning .....	3
Minimum Hours Required .....		6

		CREDIT HOURS
<b>AUTOMATIC AND STANDARD TRANSMISSION SPECIALIST</b>		
AT 227	Standard Transmissions and Drive Axles .....	4
AT 229	Automatic Transmissions Theory and Service .....	4
AT 231	Advanced Automatic Transmission .....	4
Minimum Hours Required .....		12

**Certificate Program Students:  
TASP is not required.**

# COMMERCIAL MUSIC -- ARRANGER/COMPOSER/COPYIST

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the student with the writing skills required for arranging and composing for small and large instrumental and vocal groups in all areas of commercial music, i.e., jazz, rock, pop, country/western. Standard manuscript techniques will be emphasized in actual writing assignments.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Lab .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<hr/> 17-18
<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
PSY 131 Applied Psychology and Human Relations .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<hr/> 17-18
<b>SEMESTER III</b>	
MUS 193 Improvisation .....	3
MUS 195 Introduction to Synthesizer .....	2
MUS 199 Recital .....	1
MUS 292 Arranging/Orchestration .....	3
MUS 293 Independent Study .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<hr/> 14-15
<b>SEMESTER IV</b>	
MUS 199 Recital .....	1
MUS 203 Composition .....	3
MUS 293 Independent Study .....	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
SC 101 Introduction to Speech Communication .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<hr/> 15-16

Minimum Hours Required ..... 63

+ Ensembles—must be selected from the following:

MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

+ + Applied Music—courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

**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.

# COMMERCIAL MUSIC – MUSIC RETAILING

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, small business management. The training is culminated with work experience coordinated through local merchants.

## CREDIT HOURS

### SEMESTER I

MUS 145	Music Theory I	3
MUS 161	Musicianship I	1
MUS 117	Piano Class I	1
MUS 196	Business of Music	3
MUS 199	Recital	1
BUS 105	Introduction to Business	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
+ Ensemble		1
+ + Applied Music		1

17

### SEMESTER II

MUS 146	Music Theory II	3
MUS 162	Musicianship II	1
MUS 118	Piano Class II	1
MUS 199	Recital	1
MKT 137	Principles of Retailing	3
MKT230	Salesmanship	3
SC 101	Introduction to Speech	
	Communication	3
+ Ensemble		1
+ + Applied Music		1

17

### SEMESTER III

MUS 190	Survey of Recording	2
MUS 191	Survey of Recording Laboratory	1
MUS 199	Recital	1
MUS 703	Cooperative Work Experience	3
MTH 130	Business Mathematics	3
PSY 131	Applied Psychology and Human	
	Relations	3
+ + Applied Music		1

14

### SEMESTER IV

MUS 195	Introduction of Synthesizer	2
MUS 199	Recital	1
MUS 713	Cooperative Work Experience	3
ACC 201	Principles of Accounting I	3
MGT 153	Small Business Management	3
+ + Applied Music		1-2

13-14

Minimum Hours Required . . . . .61

+ Ensembles—must be selected from the following:

MUS 103	Guitar Ensemble	1
MUS 150	Choir	1
MUS 155	Vocal Ensemble	1
MUS 160	Band	1
MUS 171	Woodwind Ensemble	1
MUS 172	Brass Ensemble	1
MUS 173	Percussion Ensemble	1
MUS 174	Keyboard Ensemble	1
MUS 176	Symphonic Wind Ensemble	1
MUS 181	Lab Band	1
MUS 185	Stage Band	1

+ + Applied Music—courses must be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.

# COMMERCIAL MUSIC -- MUSIC RETAILING CERTIFICATE

*Cedar Valley only*

(Certificate)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, retailing techniques.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 113 Fundamentals of Music I .....	3
MUS 117 Piano Class I .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
BUS 105 Introduction to Business .....	3
+ Ensemble .....	1
+ + Applied Music .....	1
	<hr/> 16

<b>SEMESTER II</b>	
MUS 118 Piano Class II .....	1
MUS 199 Recital .....	1
SC 101 Introduction to Speech	
Communication .....	3
MTH 130 Business Mathematics .....	3
MKT 137 Principles of Retailing .....	3
MKT 230 Salesmanship .....	3
+ Ensemble .....	1
+ + Applied Music .....	1
	<hr/> 16

Minimum Hours Required ..... 32

+Ensembles--must be selected from the following:

MUS 103 Guitar Ensemble .....	1
MUS 150 Choir .....	1
MUS 155 Vocal Ensemble .....	1
MUS 160 Band .....	1
MUS 171 Woodwind Ensemble .....	1
MUS 172 Brass Ensemble .....	1
MUS 173 Percussion Ensemble .....	1
MUS 174 Keyboard Ensemble .....	1
MUS 176 Symphonic Wind Ensemble .....	1
MUS 181 Lab Band .....	1
MUS 185 Stage Band .....	1

+ + Applied music courses to be selected from any music course numbered from MUS121 through MUS 143 or MUS 221 through MUS

243.

**Certificate Program Students:  
TASP is not required.**

# COMMERCIAL MUSIC – PERFORMING MUSICIAN

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the instrumental and vocal student for performances in commercial music, i.e., jazz, rock, pop, country/western. This training will include work in performance techniques, styles, solo and ensemble work, repertoire for small and large groups, and actual performances.

## CREDIT HOURS

### SEMESTER I

MUS 145	Music Theory I	3
MUS 161	Musicianship I	1
MUS 117	Piano Class I	1
MUS 190	Survey of Recording	2
MUS 191	Survey of Recording Lab	1
MUS 192	Music in America	3
MUS 199	Recital	1
MTH 139	Applied Mathematics	3
+ Ensemble		1
+ + Applied Music		1-2

17-18

### SEMESTER II

MUS 146	Music Theory II	3
MUS 162	Musicianship II	1
MUS 118	Piano Class II	1
MUS 196	Business of Music	3
MUS 199	Recital	1
BUS 105	Introduction to Business	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
+ Ensemble		1
+ + Applied Music		1-3

17-19

### SEMESTER III

MUS 193	Improvisation	3
MUS 199	Recital	1
MUS 292	Arranging/Orchestration	3
MUS 293	Independent Study or	
MUS 703	Cooperative Work Experience	3
SC 101	Introduction to Speech	
	Communication	3
+ Ensemble		1
+ + Applied Music		1-2

15-16

### SEMESTER IV

MUS 199	Recital	1
MUS 194	Jazz Workshop	3
MUS 713	Cooperative Work Experience	3
PSY 131	Applied Psychology and Human	
	Relations	3
+ Ensemble		1
+ + Applied Music		1-2

12-13

Minimum Hours Required .....61

+ Ensembles—must be selected from the following:

MUS 103	Guitar Ensemble	1
MUS 150	Choir	1
MUS 155	Vocal Ensemble	1
MUS 160	Band	1
MUS 171	Woodwind Ensemble	1
MUS 172	Brass Ensemble	1
MUS 173	Percussion Ensemble	1
MUS 174	Keyboard Ensemble	1
MUS 176	Symphonic Wind Ensemble	1
MUS 181	Lab Band	1
MUS 185	Stage Band	1

+ + Applied Music—courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.



# COMMERCIAL MUSIC -- RECORDING TECHNOLOGY

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mix down techniques, master tape production, studio techniques, trouble-shooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

## CREDIT HOURS

### SEMESTER I

MUS 145	Music Theory I	3
MUS 161	Musicianship I	1
MUS 117	Piano Class I	1
MUS 190	Survey of Recording	2
MUS 191	Survey of Recording Laboratory	1
MUS 192	Music in America	3
MUS 199	Recital	1
MTH 139	Applied Mathematics	3
+ Ensemble		1
+ + Applied Music		1-2
		<hr/> 17-18

### SEMESTER II

MUS 146	Music Theory II	3
MUS 162	Musicianship II	1
MUS 118	Piano Class II	1
MUS 180	Audio Production for Voice	2
MUS 197	Studio Technology	2
MUS 198	Studio Technology Laboratory	1
MUS 199	Recital	1
COM 131	Applied Communications or	
ENG 101	Composition I	3
+ Ensemble		1
+ + Applied Music		1-2
		<hr/> 16-17

### SEMESTER III

MUS 195	Introduction to Synthesizer	2
MUS 199	Recital	1
MUS 293	Independent Study or	
MUS 703	Cooperative Work Experience	3
MUS 296	Recording Studio Practices	3
PSY 131	Applied Psychology and Human	
SC 101	Relations	3
SC 101	Introduction to Speech	
SC 101	Communication	3
+ Ensemble		1
+ + Applied Music		1-2
		<hr/> 17-18

### SEMESTER IV

MUS 196	Business of Music	3
MUS 199	Recital	1
MUS 293	Independent Study or	
MUS 713	Cooperative Work Experience	3
MUS 297	Studio Production	3
BUS 105	Introduction to Business	3
+ Ensemble		1
+ + Applied Music		1-2
		<hr/> 15-16

Minimum Hours Required ..... 65

+ Ensembles--Must be selected from the following:

MUS 103	Guitar Ensemble	1
MUS 150	Choir	1
MUS 155	Vocal Ensemble	1
MUS 160	Band	1
MUS 171	Woodwind Ensemble	1
MUS 172	Brass Ensemble	1
MUS 173	Percussion Ensemble	1
MUS 174	Keyboard Ensemble	1
MUS 176	Symphonic Wind Ensemble	1
MUS 181	Lab Band	1
MUS 185	Stage Band	1

+ + Applied Music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.

# COMMERCIAL MUSIC – RECORDING TECHNOLOGY CERTIFICATE

*Cedar Valley only*

(Certificate)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mix down techniques, master tape production, studio techniques, trouble-shooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

## CREDIT HOURS

### SEMESTER I

MUS 113	Fundamentals of Music I	3
MUS 190	Survey of Recording	2
MUS 191	Survey of Recording Laboratory	1
MUS 192	Music in America	3
MUS 199	Recital	1
MTH 139	Applied Mathematics	3
		<hr/> 13

### SEMESTER II

MUS 196	Business of Music	3
MUS 197	Studio Technology	2
MUS 198	Studio Technology Laboratory	1
MUS 199	Recital	1
COM 131	Applied Communications or	
ENG 101	Composition I	3
MUS 180	Audio Production for Voice	2
+ Elective		1
		<hr/> 13

### SUMMER SESSION

MUS 296	Recording Studio Practices	3
MUS 297	Studio Production	3
		<hr/> 6

Minimum Hours Required .....32

+ Elective—must be selected from any music course.

**Certificate Program Students:  
TASP is not required.**

# COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

This option is designed to develop entry-level skills and knowledge in computer information systems. The option includes several business courses found in university degree programs as well as CIS courses which will prepare students for CIS course work at a university. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 103 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or	
MGT 136 Principles of Management .....	3
MTH 111 Mathematics for Business and Economics I .....	3
ENG 101 Composition I .....	3
+ Elective .....	3
	<u>15</u>
<b>SEMESTER II</b>	
CIS 162 COBOL Programming I .....	4
MTH 112 Mathematics for Business and Economics II .....	3
SC 101 Introduction to Speech Communication .....	3
CIS 150 Computer Program Logic and Design ..	3
ACC 201 Principles of Accounting I* .....	3
	<u>16</u>
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
ECO 201 Principles of Economics I .....	3
ACC 202 Principles of Accounting II .....	3
+ + Elective .....	3
+ + + Elective .....	3-4
	<u>16-17</u>
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
ECO 202 Principles of Economics II .....	3
Any CIS/CS or Accounting course .....	3
+ + + + Elective .....	3-4
	<u>13-14</u>
Minimum Hours Required: .....	60

+ Elective—must be selected from the following:

HST 101	History of the United States .....	3
GVT 201	American Government .....	3
PSY 101	Introduction to Psychology .....	3
SOC 101	Introduction to Sociology .....	3

+ + Elective—must be selected from the following:

ENG 102	Composition II .....	3
HUM 101	Introduction to the Humanities .....	3

+ + + Recommended Electives

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714)

Any 200 level accounting course not listed.

+ + + + Electives—must be selected from the following:

CIS 108	PC Software Applications .....	4
CIS 114	Problem Solving With the Computer .....	4
CIS 118	Text Processing Applications .....	3
CIS 169	4th Generation Languages .....	4
CIS 170	RPG Programming .....	3
CIS 172	BASIC Programming .....	3
CIS 173	PASCAL Programming for Business .....	3
CIS 212	C Programming .....	4
CIS 218	Spreadsheet Applications .....	4

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122  
CIS 210 or CS 211

\*ACC 131 and ACC 132 may be substituted for ACC 201.

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 SYSTEMS -- BUSINESS COMPUTER PROGRAMMER

*Offered at all seven campuses*

(Associate Degree)

This option is intended for the preparation of entry-level computer programmers who will work in an applications setting to support the information processing function. It is designed as a two-year career program to prepare students for direct entry into the work environment. It is intended to provide a sufficient foundation so the graduate with experience and continued learning may advance in career paths appropriate to their own particular interests and abilities. Touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 103 Introduction to Computer Information Systems .....	3
BUS 105 Introduction to Business or	
MGT 136 Principles of Management .....	3
MTH 115 College Mathematics I* .....	3
ENG 101 Composition I .....	3
PSY 131 Applied Psychology and Human Relations** .....	3
	<u>15</u>
<b>SEMESTER II</b>	
CIS 150 Computer Program Logic and Design ..	3
CIS 160 Data Communications .....	3
CIS 162 COBOL Programming I .....	4
ACC 201 Principles of Accounting I*** .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>16</u>
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II .....	4
CIS 205 JCL and Operating Systems .....	4
ACC 202 Principles of Accounting II .....	3
+ Elective .....	3-4
+ + Elective .....	3
	<u>17-18</u>
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I .....	4
CIS 225 Systems Analysis and Design .....	4
CIS 258 On-Line Applications or	
CIS 254 Data Base Systems .....	4
+ + + Elective .....	3-4
	<u>15-16</u>
Minimum Hours Required .....	63

+ Electives—must be selected from the following:

Any CIS or CS course (including CIS 701, 703, 704, 713 or 714).

ACC 204	Managerial Accounting .....	3
ACC 238	Cost Accounting .....	3
ACC 250	Microcomputer-Based Accounting Applications .....	3

+ + Electives—must be selected from the following:

ENG 102	Composition II .....	3
HUM 101	Introduction to the Humanities .....	3
PHI 103	Critical Thinking .....	3

+ + + Electives—must be selected from the following:

CIS 108	PC Software Applications .....	4
CIS 114	Problem Solving With the Computer .....	4
CIS 118	Text Processing Applications .....	3
CIS 169	4th Generation Languages .....	4
CIS 170	RPG Programming .....	3
CIS 172	BASIC Programming .....	3
CIS 173	PASCAL Programming for Business .....	3
CIS 212	C Programming .....	4
CIS 218	Spreadsheet Applications .....	4
Any 200 level CIS course .....		3-4

NOTE: Students may obtain credit toward a degree for only one of each of the pairs of courses listed below:

CIS 172 or CS 122  
CIS 210 or CS 211

\*MTH 111 or MTH 130 may be substituted.

\*\*PSY 101 may be substituted.

\*\*\*ACC 131 and ACC 132 may be substituted for ACC 201.

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.

# FASHION MARKETING

Brookhaven and Cedar Valley only

(Associate Degree)

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
<b>SEMESTER I</b>	
MKT 137 Principles of Retailing .....	3
MKT 240 Computers in Fashion Marketing .....	3
MKT 291 Fashion Merchandising .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
	<b>18</b>
<b>SEMESTER II</b>	
MKT 230 Salesmanship .....	3
DES 135 Textiles .....	3
MKT 251 Visual Merchandising .....	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology .....	3
ENG 102 Composition II .....	3
SC 101 Introduction to Speech Communication .....	3
	<b>18</b>
<b>SEMESTER III</b>	
MKT 206 Principles of Marketing .....	3
MKT 292 Fashion Design .....	3
HUM 101 Introduction to the Humanities or	
ART 104 Art Appreciation .....	3
MKT 703 Cooperative Work Experience .....	3
+ Elective .....	3
	<b>15</b>
<b>SEMESTER IV</b>	
MKT 233 Advertising and Sales Promotion .....	3
MKT 290 Fashion Buying .....	3
MKT 713 Cooperative Work Experience .....	3
ACC 201 Accounting I or	
ACC 131 Bookkeeping .....	3
+ Elective .....	3
	<b>15</b>
Minimum Hours Required: .....	<b>66</b>

+ Electives--may be selected from the following:

BUS 234	Business Law .....	3
CIS 103	Introduction to Computer Information Systems ..	3
ECO 201	Principles of Economics I .....	3
ECO 202	Principles of Economics II .....	3
MGT 136	Principles of Management .....	3
MGT 237	Organizational Behavior .....	3
MKT 211	Special Topics in Fashion Marketing .....	1
MKT 212	Special Topics in Fashion Marketing .....	2
MKT 222	Fashion Show Production .....	2
MKT 223	Special Topics in Fashion Marketing .....	3

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.

# FASHION MARKETING--EXIT POINTS

Brookhaven and Cedar Valley Only

(Certificates/Exit Points)

## RETAIL SALES ASSOCIATE CREDIT HOURS

This certificate program is designed to prepare students for entry-level employment in retail sales in the fashion industry.

MKT 137	Principles of Retailing .....	3
SC 101	Introduction to Speech Communication .....	3
MKT 230	Salesmanship .....	3
MKT 703	Cooperative Work Experience .....	3

Minimum Hours Required ..... 12

## SHOWROOM MANAGER CREDIT HOURS

This certificate program is designed to prepare students for career opportunities in the wholesale field of Fashion Marketing.

MKT 251	Visual Merchandising .....	3
MKT 291	Fashion Merchandising .....	3
SC 101	Introduction to Speech Communication .....	3
ACC 131	Bookkeeping I .....	3
MKT 290	Fashion Buying .....	3
MKT 230	Salesmanship .....	3

Minimum Hours Required ..... 18

## VISUAL MERCHANDISING ASSISTANT CREDIT HOURS

This certificate program is designed to prepare students for career opportunities in visual merchandising in either the specialty or department store chain.

ART 110	Design I .....	3
MKT 251	Visual Merchandising .....	3
MKT 291	Fashion Merchandising .....	3
ART 111	Design II .....	3
+ Elective	.....	3

Minimum Hours Required ..... 15

+ Elective--must be selected from the following:

MKT 223	Special Topics in Fashion Marketing .....	3
VC 110	Introduction to Visual Communications .....	3
VC 111	History of Visual Communications .....	3

**Certificate Program Students:  
TASP is not required.**

# MANAGEMENT CAREERS – ADMINISTRATIVE MANAGEMENT OPTION

*Offered at all seven campuses*

(Associate Degree)

The Administrative Management Option is designed for students seeking a broad program of study in all phases of business practices. This option 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
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3 +
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
+ Elective .....	3
	<b>15</b>
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
ACC 201 Principles of Accounting I .....	3
ENG 102 Composition II .....	3
CIS 103 Introduction to Computer Information Systems .....	3
+ + Elective .....	3
	<b>15</b>
<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II .....	3
BUS 234 Business Law .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Applied Psychology and Human Relations .....	3
SC 101 Introduction to Speech Communication .....	3
	<b>15</b>
<b>SEMESTER IV</b>	
MGT 242 Human Resources Management .....	3
MGT 237 Organizational Behavior .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
+ + Elective .....	3
+ + + Elective .....	3
	<b>18</b>

Minimum Hours Required: 63

+ Elective—must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
	Foreign Language .....	

+ + Electives—may be selected from the following:

MGT 153	Small Business Management .....	3
MGT 171	Introduction to Supervision .....	3
MGT 212	Special Problems in Business .....	1
MGT 704	Cooperative Work Experience .....	4
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

+ + + Elective—must be selected from the following:

GVT 201	American Government .....	3
GVT 202	American Government .....	3
HST 101	History of the United States .....	3
HST 102	History of the United States .....	3
SOC 101	Introduction to Sociology .....	3
SOC 102	Social Problems .....	3
HD 105	Basic Processes of Interpersonal Relationships .....	3
HD 106	Personal and Social Growth .....	3
ANT 100	Introduction to Anthropology .....	3
PSY 101	Introduction to Psychology .....	3
PSY 103	Human Sexuality .....	3

\*Students may substitute ACC 131 and ACC 132 for ACC 201. 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 CAREERS – MID-MANAGEMENT OPTION

*Offered at all seven campuses*

(Associate Degree)

The Mid-Management Program provides an opportunity for students to acquire knowledge in the management field and at the same time update and sharpen personal management skills. In addition to learning about supervision, personnel management, human relations psychology, problem-solving, decision-making, and other related business topics, students also participate in an on-the-job management training course with their present employers. These management training courses at work allow students to apply what is learned in the classroom environment and obtain the valuable practical experience necessary to become competent business managers. The Mid-Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 171 Introduction to Supervision .....	3
MGT 704 Cooperative Work Experience .....	4
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
SC 101 Introduction to Speech Communication .....	3
	<hr/> 19
<b>SEMESTER II</b>	
MGT 242 Human Resources Management .....	3
MGT 714 Cooperative Work Experience .....	4
CIS 103 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
ENG 102 Composition II .....	3
	<hr/> 16
<b>SEMESTER III</b>	
MGT 237 Organizational Behavior .....	3
MGT 804 Cooperative Work Experience .....	4
ACC 201 Principles of Accounting I* .....	3
ECO 201 Principles of Economics I .....	3
	<hr/> 13
<b>SEMESTER IV</b>	
MGT 244 Problem Solving and Decision Making .....	3
MGT 814 Cooperative Work Experience .....	4
+ Elective .....	3
+ + Elective .....	3
	<hr/> 13
Minimum Hours Required: .....	61

+ Elective—must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
Foreign Language		

+ + Elective—must be selected from the following:

ANT 100	Introduction to Anthropology .....	3
AST 101	Descriptive Astronomy .....	3
BIO 115	Biological Science .....	4
CHM 115	Chemical Science .....	4
GEO 101	Physical Geology .....	4
GVT 201	American Government .....	3
HST 101	History of the United States .....	3
HD 105	Basic Processes of Interpersonal Relationships .....	3
PSC 118	Physical Science .....	4
PHY 117	Concepts in Physics .....	4
PSY 101	Introduction to Psychology .....	3
SOC 101	Introduction to Sociology .....	3

\*Students may substitute ACC 131 and ACC 132 for ACC 201. 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 CAREERS – SALES, MARKETING, AND RETAIL MANAGEMENT OPTION

*Brookhaven and Cedar Valley only*

(Associate Degree)

The Sales, Marketing, and Retail Management Option is designed to prepare students for career opportunities in retail management, sales, or marketing. Students specialize in courses in retail management, sales, and marketing. Students also have the opportunity to work in sales, marketing, or retail areas through a sponsoring business firm.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MKT 137 Principles of Retailing .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
+ Elective .....	3
	<hr/> 15
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
MKT 230 Salesmanship .....	3
ENG 102 Composition II .....	3
CIS 103 Introduction to Computer Information Systems .....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
SC 101 Introduction to Speech Communication .....	3
	<hr/> 18
<b>SEMESTER III</b>	
MKT 233 Advertising and Sales Promotion .....	3
ACC 201 Principles of Accounting I* .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Applied Psychology and Human Relations .....	3
MKT 703 Cooperative Work Experience .....	3
	<hr/> 15
<b>SEMESTER IV</b>	
ECO 202 Principles of Economics II .....	3
MGT 237 Organizational Behavior .....	3
MGT 242 Human Resources Management .....	3
MKT 713 Cooperative Work Experience .....	3
+ + Elective .....	3
	<hr/> 15
<b>Minimum Hours Required:</b> .....	63

+ Elective—may be selected from the following:

BUS 234	Business Law .....	3
MGT 153	Small Business Management .....	3
MGT 212	Special Problems in Business .....	1
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

+ + Electives—must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to Theatre .....	3

\*Students may substitute ACC 131 and ACC 132 for ACC 201. 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 CAREERS – SMALL BUSINESS MANAGEMENT OPTION

*Cedar Valley, Mountain View, and Richland only*

(Associate Degree)

The Small Business Management Option is designed for students who plan to become owners or managers of a small business. The practical aspects of planning, locating resources, financing, starting, and operating a business are emphasized. Owners and managers of small businesses may also benefit from the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 153 Small Business Management .....	3
BUS 105 Introduction to Business .....	3
BUS 143 Personal Finance .....	3
ENG 101 Composition I .....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
	<b>18</b>
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
ACC 201 Principles of Accounting I .....	3
CIS 103 Introduction to Computer Information Systems .....	3
SC 101 Introduction to Speech Communication .....	3
+ + Elective .....	3
+ + + Elective .....	3-4
	<b>18-19</b>
<b>SEMESTER III</b>	
MGT 211 Small Business Operations .....	3
MGT 237 Organizational Behavior .....	3
ECO 201 Principles of Economics I .....	3
ACC 202 Principles of Accounting II .....	3
+ Elective .....	3
	<b>15</b>
<b>SEMESTER IV</b>	
MGT 210 Small Business Capitalization, Acquisition and Finance or	
ACC 205 Business Finance .....	3
BUS 234 Business Law .....	3
ECO 202 Principles of Economics II .....	3
+ Electives .....	6
	<b>15</b>
Minimum Hours-Required .....	<b>66</b>

+ Three electives must be selected from the following Management-related electives:

ACC 204	Managerial Accounting .....	3
ACC 238	Cost Accounting .....	3
ACC 239	Income Tax Accounting .....	3
IBT 275	Introduction to International Business and Trade .....	3
IBT 276	International Marketing Management .....	3
IBT 277	International Comparative Management .....	3
IBT 278	International Finance .....	3
IBT 279	International Business Law .....	3
MGT 160	Principles of Purchasing .....	3
MGT 171	Introduction to Supervision .....	3
MGT 212	Special Problems in Business .....	1
MGT 242	Human Resource Management .....	3
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
MKT 245	Sales Management .....	3
MKT 246	Marketing and Management Cases .....	3
OFC 160	Office Machines .....	3
OFC 172	Beginning Typing .....	3
OFC 231	Business Communications .....	3
TRT 243	Export/Import Practices .....	3

+ + Elective—must be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
Foreign Language		

+ + + Electives—must be selected from the following:

ANT 100	Introduction to Anthropology .....	3
GVT 201	American Government .....	3
GVT 202	American Government .....	3
HST 101	History of the United States .....	3
HST 102	History of the United States .....	3
HD 105	Basic Processes of Interpersonal Relationships .....	3
HD 106	Personal and Social Growth .....	3
PSY 101	Introduction to Psychology .....	3
PSY 103	Human Sexuality .....	3
SOC 101	Introduction to Sociology .....	3
SOC 102	Social Problems .....	3

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.

# MOTORCYCLE MECHANICS

*Cedar Valley only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of motorcycle mechanics. This will include diagnosis, repair, and maintenance of foreign and domestic motorcycles. Included in this program is the study of carburetion, ignition, and electrical systems, engine overhaul and tune-up, and motorcycle chassis. Throughout the entire program an emphasis is placed on the latest factory recommended techniques.

	CREDIT HOURS
<b>SEMESTER I</b>	
MM 105 Motorcycle Tune-up .....	3
MM 134 Motorcycle Service Principles .....	4
MM 136 Motorcycle Two Stroke Engine/ Transmission .....	4
	<u>11</u>
<b>SEMESTER II</b>	
MM 137 Motorcycle Four Stroke Engine/ Transmission .....	4
MM 138 Motorcycle Electrical Systems .....	4
MM 139 Motorcycle Chassis and Drive Systems .....	4
	<u>12</u>
<b>SUMMER SESSION</b>	
MM 703 Cooperative Work Experience .....	3
	<u>3</u>
Minimum Hours Required .....	26

**Certificate Program Students:  
TASP is not required.**

## OFFICE TECHNOLOGY

*Offered at all seven campuses*

(Associate)

The Office Technology freshman student is provided a core study related to working in an office environment. After completing this core, the sophomore student will begin the specialized program tracks of Administrative Assistant or Legal Secretary.

	CREDIT HOURS
<b>CORE CURRICULUM</b>	

(For all first year students in Office Careers)

### SEMESTER I

ENG 101	Composition I	3
MTH 130	Business Mathematics	3
CIS 103	Introduction to Computer Information Systems	3
OFC 160	Office Calculating Machines	3
OFC 172	Beginning Typing*	3
BUS 105	Introduction to Business	3
		<u>18</u>

### SEMESTER II

ENG 102	Composition II	3
OFC 150	Automated Filing Procedures	3
OFC 162	Office Procedures	3
OFC 173	Intermediate Typing*	3
ACC 131	Bookkeeping I or	
ACC 201	Principles of Accounting	3
OFC 179	Office Information Systems Concepts**#	2
OFC 182	Introduction to Word Processing**#	1
		<u>18</u>

Minimum Hours Required ..... 36

\* Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

\*\*NOTE: OFC 145 equivalent to 143 and 144  
OFC 190 equivalent to 179, 182 and 185

#Richland students must take OFC 190.

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 ASSISTANT OPTION

*Offered at all seven campuses*

(Associate Degree)

The primary objective of the Administrative Assistant Option to the Office Technology program is to prepare students for positions as assistants to administrators within public or private firms and agencies. Emphasis in this program is on the development of organizational and management skills in addition to basic office skills.

	CREDIT HOURS
<b>SEMESTERS I and II</b>	
Core Curriculum	36
	<u>36</u>

### SEMESTER III

OFC 231	Business Communications	3
SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations or	
HD 105	Basic Processes of Interpersonal Relationships	3
OFC 185	Basic Machine Transcription**	1
OFC 282	Word Processing Applications	1
OFC 273	Advanced Typing Applications*	2
OFC 159	Beginning Shorthand or	
OFC 103	Speedwriting	4
		<u>17</u>

### SEMESTER IV

HUM 101	Introduction to the Humanities	3
OFC 283	Specialized Software I	1
MGT 136	Principles of Management or	
MGT 237	Organizational Behavior	3
OFC 166	Intermediate Shorthand or	
OFC 106	Speedwriting Dictation and Transcription	4
OFC 703	Cooperative Work Experience or	
OFC 704	Cooperative Work Experience	3-4
		<u>14-15</u>

Minimum Hours Required: ..... 67

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

\*\*NOTE: OFC 190 Equivalent to 179, 182 and 185

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 -- LEGAL SECRETARY OPTION

*Offered at all seven campuses*

(Associate Degree)

The primary objective of this option is to prepare students to become competent legal secretaries, capable of performing office and clerical duties within public and private firms and agencies. Students enrolled in the program will have an opportunity to secure intensive training in basic skills. An Associate in Applied Sciences Degree is awarded for successful completion.

	CREDIT HOURS
<b>SEMESTERS I and II</b>	
Core Curriculum .....	36
	<u>36</u>
<b>SEMESTER III</b>	
OFC 231 Business Communications .....	3
SC 101 Introduction to Speech Communication .....	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships .....	3
OFC 185 Basic Machine Transcription** .....	1
OFC 282 Word Processing Applications .....	1
OFC 273 Advanced Typing Applications* .....	2
HUM 101 Introduction to the Humanities .....	3
	<u>16</u>
<b>SEMESTER IV</b>	
BUS 234 Business Law .....	3
OFC 167 Legal Terminology and Transcription ...	3
OFC 274 Legal Secretarial Procedures .....	3
OFC 285 Applied Machine Transcription .....	1
OFC 703 Cooperative Work Experience or (3)	
OFC 704 Cooperative Work Experience .....	4
	<u>13-14</u>

Minimum Hours Required: .....65

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests. If a student places out, any OFC course may be taken to supplement the minimum hours required.

\*\*NOTE: OFC 190 Equivalent to 179, 182 and 185

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 -- GENERAL OFFICE

*Offered at all seven campuses*

(Certificate)

The General Office Certificate Program with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing* .....	3
BUS 105 Introduction to Business .....	3
CIS 103 Introduction to Computer Information Systems .....	3
	<u>18</u>
<b>SEMESTER II</b>	
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing* .....	3
OFC 190 Principles of Word Processing** .....	4
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting .....	3
	<u>16</u>

Minimum Hours Required: .....34

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFC course may be taken to supplement the minimum hours required.

\*\*NOTE: OFC 190 equivalent to 179, 182 and 185

**Certificate Program Students:  
TASP is not required.**

# OFFICE INFORMATION SYSTEMS SPECIALIST

*Offered at all seven campuses*

(Associate Degree)

This program introduces the skills for operators, supervisors, and managers in automated office environments. Office Information Systems involves the use of automated equipment and techniques that include speed gathering, processing, storing, and distributing printed materials.

This program develops the skills to work with a group of principals as a part of a team under the direction of an administrative support supervisor/information systems manager. The specialist handles transcription and manipulation of data using a variety of software applications and provides special secretarial services.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
OFC 160 Office Calculating Machines** .....	3
OFC 173 Intermediate Typing* .....	3
OFC 179 Office Information Systems Concepts**# .....	2
OFC 182 Introduction to Word Processing***# .....	1
	<hr/> 15
<b>SEMESTER II</b>	
ENG 102 Composition II .....	3
OFC 162 Office Procedures .....	3
OFC 185 Basic Machine Transcription**# .....	1
OFC 273 Advanced Typing Applications* .....	2
OFC 282 Word Processing Applications*** .....	1
CIS 103 Introduction to Computer Information Systems .....	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting .....	3
	<hr/> 16
<b>SEMESTER III</b>	
SC 101 Introduction to Speech Communication .....	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships .....	3
OFC 150 Automated Filing Procedures .....	3
OFC 231 Business Communications .....	3
OFC 283 Specialized Software I*** or	
OFC 284 Specialized Software II*** .....	1
OFC 285 Applied Machine Transcription .....	1
+ Elective .....	3
	<hr/> 17

## SEMESTER IV

BUS 237 Organizational Behavior or	
MGT 136 Principles of Management .....	3
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience or	
Elective(s) .....	3-4
+ Electives .....	3
+ + Electives .....	3
	<hr/> 12-13

Minimum Hours Required: ..... 60

+ Electives--must be selected from the following:

OFC 182 Introduction to Word Processing*** .....	1
OFC 282 Word Processing Applications*** .....	1
OFC 283 Specialized Software I or	
OFC 284 Specialized Software II*** .....	1

+ + Electives--must be selected from the following:

BUS 105 Introduction to Business .....	3
BUS 234 Business Law .....	3
MGT 136 Principles of Management .....	3

\*Students may be placed in typing courses based on proficiency level determined by previous training, experience, and/or placement tests.

\*\*Note: OFC 145 equivalent to 143 and 144  
OFC 190 Equivalent to 179, 182 and 185

\*\*\*Must be repeated for credit two additional times using different emphasis/equipment/software.

#Richland students must take OFC 190.

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.

# OUTBOARD MARINE ENGINE MECHANICS

*Cedar Valley only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of outboard marine engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of outboard marine engines. Included in this program is the study of outboard marine engine fuel, electrical and ignition systems, engine overhaul and tune-up, and lower units. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the outboard marine engine service industry.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

	CREDIT HOURS
<b>SEMESTER I</b>	
OE 115 Outboard Engine Tune-up .....	3
OE 144 Outboard Engine Service Principles ....	4
OE 146 Outboard Engine Powerhead Overhaul ..	4
	<hr/> 11
<b>SEMESTER II</b>	
OE 147 Outboard Engine Lower Unit Overhaul .....	4
OE 148 Outboard Engine Electrical Systems ...	4
OE 723 Cooperative Work Experience .....	3
	<hr/> 11
Minimum Hours Required .....	22

**Certificate Program Students:  
TASP is not required.**

# REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Associate Degree)

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
<b>SEMESTER I</b>	
RE 130 Real Estate Principles .....	3
RE 131 Real Estate Finance .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics I .....	3
	<u>15</u>
<b>SEMESTER II</b>	
RE 133 Real Estate Marketing .....	3
RE 135 Real Estate Appraisal-Residential or	
RE 134 Real Estate Appraisal-Commercial .....	3
RE 136 Real Estate Law .....	3
SC 101 Introduction to Speech	
Communication .....	3
+ Elective .....	3
	<u>15</u>
<b>SEMESTER III</b>	
RE 138 Real Estate Law Contracts .....	3
ECO 201 Principles of Economics I or	
ECO 105 Economics of Contemporary Social	
Issues .....	3
RE 704 Cooperative Work Experience I .....	4
CIS 103 Introduction to Computer Information	
Systems .....	3
+ + Elective .....	3
	<u>16</u>
<b>SEMESTER IV</b>	
ACC 201 Principles of Accounting I .....	3
GVT 201 American Government .....	3
+ + Elective .....	9
	<u>15</u>
Minimum Hours Required: .....	61

+ Elective—must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships ...	3
HD 107	Developing Leadership Behavior .....	3
PSY 101	Introduction to Psychology .....	3
PSY 131	Applied Psychology and Human Relations .....	3
SPA 101	Beginning Spanish .....	4

+ + Recommended Electives:

ACC 202	Principles of Accounting II .....	3
ECO 202	Principles of Economics II .....	3
MKT 230	Salesmanship .....	3
RE 230	Real Estate Office Management Brokerage .....	3
RE 233	Commercial and Investment Real Estate .....	3
RE 235	Property Management .....	3
RE 237	Real Estate Construction .....	3
RE 240	Special Problems in Real Estate .....	1
RE 241	Special Problems in Real Estate .....	3
RE 714	Cooperative Work Experience II .....	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.



# SMALL ENGINE MECHANICS

*Cedar Valley only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of small engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

		CREDIT HOURS
<b>SEMESTER I</b>		
SE 125	Small Engine Tune-Up .....	3
SE 154	Small Engine Service Principles .....	4
SE 156	Small Engine Two-Stroke Overhaul .....	4
		<hr/> 11
<b>SEMESTER II</b>		
SE 157	Small Engine Four-Stroke Overhaul ....	4
SE 158	Small Engine Electrical Systems .....	4
SE 733	Cooperative Work Experience .....	3
		<hr/> 11
Minimum Hours Required .....		22

**Certificate Program Students:  
TASP is not required.**

# VETERINARY TECHNOLOGY

*Cedar Valley only*

(Associate Degree)

This program is designed to help meet the need for graduate veterinary technicians as indicated by the Texas Veterinary Medical Association. The graduate serves primarily as an assistant to veterinarians in private practice, functions in biological research or serves to meet the needs of allied health industries.

The Veterinary Technology curriculum is designed to provide the graduate with information, experience and skills needed to perform all technical duties in a practice, excluding diagnosis, prescribing and surgery. The Veterinary Technology program is accredited by the Committee on Animal Technician Activities and Training of the American Veterinary Medical Association and graduates are qualified to take the Texas Veterinary Medical Association Examination to become a Registered Veterinary Technician (RVT).

Admission to the Veterinary Technology program is limited and applicants should be assessed and advised prior to enrolling in the program. Students are encouraged to have a good academic background in English, mathematics, and the biological sciences.

	CREDIT HOURS
<b>SEMESTER I</b>	
VT 113 Medical Terminology .....	1
VT 114 Introduction to Veterinary Technology .....	4
BIO 101 General Biology .....	4
ENG 101 Composition I .....	3
MTH 139 Applied Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
VT 120 Animal Care and Sanitation I .....	1
VT 121 Veterinary Anatomy and Physiology I .....	4
VT 122 Animal Behavior .....	2
CIS 103 Introduction to Computer Information Systems .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>13</u>
<b>SUMMER SESSION</b>	
VT 131 Veterinary Anatomy and Physiology II .....	4
VT 132 Pharmacology .....	3
VT 134 Animal Care and Sanitation II .....	1
VT 135 Clinical Pathology I .....	5
	<u>13</u>

## SEMESTER III

VT 211	Anesthetics and Surgical Assistance ...	4
VT 212	Large Animal Assisting Techniques ....	4
VT 213	Clinical Pathology II .....	5
VT 214	Animal Care and Sanitation III .....	1
		<u>14</u>

## SEMESTER IV

VT 220	Animal Care and Sanitation IV .....	1
VT 221	Radiographic Principles and Practices .....	3
VT 222	Veterinary Nursing .....	4
VT 223	Laboratory Animal Medicine .....	3
VT 703	Cooperative Work Experience .....	3
+ Elective	.....	3
		<u>17</u>

Minimum Hours Required ..... 72

Electives—must be selected from the following:

VT 115	Introduction to Applied Biology and Biochemistry .....	4
VT 136	Equine Reproduction and Management .....	3
VT 215	Special Topics in Veterinary Technology .....	3
VT 216	Clinical Seminar .....	2
VT 224	Exotic and Zoo Animal Medicine .....	2
VT 225	Avian and Reptile Medicine .....	2
VT 704	Cooperative Work Experience .....	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.

## TELECOURSES

You may take a variety of college credit courses via television. While the content, credit and transferability of these courses are the same as for similar courses taken on campus, the learning activities may vary with each course. The telecourse program of study includes a textbook, study guide, and possibly some supplemental readings. You may also have writing assignments, lab assignments, discussion sessions and/or field trips.

### **(ACC) 201 Principles of Accounting I (3)**

This course presents the processes of accounting, and introduces the theory, principles and language of business.

### **(ANT) 101 Cultural Anthropology (3)**

"Faces of Culture" is an introduction to the study of cultures of the world including social, political and religious aspects.

### **(BUS) 105 Introduction to Business (3)**

"The Business File" is an introduction to the fundamentals of business and how it operates today.

### **(BUS) 234 Business Law (3)**

"Business and the Law" emphasizes contracts and the legal system. Topics include law of sales, commercial paper, government regulations, employment practices, consumer and environmental practices, giving students a comprehensive overview of law in the world of business.

### **(CIS) 103 Introduction to Computer Information Systems (3)**

"The New Literacy" presents the concepts and applications of computers and data processing in today's computerized world.

### **(ECO) 201 Principles of Economics I (3)**

Designed by some of the nation's top economists, "Economics U.S.A." enables students to learn the principles of modern macroeconomics.

### **(ECO) 202 Principles of Economics II (3)**

Designed by some of the nation's top economists, "Economics U.S.A." further enables the students to learn the principles of modern microeconomics.

### **(ENG) 101 Composition I (3)**

"The Write Course" is an introduction to college composition that can help you develop effective writing skills.

### **(ENG) 102 Composition II (3)**

"Read, Write and Research" explores fiction, poetry, drama, film and more as it emphasizes composition skills.

### **(GVT) 201 American Government I (3)**

"Government By Consent I" helps students understand both U.S. and Texas politics and political processes.

### **(GVT) 202 American Government II (3)**

"Government By Consent II" examines both U.S. and Texas legislative processes, executive branches, bureaucratic structure and judicial systems.

### **(HST) 101 History of the United States (3)**

"The American Adventure" travels from America's beginning to 1877. Oral histories and diaries are visually enhanced.

### **(HST) 102 History of the United States (3)**

"America: The Second Century" covers the period between the Centennial to the Bicentennial. The course takes a topical approach.

### **(HUM) 101 Introduction to the Humanities (3)**

"In Our Own Image" focuses on very basic notions about people and our feelings about the arts; creation, effect and criticism.

### **(MGT) 136 Principles of Management (3)**

"The Business of Management" is designed to help you see the manager's point of view when organizing a business.

### **(PEH) 101 Health for Today (3)**

"Here's To Your Health" helps the student define a healthy lifestyle and earn credit in personal health/physical education.

### **(PSY) 101 Introduction to Psychology (3)**

"Psychology: The Study of Human Behavior" draws upon years of international work in the field of psychology; many universally recognized authorities are interviewed.

### **(PSY) 201 Developmental Psychology (3)**

"The Growing Years" uses dramatizations, experiments and interviews with experts to study the forces that shape human behavior.

### **(SOC) 101 Introduction to Sociology (3)**

The primary goal of "The Sociological Imagination" is to develop the sociological imagination of students through thought-provoking documentaries and interviews with leading sociologists.

# ACCOUNTING

## **(ACC) 131 Bookkeeping I (3)**

The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed. (3 Lec.)

## **(ACC) 132 Bookkeeping II (3)**

Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

## **(ACC) 201 Principles Of Accounting I (3)**

This course covers the theory and practice of measuring and interpreting financial data for business units. Topics include the operating cycle, the preparation of financial statements, depreciation, inventory valuation, and credit losses. (3 Lec.)

## **(ACC) 202 Principles Of Accounting II (3)**

Prerequisite: Accounting 201. Accounting procedures and practices for corporations are studied. Topics include cost data and budget controls. Financial reports are analyzed for use by creditors, investors, and management. (3 Lec.)

## **(ACC) 203 Intermediate Accounting I (3)**

Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

## **(ACC) 204 Managerial Accounting (3)**

Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

## **(ACC) 205 Business Finance (3)**

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

## **(ACC) 207 Intermediate Accounting II (3)**

This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

## **(ACC) 238 Cost Accounting (3)**

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

## **(ACC) 239 Income Tax Accounting (3)**

Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on common problems. (3 Lec.)

## **(ACC) 250 Microcomputer-Based Accounting Applications (3)**

Prerequisites: Accounting 202 and Computer Information Systems 103. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing systems for general ledger, accounts receivable, accounts payable, and payroll. Additional study may be devoted to financial planning and budgeting applications using electronic worksheet programs. Laboratory fee. (2 Lec., 2 Lab.)

## **(ACC) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

## **(ACC) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

**(ACC) 713 Cooperative Work Experience (3)**

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

**(ACC) 714 Cooperative Work Experience (4)**

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

## **AGRICULTURE**

**(AGR) 100 The Agricultural Industry (2)**

This course is a survey of the trends and opportunities in the agricultural industry. It introduces the student to various types of professional and technical jobs in the industry and the types of agricultural businesses, commodity and trade organizations, and governmental agencies where these jobs may be found. Basic methods of utilizing educational resources such as the Learning Resource Center and agricultural resources within the area will be presented. (2 Lec.)

**(AGR) 103 Agronomy (4)**

This course introduces the student to the scientific principles and modern practices used in the production of field and forage crops. Topics include crop classification, variety selection and performance, soil testing, fertilizers, soil types and conditions, environmental factors, production practices, and crop usage. Laboratory fee. (3 Lec., 3 Lab.)

**(AGR) 105 General Animal Science (4)**

This course is an introduction to modern animal agriculture. Market classification, selection, basic reproduction and nutrition principles, and general management of cattle, swine, sheep, goats, and horses will be presented. Laboratory fee. (3 Lec., 3 Lab.)

**(AGR) 107 General Horticulture (4)**

This course is an introduction to the practical and scientific methods used in modern horticulture. Basic principles in plant propagation, landscape, greenhouse operation, plant identification, vegetable and fruit production will be included. Laboratory fee. (3 Lec., 3 Lab.)

**(AGR) 111 Introduction To Agricultural Economics (3)**

This course is an introduction to economic principles and concepts in agriculture as they relate to the local farm and at the national level. The course will make the student aware of economic principles that affect procedures, processing, and the distribution of farm products. Agricultural economics is an introductory level course providing students with a basis for evaluation of economic factors related to agricultural marketing and the general farm operation. (3 Lec.)

**(AGR) 124 Poultry Science (3)**

This is a basic course designed to introduce the student to the scientific components of the poultry industry. It will include study of the principles of breeding, incubation, feeding, housing, marketing, and disease control of poultry. Laboratory fee. (2 Lec., 2 Lab.)

**(AGR) 200 Agricultural Construction (6)**

This is an introduction to construction principles used in agricultural enterprises. Layout and design of agricultural facilities, material types, construction estimating, safety and use of hand and power tools, arc and gas welding and cutting, and basic wiring and plumbing will be included. Laboratory fee. (4 Lec., 4 Lab.)

**(AGR) 202 Agricultural Power Units (3)**

This course is an introduction to the principles of operating, servicing, and adjusting internal combustion engines used in agricultural enterprises. A comparison of gasoline, LP gas, and diesel engines as well as the function and maintenance of the electrical, ignition, fuel, lubrication, and cooling systems will be included. Laboratory fee. (2 Lec., 2 Lab.)

**(AGR) 204 Dairying (3)**

This course surveys the dairying industry, dairy breeds, standards for selection and culling, herd replacement, feeding, management, and health maintenance. The food value of milk for the dairy industry, tests for composition and quality utilization and processing of market milk and dairy products will be reviewed. Laboratory fee. (2 Lec., 2 Lab.)

**(AGR) 205 Introduction To Food Science (3)**

This is an introduction to the basic scientific and technological principles of modern food supply systems. Students will receive instruction in the areas of food classification, modern processing, and quality control methods. Laboratory Fee. (2 Lec., 2 Lab.)

**(AGR) 211 Computer Applications In Agriculture (3)**  
Prerequisite: Developmental Mathematics 093 or equivalent. This is an introduction to the use of computers in agricultural operations and management. Software and hardware selection, word processing, spreadsheet, database, and BASIC programming applications will be included. Laboratory Fee. (2 Lec., 2 Lab.)

**(AGR) 250 Agricultural Entomology (4)**  
This course is a survey of general and economic entomology as it relates to agriculture. Topics include insect morphology, physiology, identification of the principal orders, economic significance, control of entomological pests of plants, man, animals, and household. Laboratory fee. (3 Lec., 3 Lab.)

## **AIR CONDITIONING AND REFRIGERATION**

**(ACR) 109 Contemporary Topics I (2)**  
Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 2 Lab.)

**(ACR) 110 Contemporary Topics II (3)**  
Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 120 Principles Of Refrigeration (6)**  
This course is a comprehensive course that includes Air Conditioning 121 and 122. Students may register in the comprehensive course or the inclusive courses. The physical principles applying to refrigeration systems are studied including thermodynamics, gas laws, heat transfer, refrigerants, pressure-enthalpy diagrams, vapor compression systems, safety procedures and the proper safe use of handtools. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 121 Principles Of Refrigeration I (3)**  
The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of handtools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 122 Principles Of Refrigeration II (3)**  
Prerequisite: Air Conditioning and Refrigeration 121. This course is a continued study of the physical principles related to refrigeration systems including basic properties of refrigerants and the construction of pressure-enthalpy diagrams. The operation of vapor compression systems are studied in detail. (2 Lec., 3 Lab.)

**(ACR) 125 Principles Of Electricity (6)**  
This course is a comprehensive course that includes Air Conditioning 126 and 127. Students may register in the comprehensive course or the inclusive courses. The electrical principles applied to the air conditioning and refrigeration systems are studied including simple circuits, circuits, basic electrical units, test instruments, construction and diagnosis of complex electrical circuits, alternating current motors and electrical safety procedures. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 126 Principles Of Electricity I (3)**  
This course is a study of the principles of electricity as applied in the air conditioning and refrigeration service field. Simple circuits, circuit components, basic electrical units and test instruments are covered. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 127 Principles Of Electricity II (3)**  
Prerequisite: Air Conditioning and Refrigeration 126. This course continues the study of electricity applied to air conditioning and refrigeration. Emphasis is placed on the construction and diagnosis of complex electrical circuits and alternating current motors used in the air conditioning and refrigeration service industry. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 130 Residential Cooling Systems (6)**  
Prerequisites: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 131 and 132. Students may register in the comprehensive course or the inclusive courses. This course covers compressors, condensers, evaporators, metering devices, pipe sizing, piping practices, seasonal maintenance, electrical systems, system trouble-shooting and system installation. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 131 Residential Cooling Systems I (3)**  
Prerequisites: Air Conditioning and Refrigeration 122 and 127. The principles of refrigeration and electricity are applied to residential cooling systems. Emphasis is placed on compressors, condensers, evaporators, metering devices and electrical components function and relationship. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 132 Residential Cooling Systems II (3)**  
Prerequisite: Air Conditioning and Refrigeration 131. This course includes pipe sizing, piping practices, seasonal maintenance, system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 137 Contemporary Topics III (1)**  
Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (1 Lec.)

**(ACR) 138 Contemporary Topics IV (2)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (2 Lec.)

**(ACR) 139 Contemporary Topics V (3)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (3 Lec.)

**(ACR) 140 Residential Heating Systems (6)**

Prerequisites: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 141 and 142. Students may register in the comprehensive course or the inclusive courses. The servicing of residential heating systems is studied. Topics include gas-fired furnaces, electric furnaces, heat pumps, control circuits and other related topics. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 141 Residential Heating Systems I (3)**

Prerequisites: Air Conditioning and Refrigeration 122 and 127. This course is a study of the procedures and principles used in servicing residential heating systems including gas-fired and electric furnaces. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 142 Residential Heating Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 141. Heat pumps, heating system control circuits and other topics related to residential heating systems are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 200 Contractor Estimating (6)**

This course is a comprehensive course that includes Air Conditioning 209 and 210. Students may register in the comprehensive course or the inclusive courses. The study of load calculations, air duct design, building plans, construction codes, state and local licenses, job estimating and job scheduling are covered in this course. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 209 Contractor Estimating I (3)**

This course is a study of load calculations, air duct design and building plans used in the industry by service contractors. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 210 Contractor Estimating II (3)**

Prerequisite: Air Conditioning and Refrigeration 209. This course continues the study of contractor estimating including construction codes, state and local licenses, job estimating elements, and job scheduling. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 212 System Servicing (6)**

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course is a comprehensive course that includes Air Conditioning 213 and 214. Students may register in the comprehensive course or the inclusive courses. This course includes psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners, advanced system trouble-shooting, and system installation. Laboratory fee. (4 Lec., 5 Lab.)

**(ACR) 213 System Servicing I (3)**

Prerequisites: Air Conditioning and Refrigeration 132 and 142. The topics of psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 214 System Servicing II (3)**

Prerequisite: Air Conditioning and Refrigeration 213. This course is a continuation of system servicing with emphasis on advanced system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**(ACR) 221 Refrigeration Loads (3)**

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)



**(ACR) 224 System Testing And Balancing (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

**(ACR) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

**(ACR) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

**(ACR) 713 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

**(ACR) 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

## **ANTHROPOLOGY**

**(ANT) 100 Introduction To Anthropology (3)**

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.)

**(ANT) 101 Cultural Anthropology (3)**

Cultures of the world are surveyed, and emphasis is given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (3 Lec.)

**(ANT) 104 American Indian Culture (3)**

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)



## **ART**

**(ART) 104 Art Appreciation (3)**

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.)

**(ART) 105 Survey Of Art History (3)**

This course covers the history of art from prehistoric time through the Renaissance. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

**(ART) 106 Survey Of Art History (3)**

This course covers the history of art from the Baroque period through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

**(ART) 110 Design I (3)**

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.)



**(ART) 111 Design II (3)**

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture is considered. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 114 Drawing I (3)**

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.)

**(ART) 115 Drawing II (3)**

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 118 Creative Photography For The Artist I (3)**

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. 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. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 119 Creative Photography For The Artist II (3)**

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 201 Drawing III (3)**

Prerequisites: Art 110, Art 111, Art 115, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 202 Drawing IV (3)**

Prerequisites: Art 201, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 203 Art History (3)**

Prerequisites: Art 105 and Art 106. 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.)

**(ART) 204 Art History (3)**

Prerequisites: Art 105 and Art 106. 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.)

**(ART) 205 Painting I (3)**

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. 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.)

**(ART) 206 Painting II (3)**

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

**(ART) 208 Sculpture I (3)**

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 209 Sculpture II (3)**

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 210 Commercial Art I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 215 Ceramics I (3)**

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 216 Ceramics II (3)**

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 217 Watercolor I (3)**

Prerequisites: Art 110, Art 111, and Art 115 or demonstrated competence approved by the instructor. 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. (2 Lec., 4 Lab.)

**(ART) 218 Watercolor II (3)**

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

**(ART) 220 Printmaking I (3)**

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 222 Printmaking II (3)**

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 227 Design III (3)**

Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 229 Design IV (3)**

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

**(ART) 232 Fibers I (3)**

Prerequisites: Art 110, 111, 114, and 115. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

**(ART) 233 Fibers II (3)**

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)

**ASTRONOMY****(AST) 101 Descriptive Astronomy (3)**

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.)

**(AST) 102 General Astronomy (3)**

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.)

**(AST) 111 Fundamentals Of Astronomy (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**(AST) 112 General Introductory Astronomy (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**AUTOMOTIVE CAREER TECHNICIAN****(ACT) 110 Fundamentals (3)**

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, manuals and schematic diagrams. (3 Lec.)

**(ACT) 111 Basic Electrical Systems (3)**

The theory and principles of electrical systems are presented. Batteries, starters, charging systems, and ignition systems are studied. Testing and basic service procedures are also included. (3 Lec.)

**(ACT) 112 Parts And Service Department Management (3)**

This course examines automotive parts and service department management. Topics include organizational structure, operation, marketing, promotional methods, management and financial controls. (3 Lec.)

**(ACT) 113 Advanced Electrical Systems (3)**

Prerequisite: Automotive Career Training 111. Advanced electrical systems are presented. Topics include chassis electrical systems, microcomputer controlled systems, instrument panel controls, wiring systems, and accessory panel controls. Emphasis is on interpretation of diagrams and schematics. Systematic trouble-shooting procedures are also stressed. Upon completion of this course, the technician is prepared for A.S.E. Electrical Systems Examination. (3 Lec.)

**(ACT) 114 Basic Engine Repair (3)**

The study and repair of engines are the focus of this course. Four-cycle, two-cycle, rotary, and diesel engines are included. Cooling and lubrication systems, valves and valve trains, cylinder head reconditioning, and the diagnosis of engine problems are studied. (3 Lec.)

**(ACT) 115 Engine Overhaul Procedures (3)**

Prerequisite: Automotive Career Technician 114 or concurrent enrollment. Procedures to disassemble, rebuild, and assemble the engine are covered. Emphasis is on precision measuring techniques. Also included are tune-up and road testing. Upon completion of this course, the technician is prepared for the A.S.E. Engine Repair Examination. (3 Lec.)

**(ACT) 220 Air Conditioning And Heating Systems (3)**

This course covers basic thermodynamics principles of heating and air conditioning systems. Topics include systems, components, systems testing, diagnosis, and servicing. Also included are control systems. Upon completion of this course, the technician is prepared for the A.S.E. Heating and Air Conditioning Systems Examination. (3 Lec.)

**(ACT) 221 Suspension, Steering And Brake Systems (3)**

Suspension, steering and brake systems are covered. Disc and drum brakes, front and rear suspension systems, and manual and power steering systems are included. Tires, wheels, and alignment are also studied. Emphasis is on inspection, diagnosis, and service techniques. Upon successful completion of this course, the technician is prepared for the A.S.E. Front End and Brake Systems Examinations. (3 Lec.)

**(ACT) 222 Engine Tune-Up Procedures (3)**

Tune-up procedures are presented. The fuel system, carburetor, ignition system, and emission control systems are covered. Emphasis is on precision diagnosis by the use of the engine analyzer as well as trouble-shooting procedures. Upon successful completion of this course, the technician is prepared for the A.S.E. Engine Tune-Up and Performance Examination. (3 Lec.)

**(ACT) 223 Standard Transmissions And Power Trains (3)**

This course includes the study of clutches, standard transmissions, drive line, and differentials. Gear trains, universal joints, axles, and bearings are covered. Emphasis is placed on drive line components for both conventional and transverse applications. Upon completion of this course, the technician is prepared for the A.S.E. Standard Transmission and Rear Axle Examination. (3 Lec.)

**(ACT) 224 Automatic Transmission (3)**

This course covers the operation, diagnosis, and repair procedures of automatic transmissions. Gear trains, torque converters, hydraulic systems, and control circuits are studied. Emphasis is placed on in-line and transverse applications. Upon completion of this course, the technician is prepared for the A.S.E. Automatic Transmission Examination. (3 Lec.)

**(ACT) 225 Fuel Injection System (3)**

Principles and functions of automotive fuel injectors, diagnosis and repair are covered. The course also reviews fuel pumps, gas tanks, emission control systems and their diagnosis, repair and adjustment. (3 Lec.)

**(ACT) 704 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**(ACT) 714 Cooperative Work Experience (4)**

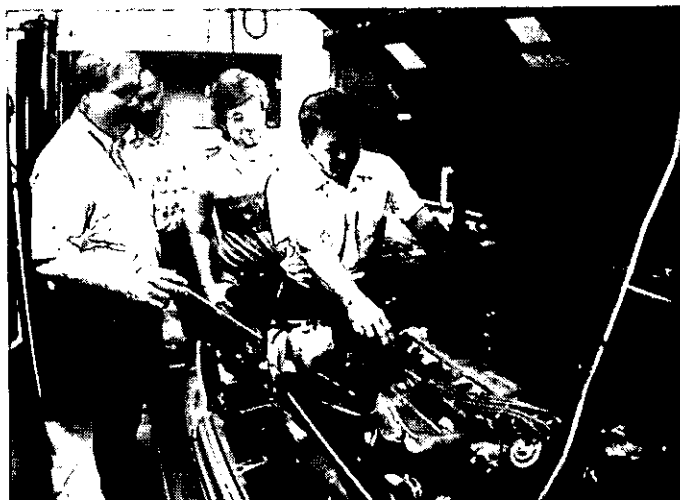
Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**(ACT) 804 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**(ACT) 814 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and successful completion of the Automotive Service Excellence Certification program. The student, employer and instructor will develop a written competency-based learning plan designed to prepare the student for successful entry into the automotive technology industry as an Automotive Service Excellence Certified Master Technician. The seminars consist of topics designed to prepare the student for successful completion of the Automotive Service Excellence Certification program and employer/employee expectations. (1 Lec., 20 Lab.)



# **AUTOMOTIVE TECHNOLOGY**

## **(AT) 109 Minor Vehicle Service (3)**

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

## **(AT) 110 Engine Repair I (4)**

The operational theory of the internal combustion engine is studied. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment. Laboratory fee. (120 Contact Hours)

## **(AT) 112 Engine Repair II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Automotive Technology 110. Engine rebuilding is continued with emphasis on in-service automotive repair. Laboratory fee. (120 Contact Hours)

## **(AT) 114 Engine Analysis And Tune-Up (4)**

Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee. (120 Contact Hours)

## **(AT) 116 Fuel And Emission Systems (4)**

This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee. (120 Contact Hours)

## **(AT) 119 Electrical Systems (3)**

This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee. (90 Contact Hours)

## **(AT) 163 Introduction To Automotive Service (3)**

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

## **(AT) 164 Engine Systems I (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course covers the theory, operation, and diagnosis of the internal combustion engine. Cylinder head, valve train, and camshaft repair procedures are studied. Also covered are the repair and diagnosis of the lubrication and cooling systems. Laboratory fee. (90 Contact Hours)

## **(AT) 165 Engine Systems II (3)**

Prerequisite: Automotive Technology 164 or demonstrated competence approved by the instructor. This course is a continuation of Automotive Technology 164. Engine removal and replacement, major engine diagnosis, and repair of the crankshaft, engine block, and rings are stressed, including accurate measurement procedures. Laboratory fee. (90 Contact Hours)

## **(AT) 166 Brake Systems (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course will cover the fundamental operation of the hydraulic brake system. Basic hydraulic principles will be reviewed. Emphasis will be given to the operation of disc, drum, power boost and anti-lock systems. Laboratory fee. (90 contact hours)

## **(AT) 167 Steering And Suspension (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes a thorough study of the various types of automotive front and rear suspension systems, steering systems (both standard and power assisted) and recommended service and repair procedures. Various steering geometry angles will be defined and explained. The principles and procedures of four-wheel or thrust-line alignment will be covered on most common suspension types. Tire service relating to alignment will be stressed. Laboratory fee. (90 Contact Hours)

## **(AT) 168 Standard Transmissions And Drive Trains (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes an in-depth study of torque and gearing as applied to standard transmissions, trans axles, differentials, final drives, drive axles and clutches. Proper methods of diagnosis, adjustment and repair of these components will be covered in both theory and practical application. Laboratory fee. (90 Contact Hours)

## **(AT) 212 Special Automotive Applications (1)**

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This course will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

**(AT) 222 Heating And Air Conditioning Systems (3)**

This course focuses on the principles of operation and service techniques applied to automobile and air conditioning systems. Topics include components, testing, diagnosing, charging and repair practices. Laboratory fee. (90 Contact Hours)

**(AT) 223 Brake Systems (4)**

This course covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee. (120 Contact Hours)

**(AT) 225 Front End Systems (4)**

This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee. (120 Contact Hours)

**(AT) 227 Standard Transmission And Drive Trains (4)**

This course includes the operating principles, construction, and maintenance of the manual transmission and related drive-train components. Laboratory fee. (120 Contact Hours)

**(AT) 229 Automatic Transmissions I (4)**

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmissions is introduced. Laboratory fee. (120 Contact Hours)

**(AT) 231 Automatic Transmissions II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automotive Technology 229. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

**(AT) 240 Basic Automotive Electronics (2)**

Prerequisites: Automotive Technology 165 and Physics 131 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics as related to an automotive electrical system with emphasis on inputs (sensors), outputs (actuators), and active devices. Diagnosis and repair procedures are covered using analog and digital test equipment. Laboratory fee. (60 Contact Hours)

**(AT) 241 Automatic Transmissions I (3)**

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the theory of automatic transmissions, as well as principles of operation and diagnosis of most popularly used automatic transmissions. This course establishes a firm foundation in principles and fundamentals for advanced application in Automotive Technology 242. All minor services, adjustments, and diagnostic procedures will be demonstrated. Laboratory fee. (90 Contact Hours)

**(AT) 242 Automatic Transmissions II (3)**

Prerequisites: Automotive Technology 240 and Automotive Technology 241 or demonstrated competence approved by the instructor. This course applies the principles and fundamentals from Automatic Transmissions I in the major repair and overhaul of specific transmissions. Proper safety procedures, disassembly, repair and reassembly procedures will be emphasized in order to accomplish a professional repair. Laboratory fee. (90 Contact Hours)

**(AT) 243 Electrical Systems (3)**

Prerequisite: Automotive Technology 240 or demonstrated competence approved by the instructor. This course will cover the function of the automotive (high current) electrical system. Included will be a review of basic electrical theory and current flow. Emphasis will be given to alternator operation, D.C. motor operation, and troubleshooting. Also covered will be wiring diagrams, switches, relays, fuses and light operation. Laboratory fee. (90 Contact Hours)

**(AT) 244 Heating And Air Conditioning Systems (3)**

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the fundamental operations of air conditioning and heating systems. Basic heat transfer will be reviewed. Emphasis will be given to the basic system operation as well as climate controls. Laboratory fee. (90 Contact Hours)

**(AT) 245 Ignition, Fuel And Emission Systems I**

**(Basic Ignition Diagnosis And Scope Analysis) (3)**

Prerequisites: Automotive Technology 165 and 243 or demonstrated competence approved by the instructor. This course covers the principles and functions of conventional non-computerized ignition systems. Diagnostic procedures and skills are stressed using available test equipment, including the proper diagnosis and service of basic emission controls and components. Carburetor service and electronic computerized systems will be introduced. Laboratory fee. (90 Contact Hours)

**(AT) 246 Ignition, Fuel And Emission Systems II  
(Carbureted Systems) (3)**

Prerequisite: Automotive Technology 245 or demonstrated competence approved by the instructor. This course covers the major components and operation of both gasoline and diesel fuel systems and how the combustion process works in both gasoline and diesel fuel systems. Various fuel system components are presented. Operation and service procedures of the carburetor as well as diagnosis and repair of the emission control system are stressed. Electronic computerized control of the fuel emission systems is introduced. Laboratory fee. (90 Contact Hours)

**(AT) 247 Ignition, Fuel And Emission Systems III (Fuel-Injected Systems) (3)**

Prerequisite: Automotive Technology 246 or demonstrated competence approved by the instructor. This course covers computer-controlled systems which include the fuel system, ignition, emission controls, carburetor controls, fuel injection, and torque converter clutch. The function and service techniques of engine-related electronic components will be covered in detail. The operation, diagnosis, and service procedures for computer-controlled carburetors and fuel injection systems are discussed. Diagnostic techniques and proper use of test equipment will be emphasized. Laboratory fee. (90 Contact Hours)

**(AT) 248 Automotive Electronics (3)**

Prerequisite: Automotive Technology 119 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics used in the automotive electrical system with emphasis on diagnostic and trouble-shooting procedures and use of test equipment. Laboratory fee. (90 Contact Hours)

**(AT) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, workplace procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 15 Lab.)

**(AT) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, workplace procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 20 Lab.)

**(AT) 713 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 15 Lab.)

**(AT) 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Automotive technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 20 Lab.)



## **BIOLOGY**

### **(BIO) 101 General Biology (4)**

This course is intended for students majoring and minoring in biology and related disciplines. It is a prerequisite for all higher level biology courses. Topics include the scientific method, fundamental general and biological chemistry, cell structure and function including membrane transport, cell reproduction, cell energetics and homeostatic mechanisms. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 102 General Biology (4)**

This course is a continuation of Biology 101 and is intended for students majoring and minoring in biology and related disciplines. Topics include Mendelian and molecular genetics, developmental biology, evolution and the diversity of life, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 110 Introductory Botany (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 115 Biological Science (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 116 Biological Science (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 120 Introduction To Human Anatomy And Physiology (4)**

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 121 Introduction To Human Anatomy And Physiology (4)**

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 123 Applied Anatomy And Physiology (4)**

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

### **(BIO) 203 Intermediate Botany (4)**

Prerequisites: Biology 101 and 102. 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.)

### **(BIO) 211 Invertebrate Zoology (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

### **(BIO) 216 General Microbiology (4)**

Prerequisite: Biology 102 or 121 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. Laboratory fee. (3 Lec., 4 Lab.)

### **(BIO) 218 Field Biology (3)**

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.)

### **(BIO) 221 Anatomy And Physiology I (4)**

Prerequisite: Biology 102 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. Laboratory fee. (3 Lec., 3 Lab.)



**(BIO) 222 Anatomy And Physiology II (4)**

Prerequisite: Biology 221 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 inter relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 223 Environmental Biology (3)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 226 Genetics (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 230 Mammalian Physiology (4)**

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

**(BIO) 235 Comparative Anatomy Of The Vertebrates (4)**

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

**BLUEPRINT READING****(BPR) 177 Blueprint Reading (2)**

Engineering drawings are described and explained. Topics include multi view projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab.)

**(BPR) 178 Blueprint Reading (2)**

Prerequisite: Blueprint Reading 177. The different types of prints are read. More complex prints are included. Types of prints include machine, piping, architectural, civil, structural, electrical, electronic, numerical control documents, and aircraft. Calculations required in blueprint reading are emphasized. (1 Lec., 3 Lab.)

**BUSINESS****(BUS) 105 Introduction To Business (3)**

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.)

**(BUS) 143 Personal Finance (3)**

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

**(BUS) 234 Business Law (3)**

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.)

**CHEMISTRY****(CHM) 101 General Chemistry (4)**

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 102 General Chemistry (4)**

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)



**(CHM) 115 Chemical Science (4)**

Prerequisite: Developmental Mathematics 091 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, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 116 Chemical Science (4)**

Prerequisite: Chemistry 115 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. Laboratory fee. (3 Lec., 3 Lab.)

**(CHM) 201 Organic Chemistry I (4)**

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereochemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

**(CHM) 202 Organic Chemistry II (4)**

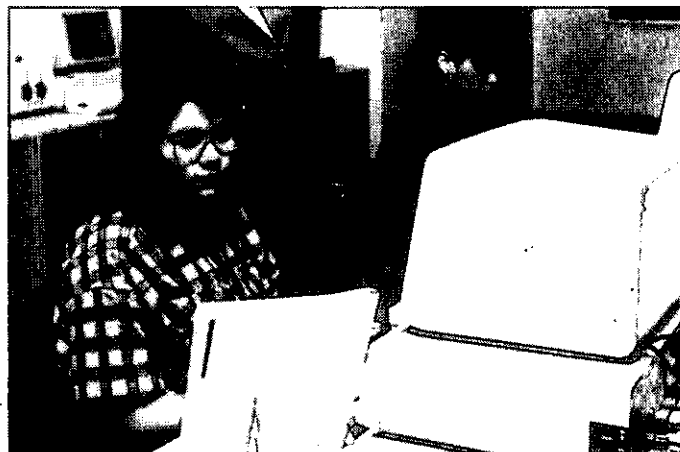
Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

**COLLEGE LEARNING SKILLS****(CLS) 100 College Learning Skills (1)**

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. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

**COMMUNICATIONS****(COM) 131 Applied Communications (3)**

Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

**COMPUTER INFORMATION SYSTEMS****(CIS) 103 Introduction To Computer Information Systems (3)**

This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 1 Lab.)

**(CIS) 108 PC Software Applications (4)**

This course surveys the use of the microcomputer in conducting professional activities and solving business problems. Topics include the study of hardware and software components of a microcomputer, the function of operating systems and the study and use of contemporary software application packages. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 111 Data Entry Applications And Concepts (3)**

Prerequisite: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

**(CIS) 114 Problem Solving With The Computer (4)**

Prerequisites: Business 105 or Management 136 and Computer Information Systems 103 or Computer Information Systems 108, or demonstrated proficiency approved by instructor. This course explores methods of solving business problems with the use of a microcomputer. Analysis and design methods are studied and applied to practical situations involving various business functions. Data security and privacy issues are also considered. (3 Lec., 2 Lab.)

**(CIS) 116 Operations I (4)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 103 or Computer Information Systems 108 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. Topics include the role of personnel in computer operations, data entry, scheduling, data control, and librarian functions, the importance of job documentation, standards manuals, error logs, operating procedures, job control language, and the flow of data between the user and the data processing department. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 118 Text Processing Applications (3)**

Prerequisite: Computer Information Systems 103 or 108 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (2 Lec., 3 Lab.)

**(CIS) 126 Operations II (4)**

Prerequisites: Computer Information Systems 103 or Computer Information Systems 108 and Computer Information Systems 116 or demonstrated competence approved by the instructor. Concepts and functions of an operating system in a multiprocessing environment are presented. Topics include system commands, interpretation of messages and codes, maintaining data and physical security, and an introduction to data communications, data base management systems, and query languages used on mainframes and microcomputer systems. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 150 Computer Program Logic And Design (3)**

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include structured design tools and their application to general business problems. (3 Lec.)

**(CIS) 160 Data Communications (3)**

Prerequisite: Computer Information Systems 103 or 108. This course provides an introduction to data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. (3 Lec.)

**(CIS) 162 COBOL Programming I (4)**

Prerequisites: Computer Information Systems 103, credit or concurrent enrollment in Computer Information Systems 150, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 164 COBOL Programming II (4)**

Prerequisites: Computer Information Systems 150 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 169 4th Generation Languages (4)**

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course presents an introduction to 4th generation languages and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 170 RPG Programming (3)**

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Topics include basic listings with levels of totals, multi-record input, exception reporting, lookahead feature, and multi-file processing. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 172 BASIC Programming (3)**

Prerequisite: Computer Information Systems 103 or Computer Information Systems 108 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 173 Pascal Programming For Business (3)**

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 205 JCL And Operating Systems (4)**

Prerequisite: Computer Information Systems 162 or 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 210 Assembly Language I (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 212 C Programming (4)**

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 215 Micro Assembly Language (4)**

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 218 Spreadsheet Applications (4)**

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 220 Assembly Language II (4)**

Prerequisite: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current mainframe assembler language. Topics include advanced fixed point operations, indexing, disk file organization and maintenance, advanced table concepts, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, debugging techniques, and introduction to floating point operations. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 221 PC Operating Systems And Utilities (4)**

Prerequisites: Six credit hours in Computer Information Systems or demonstrated competence approved by the instructor. This course covers operating system concepts and includes scheduling, data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

**(CIS) 223 PC Hardware (3)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 221 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 225 Systems Analysis And Design (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

**(CIS) 228 Database Applications (4)**

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. This course covers microcomputer database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 239 User Documentation And Training (3)**

Prerequisites: Speech Communication 101, Office Careers 231, and Computer Information Systems 118 or comparable word processing course or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. (3 Lec.)

**(CIS) 254 Data Base Systems (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 256 Computer Center Management (3)**

Prerequisites: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include introduction to management theory, personnel management, production, scheduling, and processing within a computer center. Methods for computer selection and evaluation are also presented. (3 Lec.)

**(CIS) 258 On-Line Applications (4)**

Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program on-line applications. Topics include on-line applications design, the functions of a teleprocessing monitor, program coding techniques, testing methods, and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 260 Contemporary Topics In Computer Information Systems (1)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**(CIS) 262 Contemporary Topics In Computer Information Systems (3)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**(CIS) 263 Special Topics In Computer Information Systems (3)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 265 Special Topics In Computer Information Systems (4)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

**(CIS) 272 Advanced BASIC Techniques (3)**

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Laboratory fee. (2 Lec., 2 Lab.)

**(CIS) 280 Applied Studies (3)**

Prerequisites: Computer Information Systems 223 and twelve additional credit hours from this option or demonstrated competence approved by instructor. This course applies PC analyst skills to real world situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (3 Lec.)

**(CIS) 701 Cooperative Work Experience (1)**

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

**(CIS) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**(CIS) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

**(CIS) 713 Cooperative Work Experience (3)**

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

**(CIS) 714 Cooperative Work Experience (4)**

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

## DEVELOPMENTAL COMMUNICATIONS

**(DC) 095 Communication Skills (3)**

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

**(DC) 120 Communication Skills (3)**

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)



## DEVELOPMENTAL LEARNING

**(DL) 094 Learning Skills Improvement (1)**

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

## DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

**(DM) 090 Pre Algebra Mathematics (3)**

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.)

### **(DM) 091 Elementary Algebra (3)**

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

### **(DM) 093 Intermediate Algebra (3)**

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

## **DEVELOPMENTAL READING**

Students can improve their performance in English courses by enrolling in Developmental Reading courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in courses that require a considerable amount of college-level reading. See the catalog descriptions in reading for full course content.

### **(DR) 090 Basic Reading Skills (3)**

Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

### **(DR) 091 Preparation For College Reading (3)**

This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

## **DEVELOPMENTAL WRITING**

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit.

### **(DW) 090 Developmental Writing (3)**

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.)

### **(DW) 091 Developmental Writing (3)**

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.)

### **(DW) 093 Developmental Writing (3)**

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. This course may be offered independently or in conjunction with English 101 or other courses requiring writing. (3 Lec.)

## **ECONOMICS**

### **(ECO) 105 Economics Of Contemporary Social Issues (3)**

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)

### **(ECO) 201 Principles Of Economics I (3)**

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

### **(ECO) 202 Principles Of Economics II (3)**

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. 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 microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

**(ECO) 203 Economics of Global Issues (3)**

Prerequisite: ECO 201 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread.

**ENGLISH**

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

**(ENG) 101 Composition I (3)**

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). 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. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(ENG) 102 Composition II (3)**

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.) (3 Lec.)

**English In The Sophomore Year**

English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

**(ENG) 201 British Literature (3)**

Prerequisite: English 102. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

**(ENG) 202 British Literature (3)**

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

**(ENG) 203 World Literature (3)**

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

**(ENG) 204 World Literature (3)**

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

**(ENG) 205 American Literature (3)**

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

**(ENG) 206 American Literature (3)**

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

**(ENG) 209 Creative Writing (3)**

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

**(ENG) 210 Technical Writing (3)**

Prerequisites: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

**(ENG) 215 Studies In Literature (3)**

Prerequisite: English 102. 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.)

**(ENG) 216 Studies In Literature (3)**

Prerequisite: English 102. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)



## ENGLISH AS A SECOND LANGUAGE

The English-as-a-Second Language (ESL) 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 sixteen courses divided into four proficiency levels and four skills areas (Listening-Conversation, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL 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 ESL academic advisor.

### (ESL) 031-034 (Listening-Conversation)

These courses prepare students to communicate orally in English. They can (but do not necessarily) precede the Reading (ESL 041-044) and Writing (ESL 051-054, ESL 063) courses.

### (ESL) 041-044 (Reading)

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

### (ESL) 051-054 (Writing)

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

### (ESL) 061-064 (Grammar)

These courses are designed to complement the ESL 051-054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma (ESL) esta disenado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### (ESL) 031-034 (Escuchar y Conversar)

Estos cursos preparan al estudiante a comunicarse oralmente en ingles. Estos pueden (pero no necesariamente) preceder a los cursos de Lectura (ESL 041-044) y Escritura (ESL 051-054, ESL 063).

### (ESL) 041-044 (Lectura)

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### (ESL) 051, (ESL) 052, (ESL) 053, (ESL) 054

Estos cursos estan disenados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

### (ESL) 061, (ESL) 062, (ESL) 063, (ESL) 064

Estos cursos estan disenados para complementar la serie de Escritura 051-054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

## ENGLISH-AS-A-SECOND LANGUAGE

### (ESL) 031 ESL Conversation—Listening (3)

This course is designed to develop academic and social skills needed to speak and understand English more effectively in school, in the market place, and in social situations. (3 Lec.)

### (ESL) 032 ESL Conversation—Listening (3)

This course strengthens competencies initiated in ESL 031. Special emphasis is placed on academic listening and speaking skills. (3 Lec.)

### (ESL) 033 ESL Conversation—Listening (3)

This course is designed to improve formal and informal conversation skills including listening comprehension, note-taking, oral reporting, and class discussion techniques. (3 Lec.)

### (ESL) 034 ESL Conversation—Listening (3)

This course develops academic, professional, and social aural/oral skills. Emphasis is placed on analysis and critical thinking in English. (3 Lec.)

### (ESL) 041 ESL Reading (3)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)



**(ESL) 042 ESL Reading (3)**

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.)

**(ESL) 043 ESL Reading (3)**

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.)

**(ESL) 044 ESL Reading (3)**

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.)

**(ESL) 051 ESL Writing (3)**

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

**(ESL) 052 ESL Writing (3)**

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

**(ESL) 053 ESL Writing (3)**

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.)

**(ESL) 054 ESL Writing (3)**

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.)

**(ESL) 061 ESL Grammar (3)**

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.)

**(ESL) 062 ESL Grammar (3)**

This course reviews basic elements of English grammar introduced in ESL 061 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.)

**(ESL) 063 ESL Grammar (3)**

This course reviews grammar points studied in ESL 061 and ESL 062 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.)

**(ESL) 064 ESL Grammar (3)**

This course reviews grammar points studied in ESL 061, ESL 062, and ESL 063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

**FASHION MARKETING**

(See MARKETING)

**FRENCH****(FR) 101 Beginning French (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

**(FR) 102 Beginning French (4)**

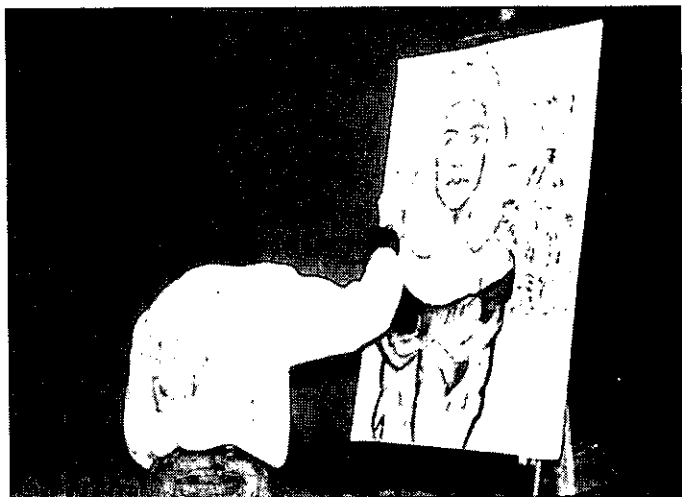
Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

**(FR) 201 Intermediate French (3)**

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

**(FR) 202 Intermediate French (3)**

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)



## GERMAN

### (GER) 101 Beginning German (4)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

### (GER) 102 Beginning German (4)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

### (GER) 201 Intermediate German (3)

Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

### (GER) 202 Intermediate German (3)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. (3 Lec.)

## GOVERNMENT

### (GVT) 201 American Government (3)

Prerequisite: Sophomore standing recommended. 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. (3 Lec.)

### (GVT) 202 American Government (3)

Prerequisite: Sophomore standing recommended. 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. (3 Lec.)

### (GVT) 211 Introduction To Comparative Politics (3)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

## HISTORY

### (HST) 101 History Of The United States (3)

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. (This course is offered on campus and may be offered via television.) (3 Lec.)

### (HST) 102 History Of The United States (3)

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. (This course is offered on campus and may be offered via television.) (3 Lec.)

### (HST) 103 World Civilizations (3)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

### (HST) 104 World Civilizations (3)

This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

### (HST) 105 Western Civilization (3)

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.)

### (HST) 106 Western Civilization (3)

This course is a continuation of History 105. It follows the development of 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.)

### (HST) 110 The Heritage Of Mexico (3)

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology 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 the 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 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

### (HST) 112 Latin American History (3)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

**(HST) 120 Afro-American History (3)**

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

**(HST) 204 American Minorities (3)**

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

**(HST) 205 Advanced Historical Studies (3)**

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. (3 Lec.)

**HUMAN DEVELOPMENT****(HD) 092 Student Success (3)**

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.)

**(HD) 100 Educational Alternatives (1)**

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.)

**(HD) 104 Educational And Career Planning (3)**

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

**(HD) 105 Basic Processes Of Interpersonal Relationships (3)**

This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and nonverbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

**(HD) 106 Personal And Social Growth (3)**

This course focuses on the interactions between the individual and the social structures in which he lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

**(HD) 107 Developing Leadership Behavior (3)**

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

**(HD) 108 The Master Student Course (3)**

This course will provide an opportunity for the student to learn, practice and adopt specific strategies to support his or her success in college. Topics include individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress/time management, understanding motivation and procrastination, test anxiety, memory, creativity, and the importance of supportive relationships. (3 Lec.)

**(HD) 110 Assessment Of Prior Learning (1)**

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 noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

## HUMANITIES

### **(HUM) 101 Introduction To The Humanities (3)**

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.)

### **(HUM) 102 Advanced Humanities (3)**

Prerequisite: Humanities 101 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.)

## LIBRARY SKILLS

### **(LS) 102 College Library Research Methods and Materials (3)**

This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.)

## MANAGEMENT

### **(MGT) 136 Principles Of Management (3)**

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

### **(MGT) 153 Small Business Management (3)**

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

### **(MGT) 160 Principles Of Purchasing (3)**

An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price and source. (3 Lec.)

### **(MGT) 171 Introduction To Supervision (3)**

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

### **(MGT) 210 Small Business Capitalization, Acquisition And Finance (3)**

Prerequisite: Accounting 201 or demonstrated competence approved by instructor. The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

### **(MGT) 211 Small Business Operations (3)**

Skills in decision making necessary for the operation of a small business are covered. Topics include strategic planning, forecasting, organizational structure, and the expansion of such business functions as human resources, marketing, finance and accounting, purchasing, and control processes. (3 Lec.)

### **(MGT) 212 Special Problems In Business (1)**

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

### **(MGT) 237 Organizational Behavior (3)**

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

### **(MGT) 242 Human Resources Management (3)**

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

### **(MGT) 244 Problem Solving And Decision-Making (3)**

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

**(MGT) 275 International Business And Trade (3)**

The techniques for entering the international marketplace are covered. Topics include the impact of socio-cultural, demographic, economic, legal, technological, and political factors upon the development of international marketing strategies. Market behavior and trends, forecasting, pricing, and distribution are also included. (3 Lec.)

**(MGT) 704 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

**(MGT) 714 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

**(MGT) 804 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

**(MGT) 814 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

## MARKETING

**(MKT) 137 Principles Of Retailing (3)**

The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized. (3 Lec.)

**(MKT) 206 Principles Of Marketing (3)**

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**(MKT) 211 Special Topics In Fashion Marketing (1)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of three credit hours. (1 Lec.)

**(MKT) 212 Special Topics In Fashion Marketing (2)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as the topics vary. (2 Lec.)

**(MKT) 222 Fashion Show Production (2)**

Students will learn artistic fashion presentation essential in apparel promotion. The topics included are show themes, set design, apparel selection, accessories, make-up, modeling, commentary, direction, staging, music, lighting, budgeting and scheduling. Student productions and attendance of fashion shows are emphasized. Laboratory fee. (2 Lec.)

**(MKT) 223 Special Topics In Fashion Marketing (3)**

Selected topics in fashion marketing are presented in this course which may include display, fashion show production and modeling, fashion markets, apparel production, and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit as topics vary. (3 Lec.)

**(MKT) 230 Salesmanship (3)**

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)



**(MKT) 233 Advertising And Sales Promotion (3)**

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

**(MKT) 240 Computers In Fashion Marketing (3)**

This course introduces computer applications in the fashion business. Intensive practice includes utilization of computer software featuring buying, merchandising, markdowns, inventory control, point-of-sale, financial management, and accounting. Computer generated fashion graphics for fashion creation and modification of designs with color and hue manipulation will be covered. No prior computer experience is necessary. Laboratory fee. (3 Lec.)

**(MKT) 251 Visual Merchandising (3)**

Concepts and skills essential to effectively promote fashion merchandise are the focus of this course. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, budget, themes and sources of materials. These components will be applied to the creation of interior and window displays that sell. Laboratory fee. (3 Lec., 3 Lab.)

**(MKT) 290 Fashion Buying (3)**

This course focuses on the principles of fashion buying. It is designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 Lec.)

**(MKT) 291 Fashion Merchandising (3)**

This course introduces the field of fashion. Emphasis is on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 Lec.)

**(MKT) 292 Fashion Design (3)**

This course is an introductory study in the fields of apparel manufacturing and design. Color, theory, design principles, silhouette, and organization of women's, men's, and children's wear lines will be explored. Emphasis will be placed on design theory rather than actual practice. (3 Lec.)

**(MKT) 703 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Fashion Marketing, or Sales, Marketing and Retail programs or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. The seminar will consist of topics such as goal setting and objective writing, career preparation, job search, spectrum of industry careers, motivation, networking and time management. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

**(MKT) 713 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as goal setting and objective writing, corporate protocol, professional image, entrepreneurship, forecasting, customer service, industry trends, and technological applications in marketing careers. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

**(MKT) 801 Cooperative Work Experience (1)**

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 and 713 or instructor approval. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as trends, color, principles of design, promotion and freelancing. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 5 Lab.)

**(MKT) 812 Cooperative Work Experience (2)**

Prerequisite: Completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs and previous credit in Fashion Marketing 703 and 713 or instructor approval. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives. The seminar will consist of topics such as selling techniques, industry policies and procedures, specification selling, commissions, road selling and customer follow-up. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 10 Lab.)

## MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

**(MTH) 101 College Algebra (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

**(MTH) 102 Plane Trigonometry (3)**

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

**(MTH) 109 Precalculus Mathematics (4)**

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of 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.)

**(MTH) 111 Mathematics For Business And Economics I (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. 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.)

**(MTH) 112 Mathematics For Business And Economics II (3)**

Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

**(MTH) 115 College Mathematics I (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

**(MTH) 116 College Mathematics II (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

**(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

**(MTH) 121 Analytic Geometry (3)**

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

**(MTH) 124 Calculus I (5)**

Prerequisite: Mathematics 109 or 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

**(MTH) 130 Business Mathematics (3)**

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**(MTH) 139 Applied Mathematics (3)**

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

**(MTH) 195 Technical Mathematics I (3)**

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

**(MTH) 196 Technical Mathematics II (3)**

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

**(MTH) 202 Introductory Statistics (3)**

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.)

**(MTH) 215 Discrete Mathematics (3)**

Prerequisites: Mathematics 124 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.)

**(MTH) 221 Linear Algebra (3)**

Prerequisite: Mathematics 124 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.)

**(MTH) 225 Calculus II (4)**

Prerequisite: Mathematics 124 or the 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.)

**(MTH) 226 Calculus III (3)**

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

**(MTH) 230 Differential Equations (3)**

Prerequisite: Mathematics 225 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.)

**(MTH) 297 Technical Mathematics III (3)**

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

## **MOTORCYCLE MECHANICS**

**(MM) 105 Motorcycle Tune-Up (3)**

This course covers the tune-up procedures for two and four cycle motorcycles, including ignition service, carburetion theory and service, and complete adjustment procedures. Laboratory fee. (90 Contact Hours)

**(MM) 134 Motorcycle Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to motorcycles are also covered. Laboratory fee. (120 Contact Hours)

**(MM) 136 Motorcycle Two Stroke Engine/Transmission (4)**

This course includes overhaul procedures for two stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**(MM) 137 Motorcycle Four Stroke Engine/Transmission (4)**

This course includes overhaul procedures for four stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**(MM) 138 Motorcycle Electrical Systems (4)**

This course includes the theory of operation and troubleshooting procedures for motorcycle ignition, charging systems, and accessories. Laboratory fee. (120 Contact Hours)

**(MM) 139 Motorcycle Chassis And Drive Systems (4)**

Included in this course is the theory of operation and service procedures for motorcycle front and rear suspensions, wheel and brake systems, and final drives. Laboratory fee. (120 Contact Hours)

**(MM) 703 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Motorcycle Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

## **MUSIC**

**(MUS) 103 Guitar Ensemble (1)**

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.)

**(MUS) 104 Music Appreciation (3)**

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.)

**(MUS) 105 Italian Diction (1)**

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)



**(MUS) 106 French Diction (1)**

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 107 German Diction (1)**

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 108 English Diction (1)**

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

**(MUS) 110 Music Literature (3)**

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.)

**(MUS) 111 Music Literature (3)**

This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

**(MUS) 112 Guitar Literature And Materials (3)**

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.)

**(MUS) 113 Foundations Of Music I (3)**

This course is the initial course to prepare students with limited music training for Music 145. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

**(MUS) 114 Foundations Of Music II (3)**

Prerequisite: Music 113 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

**(MUS) 115 Jazz Improvisation (2)**

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.)

**(MUS) 117 Piano Class I (1)**

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.)



**(MUS) 118 Piano Class II (1)**

Prerequisite: Music 117 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.)

**(MUS) 119 Guitar Class I (1)**

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

**(MUS) 120 Guitar Class II (1)**

Prerequisite: Music 119 or demonstrated competence approved by the instructor. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

**(MUS) 121-143 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**(MUS) 145 Music Theory I (3)**

Prerequisite: Music 113 and 114 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 161 enroll in this course. (3 Lec.)

**(MUS) 146 Music Theory II (3)**

Prerequisite: Music 145 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 162 enroll in this course. (3 Lec.)

**(MUS) 147 Synthesizer Class I (1)**

Prerequisite: Music 117 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.)

**(MUS) 148 Synthesizer Class II (1)**

Prerequisite: Music 147 or prior music synthesizer experience. This course is a continuation of Music 147. 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.)

**(MUS) 150 Chorus (1)**

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.)

**(MUS) 151 Voice Class I (1)**

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.)

**(MUS) 152 Voice Class II (1)**

This course is a continuation of Music 151. 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.)

**(MUS) 153 Digital Music Production (3)**

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. (2 Lec., 1 Lab.)

**(MUS) 154 Digital Music Production (3)**

Prerequisite: Successful completion of Music 153 or demonstrated competence approved by the instructor. This course is a continuation of Music 153 and will present advanced concepts in music production. (2 Lec., 1 Lab.)

**(MUS) 155 Vocal Ensemble (1)**

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. (3 Lab.)

**(MUS) 156 Madrigal Singers (1)**

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.)

**(MUS) 160 Band (1)**

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.)

**(MUS) 161 Musicianship I (1)**

Prerequisite: Music 113 and 114 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 145 enroll in this course. (3 Lab.)

**(MUS) 162 Musicianship II (1)**

Prerequisite: Music 161. This course is a continuation of Music 161. It is recommended that students enrolled in Music 146 enroll in this course. (3 Lab.)

**(MUS) 166 History Of Jazz/Rock Music (3)**

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. (3 Lec.)

**(MUS) 170 Orchestra (1)**

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.)

**(MUS) 171 Woodwind Ensemble (1)**

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.)

**(MUS) 172 Brass Ensemble (1)**

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.)

**(MUS) 173 Percussion Ensemble (1)**

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.)

**(MUS) 174 Keyboard Ensemble (1)**

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.)

**(MUS) 175 String Ensemble (1)**

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.)

**(MUS) 176 Symphonic Wind Ensemble (1)**

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.)

**(MUS) 177 Chamber Ensemble (1)**

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.)

**(MUS) 180 Audio Production For Voice (2)**

This course is designed to introduce students to audio production as it relates to the human voice. Topics include physiology of the voice, technical skills for the studio singer and speaker, jingle copywriting, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

**(MUS) 181 Lab Band (1)**

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.)

**(MUS) 184 Jazz Ensemble (1)**

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.)

**(MUS) 190 Survey Of Recording (2)**

This descriptive course includes an introduction to audio recording. This introduction includes the nature of sound, operation of recording equipment, session procedures, studio techniques, simultaneous recording, and multi-track recording. (2 Lec.)

**(MUS) 191 Survey Of Recording Laboratory (1)**

Prerequisite: Successful completion of or concurrent enrollment in Music 190. This course parallels Music 190 and provides students with laboratory experiments in the operation of recording equipment, session procedures, and audio techniques. The course also includes acoustic and electronic theory. Laboratory fee. (3 Lab.)

**(MUS) 192 Music In America (3)**

American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theatre, and contemporary developments are included. (3 Lec.)

**(MUS) 193 Improvisation (3)**

The creation of spontaneous melodic and harmonic ideas and the translation of these ideas into notation are emphasized. Using scales and modes, the instrumentalist improvises on the student's major instrument. The vocalist uses scat singing techniques. Analysis of transcribed solos and student transcriptions are included. (3 Lec.)

**(MUS) 194 Jazz Workshop (3)**

This course is for the advanced instrumentalist and vocalist. Jazz is performed in recitals and scheduled functions. Discussion, analysis, writing, rehearsing, improvising, and style are emphasized. Articulating, phrasing, and conducting jazz compositions are discussed with guest artists who work and perform with the group periodically. (3 Lec.)

**(MUS) 195 Introduction To Synthesizer (2)**

The elements of electronically produced music are studied. Emphasis is on the musical aspects of synthesized sound. Topics include theory, basic waveforms, frequency and frequency modulation, amplitude modulation, envelop generators, filters, white noise, pink noise, and patch diagramming. (2 Lec.)

**(MUS) 196 Business Of Music (3)**

The world of the music industry is presented. Panels, guest artists, and consultants discuss careers in the recording and performing fields and retail music business. Publishing, copyrights and other legalities, agents, managers, showmanship, and conducting techniques necessary for small and large ensemble work are included. (3 Lec.)

**(MUS) 197 Studio Technology (2)**

Prerequisites: Music 190 and 191 or demonstrated competence approved by the instructor. This course is an intensive study of the theory of studio, microphone, and multi-track mix down techniques. (2 Lec.)

**(MUS) 198 Studio Technology Laboratory (1)**

Prerequisite: Completion of or concurrent enrollment in Music 197 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 197. By the end of this course, a student is able to perform the basic operations necessary to operate a multi-track studio. Laboratory fee. (3 Lab.)

**(MUS) 199 Recital (1)**

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.)

**(MUS) 203 Composition (3)**

Prerequisites: Music 145 and 146 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.)

**(MUS) 205 Guitar Pedagogy (1)**

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.)

**(MUS) 217 Piano Class III (1)**

Prerequisite: Music 117 and 118 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.)

**(MUS) 218 Piano Class IV (1)**

Prerequisite: Music 217 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 217 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.)

**(MUS) 221-243 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**(MUS) 245 Music Theory III (3)**

Prerequisite: Music 145 and 146 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 271 enroll in this course. (3 Lec.)

**(MUS) 246 Music Theory IV (3)**

Prerequisite: Music 245 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 245. 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 272 enroll in this course. (3 Lec.)

**(MUS) 251-270 Applied Music-Major (3)**

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. Laboratory fee. (1 Lec.)

**(MUS) 271 Musicianship III (1)**

Prerequisite: Music 161 and 162 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 245 enroll in this course. (3 Lab.)

**(MUS) 272 Musicianship IV (1)**

Prerequisite: Music 271 or demonstrated competence approved by the instructor. This course is a continuation of Music 271. It is recommended that students enrolled in Music 246 enroll in this course. (3 Lab.)

**(MUS) 292 Arranging/Orchestration (3)**

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

**(MUS) 293 Independent Study (3)**

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

**(MUS) 295 Advanced Synthesizer Techniques (2)**

This course is limited to students who display promise in synthesizer composition or performance. Two major works are composed for the synthesizer and one for the synthesizer and traditional media. (2 Lec.)

**(MUS) 296 Recording Studio Practices (3)**

Prerequisites: Music 197 and Music 198. The lecture portion of this course concentrates on the artistic and stylistic considerations of audio recording. The laboratory portion translates these considerations into class projects. Laboratory fee. (2 Lec., 3 Lab.)

**(MUS) 297 Studio Production (3)**

Prerequisite: Music 296. In this course students produce, engineer, mix, setup, and perform in actual recording sessions. Samples of portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

**(MUS) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in Music or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning experiences each semester. The seminars consist of topics which include job relations, setting and writing job objectives, performance, and observing live performances. (1 Lec., 15 Lab.)

**(MUS) 713 Cooperative Work Experience (3)**

Prerequisites: Completion of Music 703. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning experiences each semester. The seminars consist of topics which may include observing live performances, observing live recording sessions, equipment operating systems, inventory and stock categories, and pricing. (1 Lec., 15 Lab.)

## **OFFICE TECHNOLOGY**

**(OFC) 103 Speedwriting Theory (4)**

Prerequisites: Credit or concurrent enrollment in Office Technology 172 or demonstrated competence approved by the instructor. The principles of speedwriting are introduced. Included is the development of the ability to read, write, and transcribe speedwriting notes. Basic spelling, grammar, and punctuation rules are reviewed. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 106 Speedwriting Dictation And Transcription (4)**

Prerequisites: Office Technology 103. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling, and punctuation rules. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 143 Contemporary Topics In Office Technology (1)**

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

**(OFC) 144 Contemporary Topics In Office Technology (2)**

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. (2 Lec.)

**(OFC) 145 Contemporary Topics In Office Technology (3)**

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. (3 Lec.)

**(OFC) 150 Automated Filing Procedures (3)**

Prerequisite: Office Technology 172 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

**(OFC) 159 Beginning Shorthand (4)**

Prerequisite: Credit or concurrent enrollment in Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 160 Office Calculating Machines (3)**

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

**(OFC) 162 Office Procedures (3)**

Prerequisites: Office Technology 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**(OFC) 166 Intermediate Shorthand (4)**

Prerequisites: Office Technology 159 and Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed building, and grammar. Office Careers 166 is equivalent to Office Technology 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 167 Legal Terminology And Transcription (3)**  
Prerequisites: Office Technology 173 and Office Technology 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

**(OFC) 172 Beginning Typing (3)**  
This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Technology 172 is equivalent to Office Technology 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

**(OFC) 173 Intermediate Typing (3)**  
Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**(OFC) 176 Keyboarding (1)**  
This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**(OFC) 179 Office Information Systems Concepts (2)**  
Prerequisite: Office Technology 172. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

**(OFC) 182 Introduction To Word Processing (1)**  
Prerequisites: Office Technology 173 and Office Technology 179 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

**(OFC) 183 Keyboarding For Speed And Accuracy (1)**  
This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

**(OFC) 185 Basic Machine Transcription (1)**  
Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

**(OFC) 190 Principles Of Word Processing (4)**  
Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Office Technology 190 is equivalent to Office Technology 179, 182, and 185. Laboratory fee. (3 Lec., 3 Lab.)

**(OFC) 192 Office Machines I (1)**  
Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

**(OFC) 231 Business Communications (3)**  
Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor and English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

**(OFC) 266 Advanced Shorthand (4)**  
Prerequisites: Office Technology 166 and Office Technology 173 or demonstrated competence approved by the instructor. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

**(OFC) 273 Advanced Typing Applications (2)**  
Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**(OFC) 274 Legal Secretarial Procedures (3)**

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 167, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

**(OFC) 282 Word Processing Applications (1)**

Prerequisites: Office Technology 190 or 182 and completion of or concurrent enrollment in Office Technology 185. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

**(OFC) 283 Specialized Software I (1)**

Prerequisites: Office Technology 282 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

**(OFC) 284 Specialized Software II (1)**

Prerequisite: Office Technology 283 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (2 Lab.)

**(OFC) 285 Applied Machine Transcription (1)**

Prerequisites: Office Technology 173 or 190 and Office Technology 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

**(OFC) 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**(OFC) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

**(OFC) 713 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

**(OFC) 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

**(OFC) 803 Cooperative Work Experience (3)**

**Prerequisites:** Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**(OFC) 804 Cooperative Work Experience (4)**

**Prerequisites:** Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

**OUTBOARD ENGINE****(OE) 115 Outboard Engine Tune-Up (3)**

The tune-up procedures for outboard engines including ignition service, carburetion theory and service, and complete adjustment procedures are included in this course. Laboratory fee. (90 Contact Hours)

**(OE) 144 Outboard Engine Service Principles (4)**

The principles of operation and failure analysis of two- and four-cycle engines are covered. The principles of basic electricity as applied to outboard engines are also covered. Laboratory fee. (120 Contact Hours)

**(OE) 146 Outboard Engine Powerhead Overhaul (4)**

This course includes overhaul procedures for outboard powerheads. Laboratory fee. (120 Contact Hours)

**(OE) 147 Outboard Engine Lower Unit Overhaul (4)**

The theory of operation, service, and overhaul procedures for manual, hydraulic, and electric shift lower units are covered. Laboratory fee. (120 Contact Hours)

**(OE) 148 Outboard Engine Electrical Systems (4)**

The theory of operation and trouble-shooting procedures for outboard engine ignition and charging systems and accessories are covered in this course. Laboratory fee. (120 Contact Hours)

**(OE) 723 Cooperative Work Experience (3)**

**Prerequisite:** Completion of two courses in the Outboard Marine Engine Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will

develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

**PHILOSOPHY****(PHI) 101 Introduction To Philosophy (3)**

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

**(PHI) 103 Critical Thinking (3)**

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

**(PHI) 105 Logic (3)**

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

**(PHI) 202 Introduction To Social And Political Philosophy (3)**

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

**(PHI) 203 Ethics (3)**

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

**PHOTOGRAPHY****(PHO) 110 Introduction To Photography And Photojournalism (3)**

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 studied. Laboratory fee. (2 Lec., 4 Lab.)

**(PHO) 111 Advanced Photography And Photojournalism (3)**

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)



## PHYSICAL EDUCATION

### **(PEH) 100 Lifetime Sports Activities (1)**

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

### **(PEH) 101 Health For Today (3)**

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 is offered on campus and may be offered via television.) (3 Lec.)

### **(PEH) 103 Beginning Casting And Angling (1)**

This course will include the fundamentals of fly casting, baitcasting, spinning and spincasting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. (3 Lab.)

### **(PEH) 104 Beginning Soccer (1)**

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. Laboratory fee. (3 Lab.)

### **(PEH) 105 Shooting and Firearm Safety (1)**

Course content includes fundamentals of shooting, gun safety and principles of reloading. This course includes personal safety associated with hunting and sport shooting. (3 Lab.)

### **(PEH) 109 Outdoor Recreation (3)**

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. (3 Lec.)

### **(PEH) 110 Community Recreation (3)**

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. (3 Lec.)

### **(PEH) 112 Beginning Softball (1)**

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. Laboratory fee. (3 Lab.)

### **(PEH) 113 Beginning Racquetball (1)**

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

### **(PEH) 114 Beginning Badminton (1)**

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

### **(PEH) 115 Physical Fitness (1)**

Students are introduced to health 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. Laboratory fee. (3 Lab.)

### **(PEH) 116 Intramural Athletics (1)**

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

### **(PEH) 117 Beginning Archery (1)**

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. Laboratory fee. (3 Lab.)

### **(PEH) 118 Beginning Golf (1)**

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. Equipment is furnished. Laboratory fee. (3 Lab.)

### **(PEH) 119 Beginning Tennis (1)**

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. Laboratory fee. (3 Lab.)

### **(PEH) 120 Beginning Bowling (1)**

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. Lane fee. Laboratory fee. (3 Lab.)

### **(PEH) 121 Folk Dance (1)**

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

**(PEH) 122 Beginning Gymnastics (1)**

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

**(PEH) 123 Beginning Swimming (1)**

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

**(PEH) 125 Conditioning Exercise (1)**

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. Laboratory fee. (3 Lab.)

**(PEH) 127 Beginning Basketball And Volleyball (1)**

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

**(PEH) 129 Modern Dance (1)**

This beginning course is designed to emphasize basic dance technique, body alignment and placement, floor work, locomotor patterns, and creative movement. Laboratory fee. (3 Lab.)

**(PEH) 131 Weight Training And Conditioning (1)**

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

**(PEH) 132 Self-Defense (1)**

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. Laboratory fee. (3 Lab.)

**(PEH) 133 Jogging for Fitness (1)**

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

**(PEH) 134 Outdoor Education (1)**

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

**(PEH) 135 Walking For Fitness (1)**

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.)

**(PEH) 137 Aerobic Dance (1)**

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. Laboratory fee. (3 Lab.)

**(PEH) 144 Introduction To Physical Education (3)**

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

**(PEH) 145 Cycling (1)**

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. Laboratory fee. (3 Lab.)

**(PEH) 147 Sports Officiating I (3)**

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

**(PEH) 148 Sports Officiating II (3)**

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

**(PEH) 200 Lifetime Sports Activities II (1)**

Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 200 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

**(PEH) 204 Intermediate Soccer (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Equipment is furnished. (3 Lab.)

**(PEH) 212 Intermediate Softball (1)**

Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. Laboratory fee. (3 Lab.)

**(PEH) 213 Intermediate Racquetball (1)**

Prerequisite: Demonstrated competence approved by the instructor. This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)

**(PEH) 215 Intermediate Physical Fitness (1)**

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

**(PEH) 217 Intermediate Archery (1)**

Prerequisite: Demonstrated competence approved by the instructor. Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. Laboratory fee. (3 Lab.)

**(PEH) 218 Intermediate Golf (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Green fees. Laboratory fee. (3 Lab.)

**(PEH) 219 Intermediate Tennis (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lab.)

**(PEH) 220 Intermediate Bowling (1)**

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. Laboratory fee. (3 Lab.)

**(PEH) 222 Intermediate Gymnastics (1)**

Prerequisite: Demonstrated competence approved by the instructor. Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

**(PEH) 223 Intermediate Swimming (1)**

Prerequisite: Demonstrated competence approved by the instructor. The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

**(PEH) 231 Intermediate Weight Training (1)**

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

**(PEH) 232 Intermediate Self-Defense (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lab.)

**(PEH) 233 Intermediate Jogging (1)**

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

**(PEH) 234 Water Safety Instructor (2)**

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

**(PEH) 235 Walking For Physical Fitness (1)**

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

**(PEH) 236 The Coaching Of Football And Basketball (3)**

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

**(PEH) 237 Intermediate Aerobic Dance (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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.)

**(PEH) 239 Intermediate Basketball (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lab.)

**(PEH) 240 Intermediate Volleyball (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lab.)

**(PEH) 241 Intermediate Baseball (1)**

Prerequisite: Demonstrated competence approved by the instructor. 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. Laboratory fee. (3 Lab.)

**(PEH) 245 Intermediate Cycling (1)**

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

**PHYSICAL SCIENCE****(PSC) 118 Physical Science (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**(PSC) 119 Physical Science (4)**

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 Earth Science 117. Laboratory fee. (3 Lec., 3 Lab.)

**PHYSICS****(PHY) 111 Introductory General Physics (4)**

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 112 Introductory General Physics (4)**

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 117 Concepts In Physics (4)**

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 world-wide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 118 Concepts In Physics (4)**

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. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 131 Applied Physics (4)**

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 132 Applied Physics (4)**

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 201 General Physics (4)**

Prerequisite: Credit or concurrent enrollment in Mathematics 124. 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. Laboratory fee. (3 Lec., 3 Lab.)

**(PHY) 202 General Physics (4)**

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. 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. Laboratory fee. (3 Lec., 3 Lab.)

## PSYCHOLOGY

### **(PSY) 101 Introduction To Psychology (3)**

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.)

### **(PSY) 103 Human Sexuality (3)**

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

### **(PSY) 131 Applied Psychology And Human Relations (3)**

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

### **(PSY) 201 Developmental Psychology (3)**

Prerequisite: Psychology 101. 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.)

### **(PSY) 202 Applied Psychology (3)**

Prerequisite: Psychology 101. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

### **(PSY) 205 Psychology Of Personality (3)**

Prerequisite: Psychology 101. 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.)

### **(PSY) 207 Social Psychology (3)**

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 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.)

## READING

### **(RD) 101 College Reading And Study Skills (3)**

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, notetaking, underlining, concentrating, and memory. (3 Lec.)

### **(RD) 102 Speed Reading And Learning (3)**

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

## REAL ESTATE

### **(RE) 130 Real Estate Principles (3)**

This course provides an overview of licensing for the real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens. Distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics are also included. Three classroom hours will be devoted to federal, state and local laws governing housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

### **(RE) 131 Real Estate Finance (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs and loan applications, processes, and procedures. Closing costs, alternative financial instruments, equal credit opportunity act, community reinvestment act, and state housing agency are also included. (3 Lec.)

### **(RE) 133 Real Estate Marketing (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all parties. Topics covered include characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, Section 17.01 et seq, Business and Commerce Code. (3 Lec.)

### **(RE) 134 Real Estate Appraisal-Commercial (3)**

Prerequisite: Real Estate 130 and 131 or the equivalent. This course focuses on commercial principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

### **(RE) 135 Real Estate Appraisal-Residential (3)**

Prerequisites: Real Estate 130 and 131 or the equivalent. This course focuses on residential principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

**(RE) 136 Real Estate Law (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. This course examines the legal concepts of real estate land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. (3 Lec.)

**(RE) 138 Real Estate Law: Contracts (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. Concepts of general contract law are reviewed as required by the Real Estate License Act. Emphasis is on detailed instructions and hands-on exercises in preparation of all promulgated contract forms. The Real Estate License Act and the working process of the Broker-Lawyer Committee are included. (3 Lec.)

**(RE) 230 Real Estate Office Management/  
Brokerage (3)**

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. This course focuses on knowledge and skills required to manage a real estate office. Topics include law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

**(RE) 233 Commercial And Investment  
Real Estate (3)**

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. Topics include real estate investment characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelters depreciation, and applications to property tax. (3 Lec.)

**(RE) 235 Property Management (3)**

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. This course focuses on the various aspects of managing property. The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act are included. (3 Lec.)

**(RE) 237 Real Estate Construction (3)**

Prerequisite: Real Estate 130 or demonstrated competence approved by the instructor. This course focuses on the evaluation of the condition of real property through study of building architectural styles, phases of construction, and building component systems. These component systems include foundations, frames, exterior and interior finish systems, electrical, plumbing and HVAC systems. The inspection process and identification of latent defects will also be covered. (3 Lec.)

**(RE) 240 Special Problems In Real Estate (1)**

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

**(RE) 241 Special Problems In Real Estate (3)**

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

**(RE) 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two core Real Estate courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

**(RE) 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two core real estate courses and Real Estate 704, enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and continuation of discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. Seminar topics will build upon and not duplicate learning experience of Real Estate 704. (1 Lec., 20 Lab.)

## RELIGION

### **(REL) 101 Religion In American Culture (3)**

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

### **(REL) 102 Contemporary Religious Problems (3)**

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.)

## SMALL ENGINE

### **(SE) 125 Small Engine Tune-Up (3)**

This course includes the tune-up procedures for small engines including ignition service and carburetion theory and service. Laboratory fee. (90 Contact Hours)

### **(SE) 154 Small Engine Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to small engines are also covered. Laboratory fee. (120 Contact Hours)

### **(SE) 156 Small Engine Two Stroke Overhaul (4)**

Overhaul procedures for two stroke engines and drive systems as applied to small engine powered equipment are topics covered in this course. Laboratory fee. (120 Contact Hours)

### **(SE) 157 Small Engine Four Stroke Overhaul (4)**

This course includes overhaul procedures for four stroke engines, drive systems, and hydraulic systems, as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

### **(SE) 158 Small Engine Electrical Systems (4)**

This course includes the theory of operation and troubleshooting procedures for ignition, charging, and accessory systems as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

### **(SE) 733 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Small Engine Mechanics program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

## SOCIOLOGY

### **(SOC) 101 Introduction To Sociology (3)**

This course is a study of the nature of society and the sources of group life, culture and social conflict. Topics include institutions, social change, processes, and problems. (3 Lec.)

### **(SOC) 102 Social Problems (3)**

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.)

### **(SOC) 103 Human Sexuality (3)**

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

## SPANISH

### **(SPA) 101 Beginning Spanish (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

### **(SPA) 102 Beginning Spanish (4)**

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

### **(SPA) 201 Intermediate Spanish (3)**

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

### **(SPA) 202 Intermediate Spanish (3)**

Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

### **(SPA) 203 Introduction To Spanish Literature (3)**

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

### **(SPA) 204 Introduction To Spanish Literature (3)**

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

## **SPEECH COMMUNICATION**

### **(SC) 100 Speech Laboratory (1)**

This course focuses on preparing speeches, reading dialogue from literature, and debating propositions. Presentations are made throughout the community. This course may be repeated for credit. (3 Lab.)

### **(SC) 101 Introduction To Speech Communication (3)**

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 make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

### **(SC) 105 Fundamentals Of Public Speaking (3)**

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.)

### **(SC) 109 Voice And Articulation (3)**

Students may register for either Speech Communication 109 or Theatre 109 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.)

## **THEATRE**

### **(THE) 101 Introduction To The Theatre (3)**

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

### **(THE) 102 Contemporary Theatre (3)**

This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

### **(THE) 106 Acting I (3)**

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.)

### **(THE) 107 Acting II (3)**

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)



## **VETERINARY TECHNOLOGY**

### **(VT) 113 Medical Terminology (1)**

The fundamentals of medical terminology are covered with emphasis on prefixes, suffixes and root words and the meaning of the most commonly used words in medical areas as they apply to the technician in daily practice. (1 Lec.)

### **(VT) 114 Introduction To Veterinary Technology (4)**

This course is an introduction to employment areas, ethical and professional requirements and basic animal handling and care. Included are a survey of common breeds of livestock, domestic pets, and an outline of sanitation and disease principles. Laboratories provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Laboratory fee. (3 Lec., 3 Lab.)

### **(VT) 115 Introduction To Applied Biology And Biochemistry (4)**

This course is an introduction to the basic life sciences with emphasis on the cell, cellular physiology, genetics, basic principles of chemistry and biochemistry. The course will prepare students for later classes in anatomy and physiology and pharmacology. Laboratory fee. (3 Lec., 3 Lab.)

### **(VT) 120 Animal Care And Sanitation I (1)**

Prerequisite: Veterinary Technology 113. This course covers the common diseases of the canine species, diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

### **(VT) 121 Veterinary Anatomy And Physiology I (4)**

Prerequisite: Veterinary Technology 115. Mammalian life processes and body structure are presented on a comparative basis. A gross study of selected organ systems is made using the dog, cat, horse and cow. Laboratory fee. (3 Lec., 3 Lab.)



**(VT) 122 Animal Behavior (2)**

This course is designed to provide students with an understanding of the instincts and life functions of domestic and selected wild animals. Special emphasis is on socialization of the dog, cat and horse and behavioral problems in these species. The human/companion animal bond is also covered in selected areas of the course. (2 Lec.)

**(VT) 131 Veterinary Anatomy And Physiology II (4)**

Prerequisite: Veterinary Technology 121. This course is a continuation of Veterinary Technology 121. Laboratory fee. (3 Lec., 3 Lab.)

**(VT) 132 Pharmacology (3)**

Prerequisite: Mathematics 139. Various chemicals and drugs used in the veterinary practice are studied. Topics include the measurement of drugs, common routes of administration, proper handling and storage, principles of efficient ordering, dispensing and inventory control. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined. (3 Lec.)

**(VT) 134 Animal Care And Sanitation II (1)**

Prerequisite: Veterinary Technology 120. This course covers the common diseases of the feline species, diseases of public health importance, disease transmission and the procedures for prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

**(VT) 135 Clinical Pathology I (5)**

Prerequisite: Veterinary Technology 114. Clinical laboratory methods are covered. Topics include internal and external parasites, CBC's, leukocytes in disease and erythrocytes in disease processes. Laboratory emphasis on identification of common parasites, internal and external, blood analysis is undertaken, including preparation of blood smears, differential cell counts, hemoglobin and packed cell volume determinations. Laboratory fee. (3 Lec., 6 Lab.)

**(VT) 136 Equine Reproduction And Management (Elective) (3)**

Prerequisite: Demonstrated competence approved by the instructor prior to enrollment. This course will cover the basic principles of equine reproductive physiology, the anatomical basis of reproduction with emphasis on endrocrineology. Nutrition and other related areas will be covered as well. The laboratory will also focus on basic handling, training, and husbandry of mares, foals and stallions. Laboratory fee. (2 Lec., 3 Lab.)

**(VT) 211 Anesthetics and Surgical Assistance (4)**

Prerequisites: Veterinary Technology 114, 132, and 135. This course introduces commonly employed preanesthetic and general anesthetic agents, their methods of administration, patient monitoring while under the effects of these agents and handling of anesthetic emergencies. Principles and techniques of animal, personnel and instrument preparation for surgery, surgical assisting and post operative care are also emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients and preparing for assisting the veterinarian during surgery. Laboratory fee. (3 Lec., 4 Lab.)

**(VT) 212 Large Animal Assisting Techniques (4)**

Prerequisites: Veterinary Technology 114 and 132. This course covers the skills and knowledge needed to support and assist large animal practitioners. Emphasis is on principles and techniques in basic history, physical exams (T.P.R.), administration of drugs on veterinarian's prescription, bandaging techniques, general husbandry, foot and hoof care, reproductive management assisting and recordkeeping. Laboratory fee. (3 Lec., 4 Lab.)

**(VT) 213 Clinical Pathology II (5)**

Prerequisite: Veterinary Technology 135. This is a continuation of Veterinary Technology 135 and will cover blood chemistry analysis, urinalysis, and diagnostic microbiology. Laboratory practice will emphasize the practical aspects of the biochemical profiles, urine determinators and identification of pathogenic organisms. Laboratory fee. (3 Lec., 6 Lab.)

**(VT) 214 Animal Care And Sanitation III (1)**

Prerequisite: Veterinary Technology 134. This course covers the common equine diseases of public health importance, disease transmission and the proper procedures for prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

**(VT) 215 Special Projects In Veterinary Technology (Elective) (3)**

This course provides for individual study in some special interest area of the student's major field. The study is under the guidance of a specific faculty member who acts as advisor and performance evaluator. At the discretion of the student's advisor, a technical paper may be required together with an oral presentation for student information and discussion. Professional staff members may be invited to any special project presentation to aid in discussion of the topic presented. (3 Lec.)

**(VT) 216 Clinical Seminar (Elective) (2)**

This course is designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures. (2 Lec.)

**(VT) 220 Animal Care And Sanitation IV (1)**

Prerequisite: Veterinary Technology 214. The course covers the common diseases of the bovine species, diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

**(VT) 221 Radiographic Principles And Practices (3)**

Prerequisite: Veterinary Technology 211 and Mathematics 139. Lectures are used to present the theory behind the production of x-rays, machine operation and maintenance, technique chart development, factors involved in producing diagnostic quality radiographs and radiation safety procedures and precautions. Laboratory sessions focus on techniques and practice in proper positioning of the patient, calculation of correct KV and MAS settings for adequate radiographic exposure, manual processing of exposed radiographic film, quality analysis and film storage and handling. Laboratory fee. (2 Lec., 3 Lab.)

**(VT) 222 Veterinary Nursing (4)**

Prerequisites: Veterinary Technology 211, 212 and 213. This course integrates and brings into sharp focus skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods are presented in the areas of infectious and non-infectious disease, animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee. (3 Lec., 3 Lab.)

**(VT) 223 Laboratory Animal Medicine (3)**

Prerequisite: Veterinary Technology 214 and 211. This course introduces handling, restraint, sexing and uses of common laboratory animal species. Methods of husbandry and management to control or prevent common disease species in each of the species considered. Techniques of rodent anesthesia and surgery are presented and practiced. The purpose, concepts and theory of gnotobiotics and axenic techniques are explained. The ethical differences in functional responsibility occurring between veterinary technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

**(VT) 224 Exotic And Zoo Animal Medicine (2)**

Prerequisite: Demonstrated competence approved by instructor prior to enrollment. This course is designed for students seeking a career working in a zoo or with wildlife. Emphasis will be upon husbandry, disease prevention, sanitation, treatment of injuries and diseases and nutrition. (2 Lec.)

**(VT) 225 Avian And Reptile Medicine (2)**

Prerequisite: Demonstrated competence approved by the instructor prior to enrollment. This course is designed for students seeking knowledge on avian and reptile species seen in specialty practices. Emphasis will be on the nutrition, husbandry, diseases and treatment of this particular species. (2 Lec.)

**(VT) 703 Cooperative Work Experience (3)**

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations, pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 15 Lab.)

**(VT) 704 Cooperative Work Experience (4)**

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations, pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 20 Lab.)

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**Cedar Valley College**  
3030 North Dallas Avenue  
Lancaster, Texas 75134-3799

