

# 1997-98 Cedar Valley College Catalog

Dallas County Community College District



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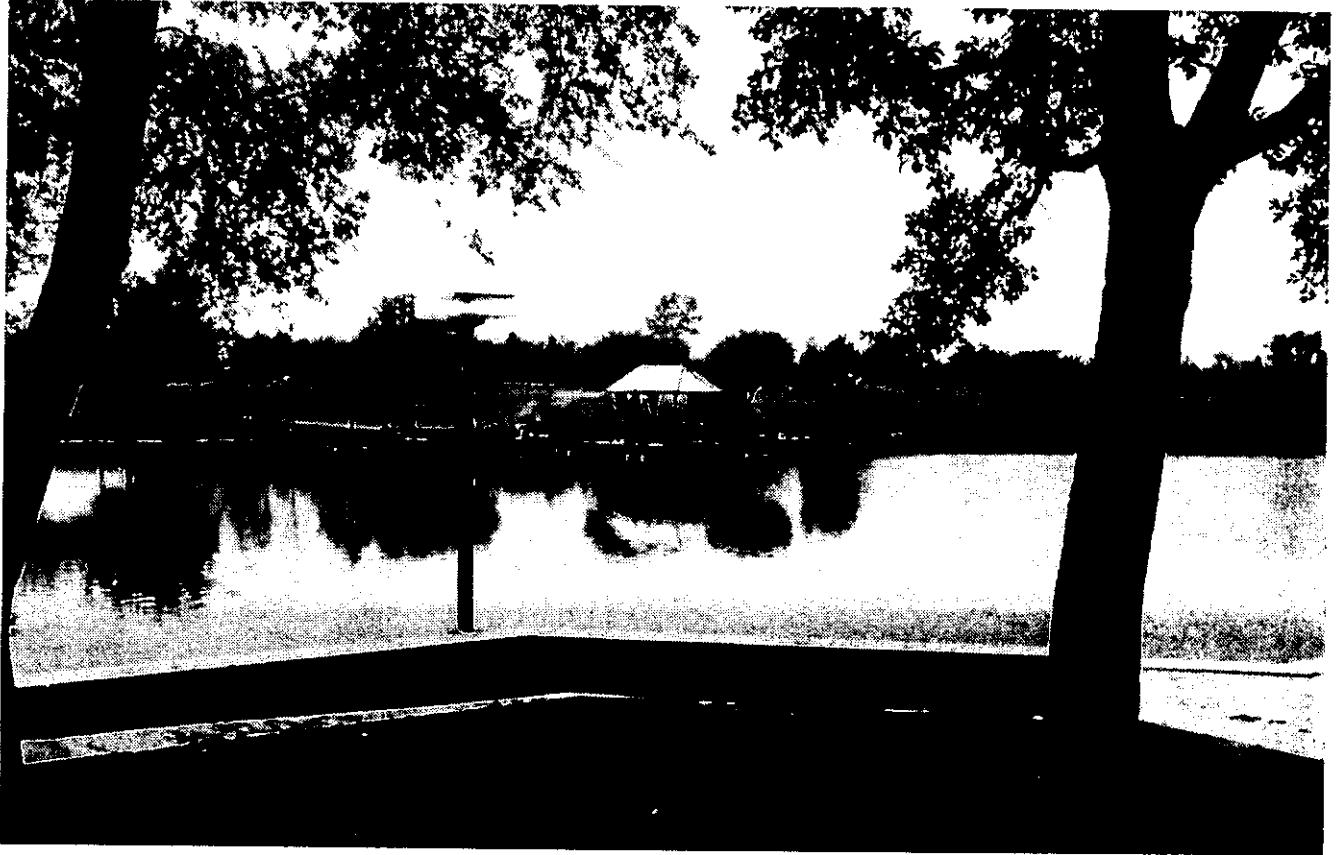


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**1997-98**

# **Cedar Valley College Catalog**

**Dallas County Community College District**



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

**Call for information: Admissions, 972-860-8201**  
**Counseling, 972-860-8262**

**Visit our web site at <http://www.dcccd.edu>**

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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 disability.**

# TEXAS ACADEMIC SKILLS PROGRAM AND THE CEDAR VALLEY COLLEGE

In 1987, the Texas Legislature passed House Bill 2182. This bill, 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 County 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 point to specific academic strengths and weaknesses and 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 immediately participate in appropriate remediation until all sections of the test are passed.

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

- A.** All Texas public college students must take TASP either before or during the semester of completing nine (9) 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. Who qualifies for a waiver or exemption from TASP?**

- A.** Those who successfully completed at least 3 hours of college credit (classroom experience, non-traditional means, or certain military classes) prior to Fall, 1989; blind or deaf students who successfully completed at least 3 hours of college credit prior to Fall, 1995; those at least 55 years of age who are not seeking a degree; Dyslexic students and those with "related disorders" who can provide required documentation to the Texas Higher Education Coordinating Board - such students may be made TASP exempt only after they take TASP, successfully complete remediation and subsequently retake TASP; students who can document they scored at least 1800 at one sitting on each of the three sections of TAAS - such scores must have been achieved within the last 3 years and must have been taken prior to Spring, 1994; students who can document they scored at least TLI86 on TAAS Math, 1780 on TAAS Writing, and TLI89 on TAAS Reading - such scores must have been achieved in one sitting and must have been taken Spring, 1994 or thereafter; students who can document they scored at least 22 on ACT Math, 22 on ACT English, and 26 on ACT Composite - such scores must have been achieved in one sitting and must have been taken within the last 5 years; students who can document they scored at least 530 on SAT Quantitative, 470 on SAT Verbal, and 1090 on SAT Combined if taken prior to April 1995 - if taken after April 1995, students who can document at least 550 on SAT Quantitative, 550 on SAT Verbal, and 1180 on SAT Combined - such scores must have been achieved in one sitting and must have been taken within the last 5 years; students who are "transient" students and who can document they were enrolled in either a private or out-of-state college the preceding semester - this exemption is temporary for one semester. Students seeking some certificate programs may be waived from TASP.

## **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 nine (9) hours of college-level courses and report scores prior to the next registration. In most cases, three courses will equal nine hours of credit. PERFORMANCE GRADES (A-D) earned in courses will count toward the nine hours of credit.

## **Q. If students must take TASP by the completion of their ninth 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 ninth credit hour and report scores before their next DCCCD registration. If students do not "pass" a section or sections of TASP, they will be immediately 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. Each DCCCD college is a test site. During 1997, the test will be given on June 21, July 19, September 27 and November 8. During 1998, the test dates are February 28, April 18, June 20 and July 18. TASP registration materials are available in the Counseling/Advisement Centers and/or Testing/Appraisal 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 \$29. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or 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 ninth 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 transfer students qualify for one of the exemptions discussed above, they are required to take TASP no later than the semester of enrollment in nine college-level credit hours in a Texas public institution. Students who have scores must report them before registering for college-level hours in the DCCCD.

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



# Academic Calendar for 1997-98

## Summer Sessions, 1997

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

|                 |   |
|-----------------|---|
| May 26 (M)      | Memorial Day Holiday                        |
| May 28-29 (W-R) | Registration (Varies by College)            |
| June 2 (M)      | Classes Begin                               |
| June 5 (R)      | 4th Class Day                               |
| June 21 (S)     | TASP Test Administered                      |
| June 24 (T)     | Last Day to Withdraw with "W"               |
| July 3 (R)      | Final Exams                                 |
| July 3 (R)      | Semester Closes                             |
| July 4 (F)      | Fourth of July Holiday                      |
| July 7 (M)      | Grades due in Registrar's Office by 10 a.m. |

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

|               |                                       |
|---------------|---------------------------------------|
| July 9 (W)    | Registration (All Campuses)           |
| July 10 (R)   | Classes Begin                         |
| July 11 (F)   | Class Day (Only Friday Class Meeting) |
| July 15 (T)   | 4th Class Day                         |
| July 26 (S)   | TASP Test Administered                |
| August 4 (M)  | Last Day to Withdraw with "W"         |
| August 12 (T) | Final Exams                           |
| August 12 (T) | Semester Closes                       |

## Fall Semester, 1997

*Note: Early registration begins Fall, 1997; contact colleges for schedules.*

|                     |   |
|---------------------|---|
| August 18 (M)       | Faculty Reports                                       |
| August 25 (M)       | Classes Begin (M-R Classes)                           |
| August 29 (F)       | Friday Only Classes Begin                             |
| August 30 (S)       | Saturday Only Classes Begin                           |
| September 1 (M)     | Labor Day Holiday                                     |
| September 8 (M)     | 12th Class Day  |
| September 27 (S)    | TASP Test Administered                                |
| November 8 (S)      | TASP Test Administered                                |
| November 13 (R)     | Last Day to Withdraw with a Grade of "W"              |
| November 27 (R)     | Thanksgiving Holidays Begin                           |
| December 1 (M)      | Classes Resume  |
| December 5 (F)      | Final Exams for Friday Only Classes                   |
| December 6 (S)      | Final Exams for Saturday Only Classes                 |
| December 8-11 (M-R) | Final for regular semester-length classes             |
| December 11 (R)     | Semester Closes                                       |
|                     | Christmas Holidays Begin                              |
| December 15 (M)     | Grades due in Registrar's office by 10 a.m.           |
| December 25 (R)     | College Buildings and Offices Closed for the Holidays |

## Winter Term, 1997/1998

*Contact Colleges for availability and schedules.*

## Spring Semester, 1998

*Note: Early registration begins Fall, 1997; contact colleges for schedules.*

|                 |   |
|-----------------|---|
| January 2 (F)   | College Buildings and Offices Reopen        |
| January 5 (M)   | Faculty Reports                             |
| January 12 (M)  | Classes Begin (M-R Classes)                 |
| January 16 (F)  | Friday Only Classes Begin                   |
| January 17 (S)  | Saturday Only Classes Begin                 |
| January 19 (M)  | Martin Luther King, Jr. Holiday             |
| January 26 (M)  | 12th Class Day                              |
| February 26 (R) | District Conference Day, Faculty & Admin.   |
| February 27 (F) | Faculty Professional Development (TCCTA)    |
| February 27 (F) | Friday Only Classes Meet                    |
| February 28 (S) | Saturday Only Classes Meet                  |
| February 28 (S) | TASP Test Administered                      |
| March 16 (M)    | Spring Break Begins                         |
| March 19 (R)    | District Conference Day, P.S.S.A.           |
| March 20 (F)    | Spring Holiday for All Employees            |
| March 23 (M)    | Classes Resume                              |
| April 9 (R)     | Last Day to Withdraw with a grade of "W"    |
| April 10 (F)    | Holidays Begin                              |
| April 13 (M)    | Classes Resume                              |
| April 18 (S)    | TASP Test Administered                      |
| May 1 (F)       | Final Exams for Friday Only Classes         |
| May 2 (S)       | Final Exams for Saturday Only Classes       |
| May 4-7 (M-R)   | Final Exams for M-R Classes                 |
| May 7 (R)       | Semester Closes                             |
| May 7 (R)       | Graduation                                  |
| May 11 (M)      | Grades due in Registrar's office by 10 a.m. |

## May Term, 1998

*Contact Colleges for availability and schedules.*

## Summer Sessions, 1998

*Note: Early Registration for both Summer Sessions begins Spring, 1998; contact colleges for schedules.*

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

|             |   |
|-------------|---|
| May 25 (M)  | Memorial Day Holiday                        |
| June 1 (M)  | Classes Begin                               |
| June 4 (R)  | 4th Class Day                               |
| June 20 (S) | TASP Test Administered                      |
| June 23 (T) | Last Day to Withdraw with "W"               |
| July 2 (R)  | Final Exams                                 |
| July 2 (R)  | Semester Closes                             |
| July 3 (F)  | Fourth of July Holiday                      |
| July 6 (M)  | Grades due in Registrar's Office by 10 a.m. |

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

|               |   |
|---------------|---|
| July 9 (R)    | Classes Begin                               |
| July 10 (F)   | Class Day (Only Friday Class Meeting)       |
| July 14 (T)   | 4th Class Day                               |
| July 18 (S)   | TASP Test Administered                      |
| August 3 (M)  | Last Day to Withdraw with "W"               |
| August 11 (T) | Final Exams                                 |
| August 11 (T) | Semester Closes                             |
| August 13 (R) | Grades due in Registrar's office by 10 a.m. |

**Mini-semesters, flexible-entry classes, and other alternative schedules may be offered between or during regular semesters by some of the Dallas County Community Colleges to better meet the needs of students. Please check individual college schedules for availability.**

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## Dallas County Community College District Administrators

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| Vice Chancellor of Planning and Development Affairs.....                              | Bill Tucker        |
| Executive Assistant to the Chancellor.....  | Jackie Caswell     |
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| Director of Process Support Services.....   | Kathryn Tucker     |
| Director of Public Information.....   | Claudia Robinson   |
| Director of Purchasing.....   | Mike Abernethy     |
| Director of Resource Development.....   | Lyndon McClure     |
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## 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

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

### Institutional Membership

The American Association of Community 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.

## Cedar Valley College Mission Statement

Cedar Valley College is a publicly supported comprehensive community college committed to developing the potential and increasing the productivity of the people in the communities it serves.

Cedar Valley College maintains an institutional environment of excellence which facilitates and encourages learning; which emphasizes and values quality education; which champions diversity; which promotes student well-being, and which creates a public understanding and commitment to the college and its value to the community.

Cedar Valley College will maintain a comprehensive curriculum and related support services that reflect the needs of the communities it serves and the financial capabilities of the institution. The college will strive to:

- provide a curriculum balanced with academic, occupational and continuing education offerings
- provide opportunities for learning through excellence in teaching
- provide a learner centered environment
- be responsive to current and future needs of the communities it serves
- provide developmental education for effective participation in occupational education and in further higher education
- foster critical thinking and questioning skills in all students
- prepare students personally and academically to meet the demands of a changing world

Cedar Valley College is committed to providing the highest quality educational experiences for each student it serves.

## CEDAR VALLEY COLLEGE ADMINISTRATION

|   |                            |              |
|---|----------------------------|--------------|
| President.....  | Carol J. Spencer.....      | 972-860-8250 |
| Executive Vice President of Academic & Student Affairs..... | Andrew C. Jones.....       | 972-860-8261 |
| Dean of Marketing and Community Relations.....              | Carol Barrett.....         | 972-860-8147 |
| Dean of Student Support Services.....                       | Mary Bookman.....          | 972-860-8263 |
| Dean of Institutional Effectiveness & Research .....        | Claire Gauntlett.....      | 972-860-8128 |
| Dean of Business/Social Science .....                       |                            | 972-860-8110 |
| Dean of Liberal Arts .....                                  | Jerry Cotton.....          | 972-860-8120 |
| Dean of Natural and Applied Sciences.....                   | Cecil H. Brewer.....       | 972-860-8160 |
| Dean of Continuing Education .....                          | David W. Heitman.....      | 972-860-8021 |
| Associate Dean of Educational Resources .....               | Edna White.....            | 972-860-8152 |
| Director of Financial Aid .....                             | Frank Ellis.....           | 972-860-8280 |
| Director of Human Resources .....                           | Pat Jones.....             | 972-860-8225 |
| Director of Small Business Development Center .....         | Cornelius Small.....       | 972-709-5878 |
| Director of Resource Development & Special Services .....   | Pam Gist.....              | 972-860-8179 |
| Director of Student Programs and Resources.....             | Mary Baldwin.....          | 972-860-8236 |
| Registrar .....   | John Williamson.....       | 972-860-8203 |
| Asst. Director Admissions/Registrar.....                    | Carolyn Boswell-Ward ..... | 972-860-8204 |

## INSTRUCTIONAL DIVISIONS

|                              |              |                                   |              |
|------------------------------|--------------|-----------------------------------|--------------|
| Business/Social Science..... | 972-860-8110 | Human Development.....            | 972-860-8262 |
| Liberal Arts.....            | 972-860-8120 | Natural and Applied Sciences..... | 972-860-8160 |

## STUDENT SERVICES

|                                      |              |
|--------------------------------------|--------------|
| Administration .....                 | 972-860-8228 |
| Admissions/Registrar .....           | 972-860-8201 |
| Book Store .....                     | 972-225-7343 |
| Business Operations .....            | 972-860-8290 |
| Career Information & Placement ..... | 972-860-8146 |
| Counseling Center .....              | 972-860-8262 |
| Evening Office .....                 | 972-860-8230 |
| Facilities Services .....            | 972-860-8186 |
| Financial Aid .....                  | 972-860-8280 |
| Health Center .....                  | 972-860-8277 |

|  |              |
|--|--------------|
| Information .....                        | 972-860-8258 |
| Library .....                            | 972-860-8140 |
| Marketing & Community Relations .....    | 972-860-8258 |
| Police .....                             | 972-860-8286 |
| Special Services .....                   | 972-860-8119 |
| Student Programs & Resources (SPAR)..... | 972-860-8236 |
| Student Resources Center .....           | 972-860-8257 |
| Testing/TASP Information .....           | 972-860-8118 |
| Tutoring .....                           | 972-860-8119 |
| Veteran's Affairs .....                  | 972-860-8201 |

## CEDAR VALLEY COLLEGE FACULTY AND ADMINISTRATIVE STAFF

|                                    |   |
|------------------------------------|---|
| <b>Adkins, James A.</b> .....      | Physics and Astronomy<br>Univ. of Texas at Arlington, B.S., M.A.  |
| <b>Armstead, Will</b> .....        | Program Director, FCI<br>Bishop College, B.A.   |
| <b>Aziz, Mohamed</b> .....         | Mathematics<br>Cairo Univ., B.S.; Univ. of Wyoming, B.S., M.S.  |
| <b>Baldwin, Mary</b> .....         | Director, Student Programs & Resources<br>Univ. of Texas, Permian Basin, B.A.; Southern Methodist Univ., M.L.A.                                     |
| <b>Barrett, Carol</b> .....        | Dean of Marketing & Community Relations<br>Texas Woman's Univ., B.A., M.L.S.  |
| <b>Beecham, Ron</b> .....          | Biology<br>East Texas State Univ., B.S., M.S.   |
| <b>Bilbrey, Keith</b> .....        | A/C/Refrigeration<br>Tarrant County Junior College, A.A.S.; Northwood Univ., B.B.A.   |
| <b>Bookman, Mary</b> .....         | Dean of Student Support Services<br>Univ. Texas SW Medical Center, B.S.; East Texas State Univ., M.Ed.  |
| <b>Boswell-Ward, Carolyn</b> ..... | Asst. Dir. Admissions & Registrar<br>El Centro, A.A.S.  |
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| <b>Brantley, Sharon</b> .....      | Program Director, Continuing Ed.<br>Prairie View A&M Univ., B.S., M.B.A.  |
| <b>Brewer, Cecil H.</b> .....      | Dean of Natural and Applied Sciences<br>Univ. of Texas at Arlington, B.A.; East Texas State Univ., M.S.,<br>Ph.D.; Certified Technician, N.I.A.S.E. |
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| <b>Bursey, Alice</b> .....         | Accounting<br>Univ. of North Texas, B.A.A.; Univ. of Texas at Arlington, M.B.A.   |
| <b>Carmean, James</b> .....        | Special Programs Faculty, Tech. Math<br>Trenton State Univ., B.A.   |
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| <b>Coston, Sandra</b> .....        | Spanish<br>Univ. of Texas at Arlington, B.A., M.A.  |
| <b>Cotton, Jerry</b> .....         | Dean, Division of Liberal Arts<br>Hardin-Simmons Univ., B.S.; SW Texas State Univ., M.A.;<br>Texas Tech, Ph.D.                                      |
| <b>Dawson, Edward C.</b> .....     | Music<br>Univ. of North Carolina, B.A., M.M.  |
| <b>Desai, Suryakant</b> .....      | Accounting<br>Univ. of North Carolina, B.A.; Univ. of Texas at Arlington, M.B.A., M.P.A.;<br>East Texas State Univ., Ed.D.                          |
| <b>Dismore, Roger E.</b> .....     | Coordinator, Music<br>Univ. of North Texas, B.M.E., M.M.E.  |
| <b>Earle, Brian D.</b> .....       | Chemistry<br>Univ. of North Texas, B.S.; Univ. of Texas at Dallas, M.A.   |
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| <b>Eishen, Ines</b> .....          | English<br>Tarlton State Univ., B.A.; State Univ. of New York, Geneseo,<br>M.L.S.   |
| <b>Ellis, Frank</b> .....          | Director of Financial Aid<br>Texas Christian Univ., B.B.A.  |
| <b>Ethridge, Billy J.</b> .....    | Special Programs Faculty, Comm. Sewing<br>Certified Technician  |
| <b>Fant, Milton</b> .....          | Automotive Career Technician<br>Certified Technician, N.I.A.S.E.; Cedar Valley College, A.A.S.  |
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|                                     |   |
|-------------------------------------|---|
| <b>Gauntlett, Claire</b> .....      | Dean of Institutional Effectiveness & Research<br>Univ. of North Texas, B.A.; Univ. of Arizona, M.A.;<br>Texas A&M at Commerce, Ed.D. |
| <b>Germany, Sam</b> .....           | Music<br>Anderson College, B.A.; Western Michigan Univ., M.M.;<br>Univ. of North Texas, D.M.A.  |
| <b>Gilstrap, Nina</b> .....         | English<br>Wiley College, B.A.; Univ. of Iowa, M.A.   |
| <b>Gist, Pam</b> .....              | Director of Resource Development & Special Services<br>Univ. of Texas at Arlington, B.A., M.A.T.                                      |
| <b>Gray, Bruce C.</b> .....         | Mathematics<br>Bishop College, A.A.; Prairie View A&M Univ., B.S.;<br>Univ. of North Texas, M.S.                                      |
| <b>Harlow, Diane</b> .....          | Office Technology<br>Univ. of North Texas, B.S., M.B.E., C.P.S.   |
| <b>Heltman, David W.</b> .....      | Dean, Continuing Education<br>Austin College, B.A., M.A.; Univ. of Texas Health Science Ctr.,<br>San Antonio, Ph.D.                   |
| <b>Hester, Ed</b> .....             | Automotive Career Technician<br>Certified Technician, N.I.A.S.E., Cedar Valley College, A.A.S.  |
| <b>Jimenez, Hector</b> .....        | Counselor/Human Dev.<br>East Texas State Univ., B.S., M.Ed.   |
| <b>Jones, Andrew C.</b> .....       | Exec. Vice-President of Academic & Student Affairs<br>Univ. of Maryland, M.L.S.; Temple Univ., Ed.D.                                  |
| <b>Lenoir, Blanchard</b> .....      | Real Estate<br>Sam Houston State Univ., B.B.A.; Texas A&M Univ., M.Ed., Ph.D.   |
| <b>Leubitz, Lois</b> .....          | Speech Communication<br>Purdue Univ., B.A.; Ohio State Univ., M.A.  |
| <b>Lineberry, William L.</b> .....  | Veterinary Technology<br>Texas A&M Univ., B.S.; Univ. of Texas at Dallas, M.A.T.<br>Animal Technician Registered                      |
| <b>Longoria, Fina</b> .....         | Training Coordinator<br>Dallas Baptist University, B.A.   |
| <b>Maples, Alan</b> .....           | Computer Information Systems<br>Texas A&M Univ., B.A., B.B.A., M.C.S.; Univ. of North Texas, Ph.D.                                    |
| <b>Meachum, Bettie M.</b> .....     | Psychology<br>Northwestern State Univ., B.M.E., M.Ed.; Baylor Univ., Ed.D.  |
| <b>Minger, Diane</b> .....          | Careers Marketing<br>Indiana State University, B.S.; Texas Woman's Univ., M.S., Ph.D.   |
| <b>Paul, Duncan A.</b> .....        | Motorcycle, Outboard Engine & Small Engine<br>Univ. of North Texas, B.S.  |
| <b>Pharr, John</b> .....            | Business and Economics<br>Univ. of North Texas, B.A., M.S.  |
| <b>Pratt, John</b> .....            | Business Law & Government<br>Southern Methodist Univ., B.A., J.D., Texas Law License  |
| <b>Quiones, Clemente</b> .....      | Special Programs Faculty, Occupational Spanish<br>Universidad Autonoma de Tamaulipas, B.A.; Univ. of Pittsburgh, M.A.                 |
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 Certified Technician

**White, Edna** ..... Associate Dean of Educational Resources  
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**Wilkie, Dave** ..... Physical Education  
 Ball State Univ., B.S., M.A.

**Williamson, John** ..... Director of Admissions & Registrar  
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**Willson, Burlene** ..... Office Technology  
 Oklahoma State Univ., B.S., M.S.

**Wimblish, Linda** ..... English  
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**Wright, David L.** ..... Veterinary Technology  
 Texas A & M Univ., B.S., D.V.M.

**Yeager, Nora** ..... Developmental Reading  
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# 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 45,000 non-credit students per long semester and employ over 2,000 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 and Mountain View Colleges 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 1989, the Bill J. Priest Institute for Economic Development opened south of 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.

## Mission of the Dallas County Community College District

The mission of the DCCCD is to equip students for successful living and responsible citizenship in a rapidly-changing local, national and world community. We do this by providing accessible, accredited, affordable, cost-effective, quality educational opportunities for development of intellectual skills, job skills, personal growth and/or transfer to a baccalaureate program. In fulfilling our purpose, we further cultural, economic and workforce development in the communities we serve.

## 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 Dallas County Community Colleges and the Bill J. Priest Institute for Economic Development are teaching, learning, community-building institutions. To fulfill the public trust the DCCCD:

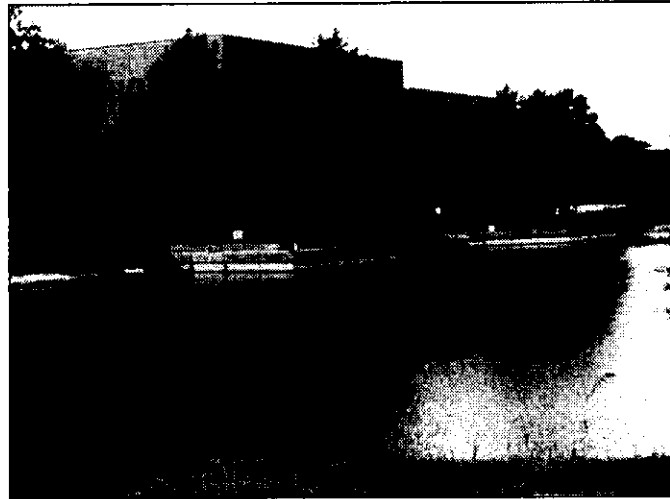
- offers a student guarantee to the institutions and employers receiving its graduates;
- measures its collective and individual behaviors against a code of ethics

and a statement of organizational values;

- makes decisions through a line organizational structure which receives input from those most affected by the decisions;
- strives to provide its services with revenues of
  - no more than 20% from student tuition
  - no more than 30% from local taxes; and
  - a minimum of 50% from the State;
- seeks to maintain the highest possible credit ratings;
- views itself as a team player in the local community of educators, business people, elected officials and other community leaders; and
- sees its role as a weaver of a seamless fabric of educational opportunity for the people of Dallas County.

As a major employer, the DCCCD:

- follows open search procedures which solicit the best available candidates for positions and which will provide a balanced workforce which reflects the ethnic composition of the adult workforce in Dallas County;
- involves those most directly affected by hiring decisions in the candidate review process; and
- seeks to assure that competent performers do not lose real compensation through inflation.



In its organizational culture, the DCCCD:

- places ultimate value on student success;
- applies the principles of continuous quality improvement to achieve student success; and
- uses technology not only to teach distant learners, but also to educate, train and retool both its students and its employees.

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 continuing education programs on cultural, civic and other topics.

Additional programs are available for the high school student, dropouts and others with special needs. The colleges help each student design the educational program that best meets individual needs. Every student is offered advisement 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 advisement, 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 at each college.

#### **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**

The Dallas County Community College District is committed to providing equal educational and employment opportunity regardless of sex, 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) date and place of birth, (5) weight and height of members of athletic teams, (6) participation in officially recognized activities and sports (7) dates of attendance, (8) educational institution most recently attended and (9) other similar information, including major field of study and degrees and awards received.

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, directory information is released upon written inquiry. No telephone inquiries are acknowledged; all requests must be made in person. No transcript or academic record is released without written consent from the student, except as specified by law.

#### **Student Consumer Information Services**

Pursuant to the Educational Amendment of 1980, Public Law 96-374, the College provides all students with

information about its academic programs and financial aid available to students.

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

### **Accreditation**

Details and procedures relating to the review of accreditation, approval, and various licensing documents are available through the administrative offices located on each campus.

## **II. IMPORTANT TERMS AND ABBREVIATIONS**

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

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

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

**Common Learning:** "General Education" as defined by the DCCCD. 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 student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two courses in the same semester; (d) Enrollment in both a DCCCD institution and another college 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 semester; a 4-credit-hour class (science, languages, etc.) meets 6 hours per week. Check the 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 the calendar at the first part of 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, in addition to tuition charges, which the college requires for services.

**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. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the full-time requirement.

**GPA:** Grade Point Average. Two different ways of computing a GPA 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. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the part-time requirement.

**Performance grade:** A grade of A, B, C, D or F. This does not include the grades of W, I 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 specified course. For example, the prerequisite for English 1302 is the successful completion of English 1301. A prerequisite may be another course (high school or college), an appropriate assessment score, or 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 schedules for registration dates.

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

**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 5½ 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.

**Student services fee:** A fee for activities and services to students, which are considered separate and apart from the regularly scheduled academic functions of the college. Such activities and services include, but are not necessarily limited to, the following: health services, recreational activities, automobile parking privileges, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, student publications, and/or student clubs/government.

**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 Science 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.

**Tech-Prep:** Tech-Prep is an educational process which prepares students for emerging, technologically-advanced careers.

**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. Assessment is not used to

determine admission except for students concurrently enrolled in high schools and for those wishing to enroll in "special admissions" programs.

### 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 non-resident for tuition/fee purposes. Contact the Admissions Office for specific information detailing required documentation.

It is recommended, although not required, that all prospective students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and polio-myelitis. Health-related programs may require specific immunizations prior to admission. Information is provided at orientation sessions for health-related programs.

### Beginning Freshmen

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

- a. Graduates from accredited high school;
- b. Graduates of an unaccredited high school who are 18 years of age or older;
- c. Those who have earned a General Education Diploma (G.E.D.);
- 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;
- e. Those who are under the age of 18, are no longer enrolled in high school of any kind, and who do not have a diploma nor a G.E.D. may be admitted by one of the following:
  - (1) Written recommendation of the principal or superintendent of the last high school attended, or
  - (2) On the basis of completion of the college's assessment program with the results indicating the student has the ability to benefit from the college's curricular offerings.
- f. Those who are under the age of 18, did not graduate from an accredited school, but who graduated from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled) may be admitted by meeting all of the following conditions:
  - (1) Written recommendation of the principal or superintendent of the last school attended, or on the

basis of completion of the college's assessment program with the results indicating the student has the ability to benefit from the college's curricular offerings;

(2) Present a notarized record of the high school equivalent work completed and the date of successful completion; and

(3) Agree to limitations on conditions of admission established by the college.

### Students Enrolled in High School

Students still enrolled in high school may be admitted under the following conditions:

a. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal and must present scores on ACT/SAT or the college assessment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.

b. Students who have not completed their junior year at an accredited high school may be admitted meeting all the following conditions:

(1) The written recommendation of the high school principal;

(2) Presentation of scores on the ACT/SAT/or

college assessment program which indicate the student has the ability to complete college-level work;

(3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.

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

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

(2) Presentation of scores on the ACT/SAT or college assessment program with results indicating the ability to do college-level work;

(3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.

d. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent



of the junior year (16 units) in high school may be admitted by meeting all the following conditions:

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

(2) Presentation of scores on the ACT/SAT/or college's assessment program with results indicating the ability to do college-level work;

(3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester; and

(4) Approval of the Vice President of Instruction or designate.

e. High school students may enroll in remedial courses only if a contract for such services exists between the colleges and the school.

### **Transfer Students**

An applicant is eligible for admission for enrollment from an accredited collegiate institution as defined in the "Transfer of Credit" section of the catalog and must meet the following conditions:

a. Present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts, which must be received no later than the third week of the semester in which the student first enrolls, should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment may be excluded from taking certain courses having prerequisites. Transcripts received become the permanent property of the college. Recipients of baccalaureate and/or graduate degrees from accredited colleges and universities may submit a copy of a college/university diploma in lieu of transcripts. A student transferring from another collegiate institution is not at liberty to disregard his/her collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college/university course work will be subject to disciplinary action (including expulsion) and possible loss of credit for subsequent course work taken at the college.

b. Meet the minimum academic standards of the college. If an applicant on enforced scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the Admissions Committee of the college. Admission may be provisional and enrollment may be limited as to credit hours and course work.

c. Meet all TASP requirements as shown below.

(1) Transfers from other Texas public college/universities and who are not TASP exempt must present TASP scores if they have accumulated 9 or more college-level hours if they wish to enroll in any college-level coursework;

(2) Transfers from any college/university who are not TASP exempt, and who have accumulated less than 9 college-level credit hours, must take TASP in the semester which they accumulate their 9th college-level credit hour; and

(3) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, and who have accumulated more than 9 college-level hours, must take TASP during their initial semester of enrollment.

### **Former Students**

Students formerly enrolled in the Dallas County Community College District must update their application for admission to any District college. Students with unsettled financial debts or whose record is blocked for any other reason at any District college will not be allowed to register until the record is cleared.

### **Academic Forgiveness Policy**

In keeping with SB1321 passed into legislation in 1993, any state resident may elect not to have the college utilize college credits on courses which are ten (10) years or older. Should the student elect this option, no college courses or credits ten (10) years or older will be evaluated for credit. Students may not selectively choose courses ten (10) years or older to be utilized. This provision does not relieve students from notifying the college of attendance at previous institutions nor of the need to submit transcripts indicating all previous course work attempted. Students electing this option must notify the Office of the Registrar upon submission of application for admission.

### **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 students carrying valid visas. International students are admitted once all admission requirements are complete. All International Students seeking F-1 visa status must:

1. Contact the institution to request international student admission information;

2. Provide official TOEFL (Test of English as a Foreign Language) scores of 525 or higher to meet the English proficiency requirement and be considered for academic credit.

Students who meet one of the following criteria will be excused from the TOEFL requirement:

a. A graduate of accredited U.S. college or university;

b. A native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)

c. An institutional TOEFL score of 525 from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;

d. Prospective students who document completion of the final level of an Intensive English Language Program which is approved by the DCCCD through an established agreement.

Upon admission, all international students are required to complete DCCCD assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required.

3. Show documented evidence of sufficient financial support for the academic year;

4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor through a signed waiver form at the time of registration. Insurance benefits must cover the duration of study at the institution.

5. Provide written proof of negative tuberculin skin test or chest X-ray, diphtheria/tetanus immunizations taken within the last ten years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if the student is under nineteen years of age;

6. Submit official transcripts from each college or university previously attended with a minimum of "C" average;

7. Fulfill all admission requirements before the deadline designated by the College for international students and receive approval for admission from international admissions advisor.

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

F-1 students must receive and secure the Form I-20AB from each new school attended. F-1 students must enroll in a minimum of 12 credit hours and maintain full-time enrollment during each regular semester in order to maintain visa status.

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

1. Present documentation indicating valid non-immigrant status;

2. Provide official transcripts or documented proof verifying that the student is "in-status" and has been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance. International students are subject to the requirements of the Texas Academic Skills Program (TASP).

### **Evaluation of Foreign Credentials**

Coursework completed at colleges and universities outside the United States will be considered for transfer

on an individual basis. All foreign credentials submitted to the college must include the original plus a certified English translation.

An official evaluation of foreign credentials must be completed before transfer credit will be considered. The student is responsible for arranging for credential evaluation. A partial list of acceptable professional evaluation services is available in the District Office of Student and International Programs or the Office of the College Registrar. The student is expected to pay all costs of translation and/or evaluation of foreign credentials.

Evaluations of foreign credentials completed by individuals and/or by professional evaluation services are subject to review and approval by the Director of Admissions and Registrar.

### **Application and Admissions Procedures**

Applications may be submitted any time prior to registration. Early application is essential because the student's place in registration is determined by the date of the applicant's files. Submitting admissions documents early also insures that there is adequate time for effective advisement and schedule planning. A later place in registration often means that the classes a student desires may already be filled as all District colleges conduct early registration in some form.

Students registering on or after the first official class day will be charged a late registration fee.

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

a. An official application, available from any DCCCD college Admissions Office or through the Internet address of [www.dcccd.edu](http://www.dcccd.edu).

b. Test Scores: Students who have ACT or SAT test scores taken within the last five (5) years or TASP test scores are strongly urged to submit those scores to the college.

c. Official Transcripts: The following MUST be submitted — (1) Students who graduated from high school (and who have no college experience) should submit high school transcripts, which will be utilized for advisement purposes; (2) a college transfer student is required to furnish official transcripts of all college work attempted no later than the third week of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES PREVIOUSLY 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 Registrar. Although transcripts sent electronically over the Electronic Transcript Network will be considered official, a photocopy or facsimile (FAX) is not an official transcript.



d. GED: Students under the age of 18 and who have a GED must submit a copy of their GED certificate.

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

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 selection in this catalog and contact the Registrar's Office for additional information.

Students admitted to a college of the DCCCD are automatically admitted to all seven colleges of the DCCCD and, as such, may take appropriate classes at any of the colleges under certain conditions.

#### Reciprocal Tuition Agreement

The following Associate of Applied Sciences 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         |
| Automotive Technology             | BHC         |
| Dealership-sponsored Technician   |             |
| Service Technician                |             |
| Aviation Technology               | MVC         |
| Air Cargo                         |             |
| Aircraft Dispatcher               |             |
| Airline Management                |             |
| Professional Pilot                |             |
| Fixed Base Operations             |             |
| Commercial Music                  | CVC         |
| Computer Information Systems      |             |
| Local Area Network Administrator  | EFC,NLC,RLC |
| Lan Server Operator               | EFC,NLC,RLC |
| Educational Personnel             | RLC         |
| Electrical Technology             | NLC         |
| Electronic                        | EFC,RLC     |
| Telecommunications                |             |
| Electronics Computer Technology   | EFC,MVC     |
| Automated Manufacturing           | MVC         |
| Engineering Technology            | RLC         |
| Computer Integrated Manufacturing | RLC         |
| Electronics Engineering           | RLC         |
| Food and Hospitality Service      | ECC         |
| Interior Design                   | ECC         |
| International Business and Trade  | RLC         |

|                                    |     |
|------------------------------------|-----|
| Invasive Cardiovascular Technology | ECC |
| Mortgage Banking                   | NLC |
| Pattern Design                     | ECC |
| Physical Fitness Technology        | NLC |
| Plumbing and Pipefitting           | NLC |
| Social Work Associate              | EFC |
| Substance Abuse Counseling         | EFC |
| Veterinary Technology              | CVC |
| Video & Film Technology            | NLC |
| Visual Communications              | BHC |
| Vocational Nursing                 | ECC |

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

| PROGRAM   | CAMPUS      |
|---|-------------|
| Air Conditioning and Refrigeration —Residential | CVC,EFC,NLC |
| Air Conditioning and Refrigeration Technology   | EFC         |
| Apparel Design                                  | ECC         |
| Auto Body Technology                            | EFC         |
| Automotive Career Technician                    | CVC         |
| Automotive Technology                           | BHC,EFC     |
| Aviation Technology                             | MVC         |
| Construction Management and Technology          | NLC         |
| Construction Technology                         | NLC         |
| Food and Hospitality Service                    | ECC         |
| Digital Imaging Technology                      | EFC         |
| Interior Design                                 | ECC         |
| Invasive Cardiovascular Technology              | ECC         |
| Mortgage Banking                                | NLC         |
| Motorcycle Mechanics                            | CVC         |
| Outboard Marine Engine                          | CVC         |
| Pattern Design                                  | ECC         |
| Postal Service                                  | MVC         |
| Small Engine Mechanics                          | CVC         |
| Social Work Associate Generalist                | EFC         |
| Substance Abuse Counseling                      | EFC         |
| Travel and Tourism Management                   | RLC         |
| Veterinary Technology                           | CVC         |
| Welding Technology                              | MVC         |

Continues following Tuition & Fees Schedule

## TUITION AND STUDENT SUPPORT FEES Fall and Spring Sessions

NOTE: A STUDENT REGISTRATION FEE OF \$5.00 WILL BE INCLUDED IN THE TUITION FOR EACH CREDIT STUDENT EACH SEMESTER. THIS FEE IS NON-REFUNDABLE UNLESS A CLASS IS CANCELLED OR INSTITUTIONAL ERROR IS MADE.

| Semester<br>Credit<br>Hours | DALLAS COUNTY |                      |               |              |       | OUT-OF-DISTRICT |                      |               |              |       | OUT-OF-STATE OR COUNTRY |                      |               |              |        |
|-----------------------------|---------------|----------------------|---------------|--------------|-------|-----------------|----------------------|---------------|--------------|-------|-------------------------|----------------------|---------------|--------------|--------|
|                             | Tuition       | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total | Tuition         | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total | Tuition                 | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total  |
| 1                           | \$ 54         | \$10                 | \$5           | \$10         | \$ 79 | \$110           | \$10                 | \$5           | \$10         | \$135 | \$ 200                  | \$10                 | \$5           | \$10         | \$ 225 |
| 2                           | 54            | 10                   | 5             | 10           | 79    | 110             | 10                   | 5             | 10           | 135   | 200                     | 10                   | 5             | 10           | 225    |
| 3                           | 54            | 10                   | 5             | 10           | 79    | 111             | 10                   | 5             | 10           | 136   | 201                     | 10                   | 5             | 10           | 226    |
| 4                           | 72            | 10                   | 5             | 10           | 97    | 148             | 10                   | 5             | 10           | 173   | 268                     | 10                   | 5             | 10           | 293    |
| 5                           | 90            | 10                   | 5             | 10           | 115   | 185             | 10                   | 5             | 10           | 210   | 335                     | 10                   | 5             | 10           | 360    |
| 6                           | 108           | 12                   | 5             | 12           | 137   | 222             | 12                   | 5             | 12           | 251   | 402                     | 12                   | 5             | 12           | 431    |
| 7                           | 126           | 14                   | 5             | 14           | 159   | 259             | 14                   | 5             | 14           | 292   | 469                     | 14                   | 5             | 14           | 502    |
| 8                           | 144           | 16                   | 5             | 16           | 181   | 296             | 16                   | 5             | 16           | 333   | 536                     | 16                   | 5             | 16           | 573    |
| 9                           | 162           | 18                   | 5             | 18           | 203   | 333             | 18                   | 5             | 18           | 374   | 603                     | 18                   | 5             | 18           | 644    |
| 10                          | 180           | 20                   | 5             | 20           | 225   | 370             | 20                   | 5             | 20           | 415   | 670                     | 20                   | 5             | 20           | 715    |
| 11                          | 196           | 22                   | 5             | 22           | 245   | 386             | 22                   | 5             | 22           | 435   | 737                     | 22                   | 5             | 22           | 786    |
| 12                          | 212           | 24                   | 5             | 24           | 265   | 402             | 24                   | 5             | 24           | 455   | 804                     | 24                   | 5             | 24           | 857    |
| 13                          | 228           | 26                   | 5             | 26           | 285   | 418             | 26                   | 5             | 26           | 475   | 871                     | 26                   | 5             | 26           | 928    |
| 14                          | 244           | 28                   | 5             | 28           | 305   | 434             | 28                   | 5             | 28           | 495   | 938                     | 28                   | 5             | 28           | 999    |
| 15                          | 260           | 30                   | 5             | 30           | 325   | 450             | 30                   | 5             | 30           | 515   | 1,005                   | 30                   | 5             | 30           | 1,070  |
| 16                          | 276           | 32                   | 5             | 32           | 345   | 466             | 32                   | 5             | 32           | 535   | 1,072                   | 32                   | 5             | 32           | 1,141  |
| 17                          | 292           | 34                   | 5             | 34           | 365   | 482             | 34                   | 5             | 34           | 555   | 1,139                   | 34                   | 5             | 34           | 1,212  |
| 18                          | 308           | 36                   | 5             | 36           | 385   | 498             | 36                   | 5             | 36           | 575   | 1,206                   | 36                   | 5             | 36           | 1,283  |
| 19                          | 324           | 38                   | 5             | 38           | 405   | 514             | 38                   | 5             | 38           | 595   | 1,273                   | 38                   | 5             | 38           | 1,354  |
| 20                          | 340           | 40                   | 5             | 40           | 425   | 530             | 40                   | 5             | 40           | 615   | 1,340                   | 40                   | 5             | 40           | 1,425  |

## TUITION AND STUDENT SUPPORT FEES Summer Sessions

| Semester<br>Credit<br>Hours | DALLAS COUNTY |                      |               |              |       | OUT-OF-DISTRICT |                      |               |              |       | OUT-OF-STATE OR COUNTRY |                      |               |              |       |
|-----------------------------|---------------|----------------------|---------------|--------------|-------|-----------------|----------------------|---------------|--------------|-------|-------------------------|----------------------|---------------|--------------|-------|
|                             | Tuition       | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total | Tuition         | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total | Tuition                 | Student<br>Serv. Fee | Regis.<br>Fee | Tech.<br>Fee | Total |
| 1                           | \$ 60         | \$10                 | \$5           | \$10         | \$ 85 | \$150           | \$10                 | \$5           | \$10         | \$175 | \$225                   | \$10                 | \$5           | \$10         | \$250 |
| 2                           | 60            | 10                   | 5             | 10           | 85    | 150             | 10                   | 5             | 10           | 175   | 225                     | 10                   | 5             | 10           | 250   |
| 3                           | 60            | 10                   | 5             | 10           | 85    | 150             | 10                   | 5             | 10           | 175   | 225                     | 10                   | 5             | 10           | 250   |
| 4                           | 80            | 10                   | 5             | 10           | 105   | 200             | 10                   | 5             | 10           | 225   | 292                     | 10                   | 5             | 10           | 317   |
| 5                           | 100           | 10                   | 5             | 10           | 125   | 250             | 10                   | 5             | 10           | 275   | 365                     | 10                   | 5             | 10           | 390   |
| 6                           | 120           | 12                   | 5             | 12           | 149   | 300             | 12                   | 5             | 12           | 329   | 438                     | 12                   | 5             | 12           | 467   |
| 7                           | 134           | 14                   | 5             | 14           | 167   | 314             | 14                   | 5             | 14           | 347   | 511                     | 14                   | 5             | 14           | 544   |
| 8                           | 148           | 16                   | 5             | 16           | 185   | 328             | 16                   | 5             | 16           | 365   | 584                     | 16                   | 5             | 16           | 621   |
| 9                           | 162           | 18                   | 5             | 18           | 203   | 342             | 18                   | 5             | 18           | 383   | 657                     | 18                   | 5             | 18           | 698   |

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** \$18.00 per credit unit through ten credit units and \$16.00 for each additional credit unit over ten credit units; minimum of \$54.00
- Out-of-District Residents** \$37.00 per credit unit through ten credit units and \$16.00 for each additional credit unit over ten credit units; minimum of \$110.00
- Out-of-State Residents** \$67.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$67.00 per credit unit; minimum of \$200.00

### SUMMER SESSION

- Dallas County Residents** \$20.00 per credit unit through six credit units and \$14.00 for each additional credit unit over six credit units; minimum of \$60.00
- Out-of-District Residents** \$50.00 per credit unit through six credit units and \$14.00 for each additional credit unit over six credit units; minimum of \$150.00
- Out-of-State Residents** \$73.00 per credit unit; minimum of \$225.00
- Out-of-Country Residents** \$73.00 per credit unit; minimum of \$225.00

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

**Effective Date:** Fall Semester, 1995

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

"Out-of-State Residents" are defined to be students of less than 18 years of age, living away from their 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 students 18 years of age or older who have not been residents of the state twelve months subsequent to their 18th birthdays 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.

By law (TEC: section 4, subchapter B, chapter 54; sec. 54.0521, 1985), the STATE OF TEXAS requires that the OATH OF RESIDENCY be signed.

The law states that if the institution later determines that the individual was not entitled to be classified as a resident at the time of the individual's registration, the individual shall pay to the institution the amount the individual should have paid as a non-resident. **If the individual fails to make a timely payment as required, the individual is not entitled to receive a transcript or to receive credit for courses taken during the time the individual was falsely registered as a resident student.**

**THE OATH OF RESIDENCY IS NOT ACCEPTABLE IN LIEU OF DOCUMENTARY EVIDENCE.**

If you are an out-of-state resident or an out-of-county 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. A foreign national is not eligible for the waiver unless under a permanent resident visa.

In addition, the Construction Technology program may be taken by residents of Collin, Cooke, Denton, Ellis, Grayson, Hill, Tarrant, and Weatherford counties at Dallas County tuition rates.

### **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.

### **DCCCD Concurrent Enrollment and Fees**

For those students enrolling in more than one DCCCD college, all fees must be paid at the first college prior to enrolling at a second college.

### **Special Fees and Charges**

**Student Services Fee:** There is a student services fee for each student each semester. The fee is \$2.00 per credit hour or a minimum of \$10.00, whichever is greater.

**Technology Fee:** There is a student technology fee for each student registered for each semester. The fee is \$2.00 per credit hour or a minimum of \$10.00, whichever is greater.

**Registration Fee (Non-refundable):** There will be a \$5 non-refundable Registration Fee assessed each semester.

**Late Registration Fee:** A \$20 non-refundable Late Registration Fee will be assessed to students who register for a regular semester class on or after the first class day of a regular semester. This fee does not apply to schedule change transactions subsequent to the first class day. This fee does not apply to flex-entry course registration.

**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:** \$4 a semester.

**Dance Activity Fee:** \$8 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.

**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 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 of the semester...100%\*

During the first fifteen class days of the semester...70%\*

During the sixteenth through twentieth class days of the semester...25%\*

After the twentieth class day of the semester...NONE

##### **Summer Semesters**

Prior to the first class day of the semester...100%\*

During the first five class days of the semester...70%\*

During the sixth and seventh class days of the semester...25%\*

After the seventh class day of the semester...NONE

\*Registration and any applicable late registration fees are non-refundable even if one is due a refund.

The first "class day" is to be counted as the officially published date when the semester begins. The first "class day" means the first day ALL classes begin for the semester, not the first day a student's class is scheduled to meet. No refunds are issued after the last class day of each semester.

The federal law requires that the college refund unearned tuition and fees to all first-time students receiving financial aid who have not completed 60% of the enrollment period for which they have been charged.

The calculated refund will be returned to the federal funds in the following order:

1. Federal Family Educational Loan Programs
2. Federal Direct Loan Programs
3. Federal Pell Grant Program
4. Federal SEOG Program

**5. Other Title IV programs**

**6. Student**

For additional information about this pro-rata refund, contact the Financial Aid Office.

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

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.

(2) 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.

(3) Requests for refunds will not be accepted after the end of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office.

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

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

(6) REFUND CHECKS NORMALLY REQUIRE A MINIMUM OF ONE MONTH FROM DATE OF APPROVAL FOR PROCESSING.

(7) 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.

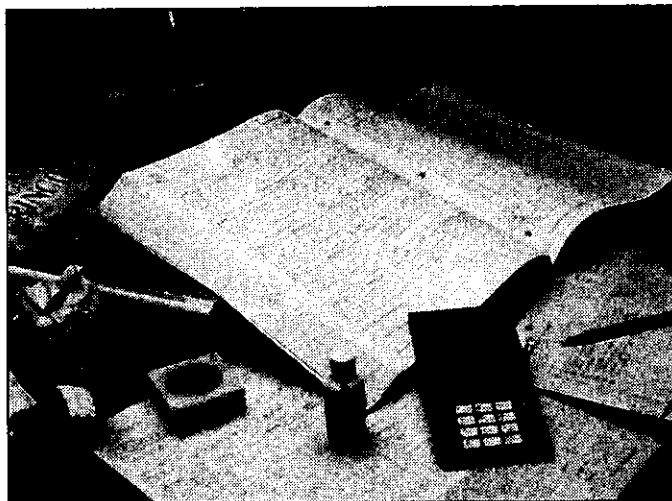
The assessment program includes the completion of a questionnaire which documents information on career and work plans, previous academic achievement and other relevant information. Assessment also includes an examination of individual skill levels in reading, writing, and mathematics. Information on skills may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered free of charge by the College. Students who have taken TASP also need their TASP scores.

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 have these available at the time of enrollment.

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/Advisement Center, International 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 their 9th college-level credit hour. 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, as mandated by Texas State Law, to participate in the appropriate remediation continuously 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 appropriately processed through the registration system.

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

A person who meets the admission requirements of the District may, with the consent of the division dean and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but will not receive a final grade nor credit for a course. An instructor may give such non-credit students an examination if the instructor 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**

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

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

It is the responsibility of the College not to transfer credits received from any United States institution not so accredited except where signed agreements between the College and other institutions exist. However, students who have gained proficiency through completion of coursework from non-accredited institutions may receive college credit through credit-by-examination/credit by experience.

Course-by-course evaluation will be completed by the registrar or other appropriate college personnel as needed for degree or program planning. Individual

courses transferred will not be posted to the College's student record. Official transcripts from all higher education institutions must be on file in the Registrar's Office.

Students are referred to the section found elsewhere in this catalog entitled "Academic Forgiveness Policy."

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

Official transcripts from all higher education institutions and a request for a degree plan evaluation 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, or does not choose to use the Social Security Number, the College will assign a student identification number.

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

The Texas Academic Skills Program (TASP) is required by state law to insure 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 who entered the DCCCD Fall 1989, or thereafter, must take the TASP test prior to accumulating, or during the semester of enrollment in, 9 hours of college credit, and must report TASP scores prior to their next DCCCD enrollment. Students enrolled in certain DCCCD Certificate programs may be waived from the TASP requirement while completing their certificate. Upon completion of the certificate program, all TASP requirements will apply. The following students may be TASP exempt:

- Those who successfully completed at least 3 hours of college credit (classroom experience, non-traditional means, or certain military classes) prior to Fall, 1989;

- Blind or deaf students who successfully completed at least 3 hours of college credit prior to Fall, 1995;

- Those at least 55 years of age who are not seeking a degree;

- Dyslexia students and those with "related disorders" who can provide required documentation to The Texas Higher Education Coordinating Board. Such students may be made TASP exempt only after they take TASP,

successfully complete remediation, and subsequently retake TASP;

- Students who can document they scored at least 1800 at one sitting on each of the three sections of TAAS; such scores must have been achieved within the last 3 years and must have been taken prior to Spring, 1994.

- Students who can document they scored at least TLI86 on TAAS Math, 1780 on TAAS Writing, and TLI89 on TAAS Reading; such scores must have been achieved in one sitting and must have been taken Spring, 1994 or thereafter;

- Students who can document they scored at least 22 on ACT Math, 22 on ACT English, and 26 on ACT Composite. Such scores must have been achieved in one sitting and must have been taken within the last 5 years;

- Students who can document they scored at least 530 on SAT Quantitative, 470 on SAT Verbal, and 1090 on SAT Combined if taken prior to April 1995; if taken after April 1995, students who can document at least 550 on SAT Quantitative, 550 on SAT Verbal, and 1180 on SAT Combined; such scores must have been achieved in one sitting and must have been taken within the last 5 years;

- Students who are "transient" students and who can document they were enrolled in either a private or out-of-state college the preceding semester; this exemption is temporary for one semester.

Students transferring with hours earned at other Texas public institutions must take TASP before or during the semester in which they earn nine (9) college-level hours; in other words, the hours earned at other Texas public institutions are used to compute the nine hours. Students transferring from private or out-of-state institutions must take TASP before or during the semester in which they have earned nine (9) college-level hours in a Texas public college/university; in other words, while public hours count toward the nine (9) hours, private/out-of-state hours do not count toward this limit. See above for an exemption for transient students.

Deaf students entering Fall 1995 and thereafter must take the Stanford Achievement Test rather than TASP. All TASP rules/regulations, however, apply to deaf students.

Students who earned between nine (9) and 14 college-level hours in the DCCCD between Fall, 1989 and Summer II, 1993 AND who have not attended a Texas public college since that time must take TASP during their next semester of enrollment in the DCCCD. While these students entered when state TASP rules allowed DCCCD students to take up to 15 college-level hours before they had to take TASP, these state regulations have been changed.

Students scoring below the state-determined level in any TASP area 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, the Associate of Arts and Sciences Degree in Business, the Associate of College/University Transfer or the Associate of Applied Sciences 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/Advisement 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 to be paid by the student although financial aid may be available to offset the cost for eligible students.

Deaf students must take the Stanford Achievement Test rather than TASP. All TASP rules/regulations, however, apply to deaf students.

## 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.

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

\*Used only with developmental studies courses.

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, 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 of 2.93:

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

The student's transcript and grade reports will indicate two different GPA's. GPA(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. GPA(1) is utilized to determine Suspension/Probation status, athletic participation eligibility, and financial aid eligibility. GPA(2) is based upon grade points earned in all DCCCD courses in which a student received a performance grade of A-F. Courses numbered below 1000, ARTS 1170, MUSI 1175, and DRAM 1170 are not used in the calculation of GPA(2). GPA(2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA 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 of "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 dean 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 re-enroll 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.

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

### **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 GPA (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 GPA (2), or better. Grade points and hours earned in courses numbered below 1000, ARTS 1170, MUSI 1175, and DRAM 1170 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 policies 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 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. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. 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 refund eligibility.

**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 6-11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA(2) is utilized to determine academic recognition.

### Scholastic Probation, Scholastic Suspension, and Academic Dismissal

Scholastic Probation: A student who has completed a total of nine (9) credit hours with a performance grade of A, B, C, D or F and who has a grade point average based on GPA(1) of less than 2.0 will be placed on scholastic probation. A student on scholastic probation may have coursework and total hours limited, but may re-enroll at the college if a minimum 2.0 grade point average based on GPA(1) is earned in each semester or summer session. If a student on scholastic probation fails to meet the above require-

ments in a semester or summer session, the student will be placed on scholastic suspension and will not be allowed to register.

Scholastic Suspension: A student on scholastic probation who is ineligible to re-enroll shall be suspended from the college for not less than one semester, either Spring or Fall.

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

Academic Dismissal: If a student does not meet the required standards and is placed on continued scholastic suspension for a second time, the student will be academically dismissed for a period of 12 months. Prior to application for readmission, a student must present to the admissions committee a written explanation of how the student plans to improve the student's academic standing. A student will be readmitted on continued scholastic probation, and the student's coursework and total hours may be limited.

Indefinite Academic Dismissal: A student who is readmitted after having been on scholastic suspension

and academic dismissal, and who subsequently fails to achieve a GPA(1) of 2.0 greater, shall be placed on indefinite academic dismissal. After a period of more than 12 months, a student may be recommended for readmission only by the Vice President of Student Development or designee.

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

A student who is on academic suspension or academic dismissal from another institution is ineligible for admission to the college unless the student has met the academic standards required by the college.

### **Grade Reports/Notification of Grades**

All students have access to a telephone number where grade results are available. A grade report may be mailed to the address on record of enrollment to each student at the end of each semester.

### **DCCCD Transcript of Credit**

The DCCCD transcript of credit is a chronological listing of college credit classes 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. 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. 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, the Associate of Arts and Sciences Degree with a major in Business, the Associate of Applied Sciences Degree, the Associate of College/University Transfer Degree, and certificates upon students who have completed all requirements for graduation. Each degree candidate must earn at least 25% of the credit hours required for graduation through instruction (not credit-by-examination) by the college granting the degree. The degree must be awarded by a college which offers the program in which the student majored. Correspondence work must be approved by the Registrar for graduation credit. If the student qualifies for a degree from more than

one DCCCD college, the student must indicate from which college the degree is to be awarded.

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.

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.

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

### **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. Therefore, the courses students take toward a DCCCD degree are designed around a series of skills to be achieved in order to be a successful, contributing member of society. The courses required in DCCCD degrees should equip students to learn to live better with themselves, others, and environments, as well as to learn to live as producers, consumers, and members within a community. It is also expected that students will learn to live more creatively, become more proficient in understanding future trends and how those trends impact their own lives, and how to develop effective learning skills. While not each of the skills will be found in each and every course within a DCCCD degree, the faculty believe that by taking those courses required for a degree program, students will encounter many of the above-named skills.

The Core Curriculum consists of English 1301, Speech Communication 1311, and a math course numbered 1000 or above. A grade of "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, and Humanities.

## **Associate of Arts and Sciences Degree**

This degree is primarily designed as the equivalent of the first half of a baccalaureate degree. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek this degree after consultation with the college Counseling/Advising Center.

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 1301, Speech Communication 1311, and math course numbered 1000 or above), a grade point average of at least "C" (2.00), based on GPA (2) and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate of Arts and Sciences Degree. These 61 hours may be earned at any District college and must include:

- English 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course numbered 1000 or above (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 1302 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 2322, 2323, 2327, 2328, 2332, 2333, 2370 or 2371 (English 2307 and 2311 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 PHYS 1311 in combination with 1111, and PHYS 1312 in combination with 1112 OR successfully complete PHYS 1411-1412.)
- Humanities (3 credit hours) to be chosen from: ARTS 1301, a foreign language or Eastfield Interpreter Training Program 1470 or 1471, Humanities 1301, English 2322, 2323, 2327, 2328, 2332, 2333, 2370, 2371, Music 1306, Philosophy 1301, Dance 2303 OR Drama 1310.
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement. While military service, *per se*, may not excuse this requirement, documented evidence of specific coursework earned in the military MAY excuse this and other requirements. The Office of the Registrar can assist with this information.)
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 1301 AND 1302 (6 credit hours)
- Government 2301 AND 2302 (6 credit hours)
- Business (3 credit hours) to be chosen from Business, Accounting, Management 1370, 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 GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, MUSI 9175, and DRAM 1170.

All students planning to transfer to another 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.

Students who wish to complete this degree totally through distance learning courses should read the section entitled Distance Learning Program and consult the degree plan outline located elsewhere in this catalog.

## **Associate of Arts and Sciences Degree with major in Business**

This degree is designed to meet the needs of students who plan to major in business but who are unsure about where they wish to transfer in order to complete a baccalaureate degree in a business field. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Students planning to transfer must consult the transfer institution's catalog to insure selected courses will both transfer and apply toward the intended major. Once students have decided on the specific transfer institution and a specific major within business, they are strongly encouraged to utilize the transfer degree plan which is customized to meet specific requirements of the selected transfer institution. Such students may also wish to take advantage of the DCCCD Transfer Guarantee Program. Transfer information materials are available in the Counseling/Advisement Center.

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 1301, Speech Communication 1311, and MATH 1324), a grade point average of at least "C" (2.00), based on GPA(2) and a passing score on all sections of TASP (if students are not TASP exempt) to receive this degree. These 61 hours must include:

- English 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- Math 1324 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 1302 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 2322, 2323, 2327, 2328, 2332, 2333, 2370, OR 2371. (English 2307 and English 2311 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from: Biology 1406 and 1407, Biology 1408 and 1409, Chemistry 1411 and 1412, Geology 1403 and 1404, Physics 1401 and 1402, Physics 1405 and 1407, Physics 2425 and 2426, or Physical Science 1415 and 1417. For Astronomy to meet this requirement, the student must successfully complete PHYS 1311 in combination with 1111, and PHYS 1312 in combination with 1112 OR successfully completing PHYS 1411-1412.
- Humanities (3 credit hours) to be chosen from: Art 1304, a foreign language or Eastfield Interpreter Training Program 1470 or 1471 Humanities 1301, Sophomore literature (select from English 2322, 2323, 2327, 2328, 2332, 2333, 2370, or 2371), Music 1306, Philosophy 1301, Dance 2303, or Drama 1310.
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement. While military service, *per se*, may not excuse this requirement, documented evidence of specific coursework earned in the military MAY excuse this and other requirements. The Office of the Registrar can assist with this information.)
- History 1301 AND 1302 (6 credit hours)
- Government 2301 AND 2302 (6 credit hours)
- Core Business courses (19 credit hours) Students must complete Accounting 2301 and 2302, Economics 2301 and 2302, Computer Information Systems 1470 and Math 1325.
- Electives (3 credit hours) Electives should be chosen to satisfy transfer requirements with an emphasis on business courses. Students should consult with an advisor for the appropriate course selection to meet the requirements of the transfer institution and major field of study.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9175, and Drama 1170.

All students planning to transfer to another 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.

Students who wish to complete this degree totally through distance learning courses should read the section entitled Distance Learning Program and consult the degree plan outline located elsewhere in this catalog.

### **Associate of College/University Transfer Degree**

A student may earn an Associate of College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the DCCCD Associate of Arts and Sciences Degree that fall within the student's transfer plan developed under the Student Transfer Guarantee program. Students must have a minimum of 61 credit hours, a grade of "C" or better in English 1301 and in a 1000 or higher math course, a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive this degree. These 61 hours may be earned at any district college and must include:

- History 1301 and 1302 (6 credit hours)
- Government 2301 and 2302 (6 credit hours)
- English 1301 (3 credit hours with a grade of "C" or better)
- A math course numbered 1000 or above (3 credit hours with a grade of "C" or better if math is included in the degree plan. If more than one math course is required, a grade of "C" or better must be earned in at least one math course.)
- A speech course (3 credit hours with a grade of "C" or better, if a speech course is required)

The remaining hours will be comprised of courses equivalent to those designated by the student's selected transfer institution as being applicable to the baccalaureate degree being sought. In no case will DCCCD course prerequisites be waived. Students who qualify for an Associate of Arts and Sciences will be granted that degree rather than the Associate of College/University Transfer.

Students wishing to pursue this degree should make an appointment with the Transfer Degree Counselor/Advisor on the campus to ensure their eligibility for this degree and that all the required steps are fulfilled.

Students who qualify for the Associate of Arts and Sciences degree are not eligible for the Associate of College/University Transfer degree.

### **Associate of Applied Sciences Degree**

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



Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 OR English 2311 (whichever is required), Speech Communication 1301, AND in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate of Applied Science Degree. These 60 hours must include 18 hours of the following general education requirements:

- English 1301 OR Communications 1307 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Three credit hours from a Social/Behavioral Science course: Anthropology, Government, History, Human Development, Psychology, OR Sociology
- Three hours from a Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language or Eastfield Interpreter Training Program, English 2322, 2323, 2327, 2328, 2332, 2333, OR 2371
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

Elsewhere in this catalog can be found specific degree plans for each technical/occupational program.

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 GPA for an Associate of Applied Sciences Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9175, and Drama 1170.

## Guarantee for Job Competency

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

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree or completed the certificate program beginning, May, 1992, or thereafter in an occupational program identified in the college catalog.

2. The graduate must have completed this degree or certificate program in the District (with a majority of the credits being earned at the District) and must have completed the degree or certificate within a four-year time span.

3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.

4. Employment must commence within 12 months of graduation.

5. The employer must certify in writing that the employee is lacking entry-level skills identified by the DCCCD as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.

6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.

7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.

8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.

9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.

10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.

11. The student's sole remedy against District and its employees for skill deficiencies shall be limited to nine



credit hours of tuition-free education under conditions described above.

12. The program can be initiated through written contact with the office of the college president.

### **Certificate Programs**

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.00) grade point average, based on GPA (2) is required. The GPA for a certificate is based only on the hours used to meet certificate requirements. The following courses will not be counted toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 1175, and Drama 1170. Students working toward a certificate may be waived from the TASP requirement; the student may enroll only in courses leading toward the certificate in order to maintain their TASP-waived status.

### **Transcript Evaluations**

- Students who have completed college coursework at a regionally accredited college or university who will be working toward an Associate of Arts and Sciences, Associate of Arts and Sciences in Business, Associate of Applied Sciences or an Associate of College/University Transfer degree or a one-year certificate should contact the Registrar's Office to request a transcript evaluation.

### **Procedure For Filling Degree And Certificate Plans And For Graduation**

Students should request a degree plan from the Registrar's Office no later than at the end of their freshman year and preferably sooner. 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.

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 met within five (5) years of the catalog selected and the requisite courses are still offered.

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

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

*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 an 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 that 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 a number of 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.

The Texas Education Code Section 61.078 enacted by the 71st Texas Legislature (SB 457) provides a means to aid students in resolving disputes regarding the transfer of course credits. To qualify as a dispute the course(s) in question must be listed in the *Community College General Academic Course Guide Manual* and be offered at the receiving institution. The sending institution, or the student working through the senior institution, must initiate the dispute. From the date a student is notified of the

denial of credit, the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

In order to challenge the denial of credit, a "Transfer Dispute Resolution" form, available through the District Office of Student and International Programs (telephone 214/860-2410) must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution.

The receiving institution must then inform the student, the sending institution and the State Commissioner of Higher Education of the resolution. If need be, the Commissioner, or designate, may be called upon to resolve the dispute.

### **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 Associate of Arts and Sciences 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. For those students seeking a four-year degree in Business, the DCCCD offers the Associate of Arts and Sciences with a specialization in Business. Additional information regarding this degree can be found elsewhere in this catalog, from a counselor or advisor, or on the "DCCCD Transfer Information and Services" home page on the World Wide Web (<http://www.dcccd.edu/trans/transfer.htm>).

The Associate of College/University Transfer Degree is an individually negotiated degree designed to permit students to take only those courses which will apply toward a specific major at a specific university. Additional information about this degree can be found elsewhere in this catalog or on the World Wide Web home page listed above.

### **Guarantee For Transfer Credit**

The DCCCD guarantees to its Associate of Arts and Sciences graduates and other students who have met the requirements of a 60 credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which have chosen to participate in the DCCCD Transfer Guarantee Program. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at a District college which are acceptable to the college or university. In addition, students may receive the Associate of College/University Transfer Degree upon the completion of 61 credit hours which are included in the Student Transfer Guarantee.

Special Conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Transfer Guides dated 1991-92 or later;

2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution; and

3. The guarantee applies to courses included in a written transfer guide — which includes the institution to which the student will transfer, as well as the baccalaureate major and degree sought. Transfer guides dated 1995-1996 or before can be guaranteed by filing a Transfer Guarantee form with a DCCCD Guarantee Advisor.

This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they plan to transfer. The DCCCD is working with a number of Texas institutions, such as the University of North Texas, Texas A&M at Commerce, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech University, Dallas Baptist University, Baylor University, Southern Methodist University and others, in order to make such guarantees possible. In order to secure such a guarantee, students should begin the process in their College Counseling/Advisement Center by scheduling an appointment with the Transfer Guarantee advisor.

Students who have completed a Transfer Guarantee may be eligible to receive the Associate of College/University Transfer Degree. Such students will be notified of this opportunity.

### **Transfer Dispute Resolution**

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

Students transferring to the College can expect that approved academic courses earned at any Texas public institution will be accepted in transfer. Students who dispute a transfer decision made by the College should contact the District Office of Student and International Programs to appeal the denial of transfer credit for any approved academic course.

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

transferring, the form will be forwarded to the receiving institution and/or to the Coordinating Board for resolution.

### 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 many 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              | Journalism           |
| Advertising             | *Law                 |
| Agriculture             | Legal Science        |
| American Studies        | Liberal Arts         |
| Anthropology            | Life Sciences        |
| Architecture            | Management           |
| Art                     | Marine Biology       |
| Biological Science      | Marketing            |
| Botany                  | Mathematics          |
| Business Administration | Medical Technology   |
| Chemistry               | *Medicine            |
| Computer Science        | Meteorology          |
| Dance                   | Microbiology         |
| Dental Hygiene          | Music                |
| *Dentistry              | Music Education      |
| Dietetics               | Nursing              |
| Drama                   | Occupational Therapy |
| Economics               | Oceanography         |
| Engineering             | Optometry            |
| English                 | Pharmacy             |
| Entomology              | Philosophy           |
| Finance                 | Photojournalism      |
| Fine Arts               | Physical Education   |
| Foreign Languages       | Physical Science     |
| Forestry                | Physical Therapy     |
| Geography               | Physics              |
| Geology                 | Political Science    |
| Health Sciences         | Psychology           |
| History                 | Public Relations     |
| Industrial Arts         | Radio/TV/Film        |
| Interior Design         | 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.

### World Wide Web Home Page

Many resources are available electronically on the Internet for future transfer students. The DCCCD Transfer Information and Services home page address is <http://www.dcccd.edu/trans/transfer.htm>. On the home page, students will find information in the following:

1. Tips on how to transfer successfully.
2. Answers to "most-commonly-asked" transfer questions.
3. Transfer guides for specific majors at approximately 23 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program.

### The Counseling/Advisement Center

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

The Counseling/Advisement Center has several resources to assist students, including computerized transfer guides, 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.

### Transfer Guides

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

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

### Course-by-Course 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.

### Common Course Numbering System

To help meet the transfer needs of its students, the Dallas County Community College District has joined the Texas Common Course Numbering System Consortium. All Texas community/junior colleges have moved to this system. Most universities are cooperating with this new numbering system indicating courses equivalent to the common course system.

Institutions teach courses similar in nature and these courses have been designated by a common number. The common number is to facilitate the transfer of these courses between and among the participating institutions. Elsewhere in this catalog can be found course descriptions for every course offered in the DCCCD. Course descriptions will indicate if a course has been assigned a common course number. Students should not assume that only courses with common course numbers will transfer.

### Choosing A Catalog Year

Students who plan to transfer to a four-year school have a choice to make regarding their requirements for graduation. They may choose the catalog year under which they wish to graduate. This choice is subject to restrictions that are outlined in the four-year school's catalog. Students should consult their advisor or the catalog of their choice to learn about any such limitations.

Transferring students should keep a copy of the DCCCD catalog, the four-year institution's catalog, and the Transfer 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 kept.

### 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 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

## VI. DISTANCE LEARNING PROGRAMS

The Dallas County Community Colleges' distance learning program allows students to obtain their A.A.S degrees entirely through distance learning. All but a few courses are currently offered, with the remainder expected to be in place in 1997-98. For specific course options, please see the "Distance Learning" degree plan found elsewhere in this catalog. For additional details, consult the Schedule of Classes published by each college or contact 972-669-6400 for more information.

Over forty different distance learning courses are offered, including accounting, anthropology, business, child care, computer science, economics, English, health, history, humanities, government, management, mathematics, medical terminology, nutrition, philosophy, physical education, psychology, sociology, Spanish, and speech.

### What Is Distance Learning?

*Distance Learning* classes are delivered to students through television, computer, or other types of technology.

### How Do Distance Learning Courses Compare to Courses on Campus?

Each course is the equivalent of the on-campus section of the same course in terms of objectives, content, rigor, and transferability. Students must meet stated prerequisites or assessment scores where applicable.

Tuition and fees are the same for distance learning courses as for courses on campus. For information about tuition assistance, contact the Financial Aid Office.

### What Kinds of Distance Learning Courses Are Available?

Telecourses, Live TV courses, On-Line courses, and other customized courses are the types of courses in the DCCCD distance learning program.

#### A TELECOURSE includes:

- A series of video programs, usually two 30-minute programs per week, which can be viewed at home on TV, taped for viewing later, or leased as a set.
- A textbook, a study guide, and, in some courses, supplemental print or software.
- Written assignments and tests at the testing center of the college of enrollment.
- A **required** orientation.

#### A LIVE, TV COURSE includes:

- Live classes on television which must be watched at the time of broadcast. Students interact with the instructor during the class either by telephone (from home) or

microphone (from campus). Students viewing from home must have cable television and should consult the Distance Learning Section in the College Schedule of Classes for details about which cable companies in Dallas carry these courses.

- A textbook and, in some courses, supplemental print or software.
- Written assignments and tests at the testing center of the college of enrollment.
- A **required** orientation.

#### An ON-LINE COURSE includes:

- Lectures, notes, and assignments available to students through their office or home computers.
- Interaction with the instructor and other students provided through the use of live teleconferencing, discussion forums, and electronic mail.
- Textbook, study guides, software, and supplemental reading required in some courses.
- A **required** orientation session.
- NOTE: Students taking these courses must have a computer (486 or better preferred) with a minimum of 8 mb RAM and connection to the Internet. A knowledge of Windows is helpful. Some courses also require other specific software packages.

#### A CUSTOMIZED COURSE may include some or all of the following elements:

- A series of video programs that can be viewed live or recorded for later viewing. Participation in special activities related to the course.
- A textbook and other printed materials.
- Written/oral assignments and tests at the testing center of the college of enrollment.
- A **required** orientation.

### How Do I Register?

Register just as you would for any other course on campus. See admission and registration information elsewhere in this catalog.

### Will Distance Learning Courses Transfer to Other Institutions?

A distance learning course will transfer in situations where the on-campus section of the same course will transfer; however, students who plan to transfer to a four-year institution must consult the catalog of that institution and work with an advisor in planning their academic program. Material about transfer information is available in the Counseling Center.

### How Can I Get More Information?

Read the course descriptions in the Schedule of Classes for each semester or call either the Distance Learning Hotline at 972-669-6400.

Visit our home page at <http://ollie.dcccd.edu> or <http://www.lecroy.dcccd.edu>.

For recorded voice mail information, please call 972-669-6410 (touch tone telephone only!) and

**For Distance Learning** information, press:  
119 Registration

**For Telecourse** information, press:  
101 Broadcast and cable viewing options  
103 Video program leasing  
117 On-campus video viewing & check-out opportunities  
118 Telecourse testing information

**For Live TV course** information, press:  
218 Assignments and testing  
201 Cable broadcast information

**For On-line course** information, press:  
3 On-Line course information

**For Customized course** information press:  
40 Customized course information

## VII. OTHER EDUCATIONAL PROGRAMS

### Technical/Occupational Programs

Students who are interested in preparing for a career in 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. These programs are established only after studies verify that employment opportunities exist in business and industry.

Technical/occupational courses are accredited college courses which lead to a Certificate or an Associate of Applied Sciences Degree. These programs are designed for a student to complete the program within one or two years.

With the assistance and cooperation of representatives from local business, industry, and public agencies, the technical/occupational programs are designed to meet the increasing workforce needs of the local and regional industries. These programs provide individuals the opportunity to develop the necessary competencies to meet the demands of area employers. The college offers a Guarantee for Job Competency for all students

who earn a Certificate or an Associate of Applied Sciences degree.

Placement assistance is available for students in technical/occupational programs. A continuous liaison is maintained with local and regional industries to keep students informed of employment opportunities.

### Tech-Prep

Tech Prep allows students to earn college credit while in high school. The Tech Prep multi-year planned sequence of study for a technical field begins in high school and extends through one or two years of a Dallas County Community College District technical occupational program following the high school instruction, and results in a certificate or associate degree. Each DCCCD Tech Prep program also provides students with the opportunity to earn an advanced skills certificate.

Tech Prep requires a formal and program-specific articulation agreement between the high school and the DCCCD. (An articulation agreement is a formal mechanism by which high schools and the DCCCD commit to jointly develop and implement Tech Prep curricula and instruction.) Tech Prep prepares students for direct entry into the workplace as technically skilled employees or, with appropriate arrangements, for further education leading to baccalaureate and advanced degrees.

Students are encouraged to contact their high school career and technology teacher or counselor for Tech Prep programs in their high school which are approved by the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).



The steps a student should follow to participate in Tech Prep are:

1. Pick a career path from one of the occupational clusters while in high school; Health Professions, Business/Office Professions, Industry/Technology, Personal/Protective Services;

2. Register while in high school to take Tech Prep

coursework during the freshman, sophomore, junior or senior year;

After high school graduation,

3. Enroll in the Tech Prep program at the Dallas County Community College District which offers the appropriate career path program and articulate high school Tech Prep coursework into college coursework.

4. File a degree plan and complete the college coursework for the certificate or associate degree program.



For more information about Tech prep career preparation programs at the DCCCD, contact your high school career and technology teacher or counselor or the DCCCD Tech Prep office.

### Credit-By-Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. Students may not request credit-by-examination in courses for which they are currently enrolled. The Registrar's Office has knowledge of courses available through this method. The examination may be an approved subject examination (not a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), Defense Activity for Nontraditional Education Support (DANTES), or an instructor-made test, depending on the course. Students should insure DCCCD acceptance of specific national exams *prior* to taking them. Scores for national testing programs, such as CLEP, AP, and DANTES, will be valid for 10 years.

The student must pay an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. Final acceptance of credit-by-examination for specific degree purposes is determined by the degree-granting institution. 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. While students currently enrolled in a course are not normally eligible for national testing programs, the foreign language curriculum committee permits an exception to this policy for students enrolled in foreign language courses. Students may earn as many credits through examination as their ability permits and needs require, but at least 25% of the credit hours required for graduation must be taken by instruction and not by credit-by-examination.

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully complete an approved national exam are granted "CR" for credit rather than a grade.

As of the publication date of this catalog, the following national tests are approved for credit-by-examination procedures:

*CLEP Subject Exams (CLEP General Exams are NOT approved)*

| <u>Test</u>                                 | <u>DCCCD Courses</u> |
|---|----------------------|
| Intro to Accounting                         | ACCT 2301, 2302      |
| Principles of Accounting                    | ACCT 2301, 2302      |
| General Biology                             | BIOL 1406, 1407      |
| Intro to Business Law                       | BUSI 2301            |
| Information Systems & Computer Applications | CISC 1470            |
| General Chemistry                           | CHEM 1411, 1412      |

|  |                                |
|--|--------------------------------|
| Intro. Macroeconomics                  | ECON 2301                      |
| Intro. Microeconomics                  | ECON 2302                      |
| Principles/Macroeconomics              | ECON 2301                      |
| Principles/Microeconomics              | ECON 2302                      |
| English Literature                     | ENGL 2322, 2323                |
| American Literature                    | ENGL 2327, 2328                |
| College French 1-2                     | FREN 1411, 1412                |
| College Level German Language          | GERM 1411, 1412 and 2311, 2312 |
| American Government                    | GOVT 2302                      |
| American History 1                     | HIST 1301                      |
| History of U.S. II                     | HIST 1302                      |
| Western Civilization 1                 | HIST 2311                      |
| Western Civilization 2                 | HIST 2312                      |
| Intro Management                       | MGMT 1370                      |
| Principles of Management               | MGMT 1370                      |
| Principles of Marketing                | MRKT 2370                      |
| College Algebra (1993)                 | MATH 1314                      |
| Trigonometry                           | MATH 1316                      |
| Calculus w/Elementary Functions (1995) | MATH 2513                      |
| Intro to Psychology                    | PSYC 2301                      |
| Human Growth & Development             | PSYC 2314                      |
| Intro to Sociology                     | SOCI 1301                      |
| College Spanish 1-2                    | SPAN 1411, 1412 and 2311, 2312 |
| College Level Spanish                  | SPAN 1411, 1412 and 2311, 2312 |

*DANTES (Additional DANTES tests may be approved)*

| <u>Test</u>                               | <u>DCCCD Courses</u> |
|---|----------------------|
| Lifespan Developmental Psychology         | PSYC 2314            |
| Intro to Computers w/Programming in BASIC | CISC 1373            |
| Basic Marketing                           | MRKT 2370            |
| Intro to Business                         | BUSI 1301            |
| Beginning German I                        | GERM 1411            |
| Beginning German II                       | GERM 1412            |
| Beginning Spanish I                       | SPAN 1411            |
| Beginning Spanish II                      | SPAN 1412            |
| Principles of Financial Accounting        | ACCT 2301            |
| Basic Technician Drafting                 | CADD 1272            |

*Advanced Placement Examination*

| <u>Test</u>                  | <u>DCCCD Courses</u>               |
|------------------------------|------------------------------------|
| Biology                      | BIOL 1406, 1407                    |
| Chemistry                    | CHEM 1411, 1412                    |
| English Language/Composition | ENGL 1301, 1302                    |
| Math-Calculus AB             | MATH 2412                          |
| Math-Calculus BC             | MATH 2513                          |
| Physics B                    | PHYS 1401, 1402                    |
| Computer Science AB          | COSC 1315, COSC 2318, or COSC 1315 |

Students taking advantage of these tests should check with the Office of the Registrar to ensure these tests will be accepted in lieu of coursework. This should be done *prior* to taking the test as the above list may change. Students may challenge courses not on this list by taking an instructor-made examination. Students interested in this method should contact the appropriate academic division office.

### **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 of Applied Science 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 course work accepted for credit.

4. Credit may be granted for occupational courses in programs approved by the Texas Higher Education Coordinating Board.

5. The number of equivalent credits awarded may not exceed 25% of the total number of credits required. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objectives. 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 Human Development 0110 to facilitate the process.

### **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 should check with the Registrar to

determine times for registration in these courses. Approval must be obtained for enrollment.

### **Cooperative Work Experience**

Students may enrich their education by enrolling in cooperative education courses. Cooperative education is a method of instruction offering 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 an application for a student cooperative work experience program
- have completed at least six semester hours in an occupational major or secure waiver or requirement from the instructor
- declare a technical/occupation 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 Study Abroad Opportunities**

An important part of the DCCCD's commitment to enhancing student appreciation for and understanding of diverse cultures is its international studies/study abroad 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, Italy 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, Dominican Republic, France, Great Britain, Russia, Mexico, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District

Office of Student and International Programs or contact the Study Abroad Advisor at the college.

Texas residents who are students from institutions belonging to the North Texas Community and Junior College Consortium may enroll in DCCCD international courses by paying "in-District" tuition charges plus related fees.

### **Human Development Courses**

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

Human Development courses transfer to many four year institutions as elective credit. These courses use an experiential 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 discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community.

### **Developmental Education**

Many levels of Developmental Writing, Developmental Reading, Developmental Math, and English as a Second Language courses are offered to enable underprepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. Students with low assessment test scores will be advised to enroll in developmental courses. Other students who wish to review and improve basic skills may also elect to take one or more developmental courses. Students who fail a portion of the state mandated TASP Test will be required to participate continuously in developmental coursework until they retake and pass the failed section, failure to attend and participate in the required developmental coursework will result in administrative withdrawal from all college-level classes.

### **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 are also available in the evening or on the weekend. Courses are offered both on campus and at selected community locations.

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

### **Library and Student Obligations**

The library is an information center where students can find print, non-print materials, and database services to supplement classroom learning. The library has a growing collection of books on a wide variety of general information to support academic transfer programs and technical/occupational programs. Other resources provided may include slides, tapes, compact discs, computer software, videotape, and films. In addition, there are special collections of career materials, pamphlets, popular and technical periodicals and newspapers.

*Please note:* 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.

### **Reserve Officers Training Corps**

The DCCCD offers a program in ROTC in cooperation with the University of Texas at Arlington. The ROTC program provides a unique opportunity for students to assess and develop their leadership skills. A wide variety of settings are provided to expose students to the styles, techniques, and tools of leadership. It also develops college-educated officers for the active Army and the reserve components. This affords the student the opportunity to pursue either a civilian or military career after completing college.

ROTC credits may be used in the completion of a college degree by applying them to elective hours. Military science may be used as a minor course of study in many degree programs at The University of Texas at Arlington. To be eligible, the student must be enrolled in the ROTC program, must receive acceptance of military science as a minor from his/her major degree department, and must complete 18 hours of military science, 10 of which are advanced. Students who participate in ROTC while enrolled in the DCCCD will be eligible to apply for ROTC scholarships to complete degrees at UTA. The U.S. Army Scholarship Program provides an excellent way for young men and young women to obtain assistance in financing a college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and \$150 a month for up to 10 months per year.

### **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. While military service, *per se*, carries no equivalent college credit, coursework earned in the military MAY result in equivalent college credit with appropriate documentation. For further information contact the Registrars Office.

### **Continuing Education Programs**

Within the Dallas County Community College District, Continuing Education delivers flexible, diverse, visionary instruction responsive to the needs of its public, private, and corporate citizens. Continuing Education provides workforce training, personal and professional development courses, and other outreach programs to enhance individual, community and economic development.

Continuing Education instructors are professionals from the community chosen for their knowledge, expertise and experience in their field. Training and instruction are offered as courses, programs, seminars and workshops. Registration is continuous, convenient and customer-oriented with new classes starting at various times during the semester. Continuing Education classes are held on the college campus and in a variety of locations throughout the community. Classes are held on weekdays and weekends, both during the day and evening hours.

A variety of student services are available for CE students including financial aid, library privileges, placement assistance and tutoring/counseling. Scholarship and grants are available for specific programs and courses. To apply for these funds please inquire at the Continuing Education Office.

### **Continuing Education Units**

Continuing Education Units (CEUs) are transcribed upon successful completion of the course competencies. In all recognized educational circles, one CEU is equal to ten contact hours of participation in an organized Continuing Education or extension experience. The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

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

The Bill J. Priest Institute for Economic Development is located at 1402 Corinth, just south of downtown Dallas. The Institute houses non-credit programs serving the business community.

The Institute's program areas include:

**Business Performance Improvement Services** at the Institute include assessment services and non-credit customized contract training and to business and industry.

**The Edmund J. Kahn Job Training Center** provides short-term, intensive career training and basic skills/GED preparation instruction.

**The Dallas Small Business Development Center** provides free one-on-one counseling, affordable training, and resources to small businesses throughout Dallas County; **The International Small Business Development Center**, located at the World Trade Center, provides training and free counseling to businesses interested in international trade.

**The Center for Government Contracting** assists businesses seeking government contracts on municipal, county, state or federal levels through free counseling and affordable training and resources.

**The Technology Assistance Center SBDC** offers counseling services and training seminars focusing on technology transfer, product development and commercialization, the invention process and licensing and the Internet.

**The Business Incubation Center** offers cost-shared office facilities and services to small businesses.

**The North Texas Small Business Development Center** is one of four regional offices in Texas, it oversees SBDC activities in 49 counties and comprises 16 field centers.

**The Testing Center** provides for the community correspondence testing, credit by exam, ESL assessment, GED testing, National Food Protection Certification Program for food handlers as well as various national certifications, licensing and board exams for professional groups.

For more information about any of these programs, please consult the Bill Priest Institute section at the back of the comprehensive District Catalog or call 214-860-5803.

## **VIII. 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 may 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.

The Dallas County Community College District invites all students to take an active role in their college experience. There are many opportunities for students to become involved in the decision-making processes for the college. You may want to join a student club, participate in student government/ambassador activities, or serve on one of several committees engaging in real decision making for the College. Depending on the college you attend, students may be involved regularly in decisions regarding:

- **selecting** the use of student activity fees and other institutional funds;
- **determining** improvements for an aspect of the college (facilities, services provided, instruction, etc.);
- **programming speakers** and special events offered to the student body;
- **participating** in student disciplinary hearings;
- **conducting** (or completing) surveys and questionnaires designed to gather information about your college experiences; and
- **assisting** in the selection process of new college administration.

### **Counseling/Advisement Services**

Individuals may find counseling/advisement services helpful as they make plans and decisions in various phases of their development. For example, counselors and academic advisors 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/advising staff in the following areas:

1. Career counseling to explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities.
2. Academic advisement to develop and clarify educational plans and make appropriate course choices.
3. Confidential counseling sessions to assist students in managing the academic environment and dealing with issues which may hinder success.
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. Crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

### **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/Appraisal Center offers a variety of testing services which meet the expressed needs of students, staff, and community. Some of the services provided include:

1. Academic Testing - supports instructional programs by providing:

Instructors tests, Make-up exams, Self-paced exams, Telecourse/DC-Net testing

2. Assessment Testing - used to determine course placement.

3. Standardized Exams - includes national and state exam programs such as:

TASP, ACT, SAT, CLEP, GED, etc...

4. Psychometric Testing\* - involves assessment of: Personality, Vocational Interests, Aptitude, and many others

Individuals desiring to take tests in the Centers must provide picture identification before receiving test materials. (Some Centers may also require the student identification card.) \*Students must be referred by a counselor/faculty member for psychometric testing.

There is a charge for some test services. For additional information, please contact the Testing Center of the campus you plan to attend.

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

### **Health Services**

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

- First aid for accident, injury or illness
- Health information and brochures
- Some over-the-counter (non-prescription) medicines such as Tylenol, aspirin and antacids
- Referral information for community health services
- Selected health education and screening programs
- Confidential health counseling
- A rest area

The health services are available to current students and staff. Students do not need to be sick to come to the Health Center. Health questions and concerns are welcomed. Students with chronic health problems are encouraged to visit the Health Center to discuss any special concerns with the nurse before attending classes and/or whenever problems arise. No information about the individual's health is released without the written permission of that individual unless required to do so by law.

### **Student Health Insurance**

Optional student health insurance, with optional coverages of spouse and children, is available at the

college. This limited coverage policy is administered by a local insurance company for a relatively inexpensive fee.

### **Job 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 such as 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 full and part-time opportunities in the Metroplex. Such opportunities are categorized 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 and/or special needs 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/audio tapers, and loan of specialized equipment such as wheelchairs, audio tape recorders, talking calculators, closed captioning decoders, raised-line drawing kits, and large print materials. Academic, career and personal counseling, special testing accommodations, registration assistance, and extensive information and referral services are also available. Students with special disabilities and/or needs who wish to request accommodations are responsible for documenting their needs and should initiate their request with the Special Services Office, preferably at least one month prior to registration. They will be provided orientation and registration information.

Students with disabilities attending any DCCCD college have a right to appeal decisions concerning physical and academic accommodations by submitting a written petition to the college's designated Americans with Disabilities Act (ADA) Compliance Officer.

For additional information, please contact the Special Services Office at the college you plan to attend.

### **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**

The purpose of the intercollegiate athletic program is to provide opportunities for student athletes to continue educational activities in sports. Bringing together those students with motor skills beyond the level of the college physical education class and/or intramural offerings, the program promotes physical fitness, intellectual development, social interaction, sportsmanship and team commitment. Additionally, the athletic program strives to be a force for bringing together both participants and spectators of diverse ethnic and cultural backgrounds. Participation on athletic teams is voluntary on a non-scholarship basis for students meeting requirements established by the Metro Athletic Conference and the National Junior College Athletic Association. Most teams are associated with the N.J.C.A.A. and conference champions compete at regional and national tournaments. For more information regarding eligibility, rules, standards, and sports offered, contact the Physical Education Office.

### **Intramural Sports**

The Intramural Sports program provides opportunity for men and women to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students can enrich their campus life, have fun, make new acquaintances and obtain beneficial exercise through the intramural program on the campus. 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 nor maintains 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." All laws of the State of Texas are applicable within the campus community. Officers of the College Police Departments are licensed Peace Officers of the State of Texas; they are specifically trained and educated to protect life and both College and personal property. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

All colleges of the DCCCD comply with the provisions of the Campus Security Act of 1990, Public Law 101-542.

Copies of the document for each campus are available upon request through the College Police Department.

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

To satisfy the requirements of the "Drug Free Schools and Communities 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. All of the DCCCD facilities prohibit the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities. Information and confidential referrals concerning counseling and treatment programs for drug and alcohol abuse may be obtained from the Counseling/Advisement Center, Health Center, and location Human Resources Office.

## **IX. FINANCIAL AID**

Reauthorization of the Higher Education Act of 1965 was signed into law by President Bush on July 23, 1992. The Higher Education Amendments of 1992 included several significant changes to the Federal Financial Aid Programs. Several of these changes altered the methodology for determining students' eligibility and the administration of the programs at the campus level.

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 from 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**

The Free Application for Federal Student Assistance (FAFSA) 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 FAFSA is to be mailed directly to the address indicated on the application. Six weeks should be allowed for processing. The student should mail the FAFSA at least TWO MONTHS before the priority deadline for the semesters for which the student is applying. In addition to the FAFSA, students must complete the DCCCD Financial Aid Application and return it to the Financial Aid Office of the DCCCD college the student plans to attend. Certain DCCCD colleges may require the completion of different information forms.

The Department of Education will randomly select some applicants and require that information reported on the FAFSA 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. Certain DCCCD colleges

may require these documents of all their student applicants.

The Higher Education Act now authorizes the use of data that matches with other agencies such as the Selective Service, Immigration and Naturalization Service (INS) and the National Student Loan Data System. If the match with INS has not confirmed a student's noncitizen eligibility, the college must submit the copy of the student's document to INS so the confirmation can be completed. Additionally, the social security number of each federal assistance applicant will be verified by the Federal Social Security Administration. If the number listed by the applicant does not match the records of the Federal Social Security Administration, the application will be returned to the student unprocessed.

For students who attended other colleges (including our DCCCD colleges), universities, vocational or trade schools, a Financial Aid Transcript (electronic or paper is required from each previous institution and must be sent to the Financial Aid office of the school where the student is applying. This procedure is required even if the student did not receive financial assistance at the previous institution and regardless of how long ago the student attended the previous institution.

Students born after December 31, 1960, 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 provide their selective service registration status before financial aid can be awarded.

### **Deadlines for Applying**

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

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 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 and book costs until their application can be completed. Applicants should contact the Financial Aid office at the school which they plan to attend for additional deadlines and requirements.

The student must reapply for financial assistance once each academic year (fall/spring). The award does not continue automatically beyond the period awarded.

### **Grants**

#### ***Federal Pell Grants***

The Federal 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.

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application discussed earlier.



Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for a Federal 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 6-8 weeks. In response to the Federal Pell Grant application, a Student Aid Report (SAR) will be provided to the student. Colleges that process electronically will provide an Electronic Student Aid Report (ISIR). The student should immediately review the SAR/ISIR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid office. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR/ISIR and the number of hours for which the student enrolls.

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

The Federal SEOG program provides assistance for eligible undergraduate students who show exceptional financial need and are 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. Priority is given to students receiving the Federal Pell Grant and having very limited Estimated Family Contribution (EFC). Students must apply each academic year for the Federal 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. Grants are awarded on a first-come, first-served basis. This grant is available to students enrolled in credit and certain continuing education courses. Students must apply each academic 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 make satisfactory academic progress toward their educational goal and have financial need. The actual amount of the grant award will depend on the availability of funds and the degree of financial need. Grants are awarded on a first-come, first-served basis. Students must apply each academic year for the TPE-SSIG.

#### **Scholarships**

##### *DCCCD Foundation Scholarships*

The DCCCD Foundation provides a scholarship program for students who attend 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**

##### *Federal 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 year and \$3,500 for the second year, with a maximum of \$23,000 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 variable with a maximum of 9%. 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. The minimum payment will be \$50 per month



and the loans must be repaid within 10 years. Lenders will charge a 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.

Due to high default rates, some colleges delay certification of loans and checks arrive mid-semester.

#### ***Federal Unsubsidized Stafford Loans***

The Federal Unsubsidized Stafford Loan Program was created by the Higher Education Amendments of 1992 and is available for all students regardless of income. The interest rate and loan limits are the same as the Federal Stafford Loan Program. Interest payments begin the day the loan is disbursed and the student is responsible for interest accrued during in-school and deferment periods. Repayment of principle begins 6 months after the student ceases to be enrolled at least half-time.

#### ***Federal Parent Loan for Undergraduate Students (FPLUS)***

Under the Federal Parent Loan for Undergraduate Students, parents may now borrow up to the cost of education, less other aid, per year for each dependent undergraduate student. The interest rate is variable with a cap of 10%. Repayment of principle and interest begins within 60 days after disbursement of the loan. The parents credit rating will be checked to determine eligibility and disbursement checks will be made co-payable to the parent and the institution.

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

The Hinson-Hazlewood Loan is a state-funded Federal Stafford Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazlewood Loan applicants must demonstrate financial need before a loan can

be approved. The loan limit is \$2,625 for the first year and \$3,500 for the second year of undergraduate study and a maximum of \$23,000 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 loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. No interest or payments are paid by the student while enrolled at half-time or during the six-month grace period. The interest rate will be variable and will be disclosed by the Coordinating Board at time of disbursement. The minimum payment will be \$50 per month over a 5-to 10-year period depending on the total amount borrowed. Participation in this loan program is on an individual college basis.

#### ***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 of 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, or the end of the term, whichever date comes first. A late fee of \$10 will be added for payments made after the due date. Because the funds are very limited, students should apply early if financial assistance is needed for registration costs. Students must not have any outstanding debts with the DCCCD to receive these funds.

#### ***Employment***

##### ***Federal Work-Study Program (FWSP)***

The Federal Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal. The rate is minimum wage per hour and

## **FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE**

The chart below shows estimated monthly payments and total interest charges for 9% loans of varying amounts, with typical repayment periods. Remember that 9% is the highest the interest rate can be. Your rate may be lower.

### **Typical Repayment Plans**

| <i>Total Loan Amount</i> | <i>Number of Payments</i> | <i>Monthly Interest Payment</i> | <i>Total Charges</i> | <i>Repaid</i> |
|--------------------------|---------------------------|---------------------------------|----------------------|---------------|
| \$2,600                  | 66                        | \$50.00                         | \$ 707.65            | \$3,307.65    |
| 4,000                    | 120                       | 50.67                           | 2,080.44             | 6,080.44      |
| 7,500                    | 120                       | 95.01                           | 3,900.82             | 11,400.82     |
| 10,000                   | 120                       | 126.68                          | 5,201.09             | 15,201.09     |
| 15,000                   | 120                       | 190.01                          | 7,801.64             | 22,801.64     |

most students work 15 to 20 hours per week. Students will be paid on the last work day of the month. The amount students can earn in a school year is determined by the amount of their financial need and other aid awarded as part of their financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each academic year for Federal Work-Study.

Each campus will utilize a percentage of the Federal Work-Study funds for community service activities. 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 Federal 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**

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. The Texas Higher Education Coordinating Board (512-427-6340) has information concerning tuition exemption programs and the criteria for eligibility. The exemptions are listed below:

- Veterans and Dependents (Hazlewood Act)
- Highest Ranking High School Graduate
- American (Other than US) Hemisphere Student
- Blind or Deaf Student
- Children of Disabled Fireman and Peace Officers
- Children of Prisoners of War or Persons Missing in Action
- Fire Fighters Enrolled in Fire Science Courses
- Foster Care Students
- Senior Citizens
- AFDC Students
- ROTC/National Guard Students

#### **Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally challenged 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 the Metrocrest Texas Rehabilitation Commission, 1735 Keller Springs, Suite 150, Carrollton, Texas 75006 972-446-3505, FAX 972-446-2395.

#### **Bureau of Indian Affairs**

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

Oklahoma Area Education Office  
4149 Highline Blvd., Ste. 380  
Oklahoma City, OK 73108  
405-945-6051 or 6052

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

The Veterans' Benefits Programs are coordinated by the Veterans Affairs Office of the college. The function of the Veterans Affairs Office is to assist students with the completion of proper forms and coordinate the certification procedures for monthly benefits. The office will also counsel veterans concerning VA educational benefits, and if possible, other areas related to the veteran's general welfare, counsel students concerning the enrollment procedures at the college, arrange for tutoring services, and administer the Veterans' Work-Study Program on campus.

Veterans regulations require that a student receiving veterans educational benefits select a degree objective and make satisfactory progress towards completion of that objective. Veterans must provide official transcripts of all previous colleges attended in order to apply prior credit towards the educational degree plan the veteran has selected.

#### *Standards of Progress For Veterans*

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 or better. Students who earn a cumulative grade point average of less than 2.0 will be placed on probation. Once on probation, failure to obtain a 2.0 grade point average will result in suspension of benefits. Once suspended, the veteran must obtain a 2.0 cumulative grade point average to re-establish eligibility. The student must receive academic advisement concerning his/her suspension and receive permission to enroll for classes from a suspension academic advisor. An explanation of how grades are interpreted, how grade points are determined, and how a grade point average is calculated can be found in this catalog.

#### *Guidelines For Veterans*

The veteran student should be aware of regulations enforced by the Department of Veterans Affairs:

1. A veteran may be required to pay back portions of the benefits received, if they drop a course or in some other way receive a non punitive "W" grade.
2. 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.

3. A veteran student who plans to enroll in developmental courses must first take an Assessment Test at the college and show a need in basic skills before enrolling in these courses.

4. A veteran student enrolled in television courses must also be enrolled in an equal number of on-campus courses in order to receive benefits.

5. A veteran student must enroll in courses required by his/her Educational Degree Plan. A veteran will not receive payment of benefits for courses not required by this plan. Violation of these regulations can cause complications in receiving monthly educational benefits or loss of those benefits. The above V.A. regulations are subject to change without notice. Students should contact the Veterans Affairs Office in order to be aware of current regulations and procedures. Questions concerning amounts of educational assistance a veteran may be eligible for and other financial related questions should be referred to the Department of Veterans Affairs, Regional Office at 1-800-827-1000.

#### *Hazlewood Act*

Under the Hazlewood Act, certain Texas veterans who have exhausted remaining educational benefits from the Department of Veterans Affairs can attend Texas state supported institutions and have tuition and 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, be ineligible for federal financial aid grants, and not be in default on any federal educational loans. Beginning with Fall, 1995, a person may receive benefit under the Act for a maximum of 150 credit hours. Classes taken or attempted prior to the 1995 fall semester are not counted towards this limit. This limit is on hours attempted, not hours completed. To apply, students must submit a copy of their discharge papers, a letter from the Department of Veterans Affairs stating ineligibility for VA educational benefits, a Hazlewood Act application, a bill for tuition and fees, and proof that the student is not eligible for federal financial aid grants.

In most instances, proof of ineligibility for federal financial aid grants will require the submission of a Student Aid Report. A student must apply for financial aid in order to receive a Student Aid Report. Applications for financial aid may be obtained in the Financial Aid Office and will take a minimum of eight weeks to process.

#### **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.

## STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

### I. Purpose and Scope

The following Standards of Academic Progress are effective beginning with the fall 1993 semester and are adopted according to federal mandates for the purpose of determining continuing student eligibility for financial aid. These Standards shall apply to all need-based financial assistance, unless the terms of a particular grant provide otherwise. These provisions apply only to students who apply and are awarded financial aid.

### II. Grade Point Average (GPA) Requirement

- A. All new and continuing students applying for financial assistance must have a cumulative GPA that meets the District's requirements (see following chart) on all credit hours earned from District colleges prior to the semester for which aid is requested.
- B. Transfer students from colleges outside the District may be eligible for funding only on a probationary basis (*unless an academic transcript is provided to the Financial Aid Office indicating a cumulative GPA of at least 2.0*).
- C. Each fall and spring semester students must complete both the minimum number of hours from those attempted as well as achieve the Cumulative GPA requirements. The following chart states the minimums that all Financial Aid Students must meet:

| Semester Requirements |                            | Cumulative GPA Requirements |                       |
|-----------------------|----------------------------|-----------------------------|-----------------------|
| Hours Attempted       | Hours Required to Complete | Hours Attempted             | Minimum CGPA Required |
| 12 or more            | 9                          | 0 to 14                     | 1.50                  |
| 9 to 11               | 6                          | 15 to 29                    | 1.70                  |
| 6 to 8                | 6                          | 30 to 44                    | 1.90                  |
| 5 or less             | All                        | 45 or more                  | 2.00                  |

### III. Failure to Meet the Standards of Academic Progress

In these provisions, probation or suspension refers only to financial aid probation or suspension.

- A. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the next semester of funding.
- B. The student may be allowed to receive financial aid funds while on probation, but must complete the subsequent term by meeting all of the minimum requirements at the close of that term.
- C. The student who fails to meet the Standards of Academic Progress during the semester of attendance while on probation will be placed on suspension and denied further funding for one semester.
- D. During the first period of suspension, the student must enroll at least half-time (6 credit hours) for one semester at a District college, pay the expenses related to that enrollment, and pass the semester with a GPA of 2.0 or better. It is the student's responsibility to inform the Financial Aid Office of the completion of this requirement to facilitate reinstatement.
- E. If failure to meet satisfactory progress results in a second semester (or any subsequent) results in suspension from financial aid, the student must enroll in at least 6 credit hours and complete the semester with a GPA of 2.0 or better.
- F. Students who have been reinstated from any suspension status may continue only on a probationary status for at least one term, regardless of their CGPA at the time of reinstatement.
- G. Students placed on probation or suspension will be notified in writing of their status at the end of the semester.
- H. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded.

### IV. Appeal Process

A student who has been denied financial aid because of a failure to meet any of the criteria of the standards may petition the Director of Financial Aid to consider any mitigating circumstances. The student's appeal must be in writing and supporting documentation regarding special circumstances must be provided. Should the director deny a reinstatement of aid, the student may appeal the director's decision by following the same procedure of written appeal to the appropriate vice president overseeing the aid office.

### V. Maximum Time Allowed For Completion of Educational Objectives

All financial aid recipients will have a maximum time frame in which to complete their educational requirements of 90 credit hours.

#### Additional Information

- A. Financial Aid will not be provided for:
  - courses taken by audit;
  - credit hours earned by placement tests;
  - non-credit coursework;
  - any course registered for after the last official day of late registration (i.e. flex entry, fast track, mini-term courses);
  - transfer students attending for summer only.
- B. Grades of "W", "WX", "E" or "I" will not be treated as completed coursework.
- C. Any "F" grade is a completed grade and will be taken into consideration when calculating the number of hours completed and cumulative grade point average (CGPA).
- D. Developmental remedial coursework may receive funding up to a maximum of "30 credit hours" according to federal regulations.
- E. Support Services: Many services are available at each District college to help students attain academic success. The services include Counseling, Testing, Tutoring, Health Services, Placement, the Career Development Center, and the Learning Resource Center. Information on such services shall be made available to all financial aid students.

# STUDENT CODE OF CONDUCT

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

## 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 REGULATIONS

- 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. **Accountability:** 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, including the Bill J. Priest Institute for Economic Development.
  - (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 a 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; or
  - (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 intentionally or recklessly causing reasonable apprehension of such harm or hazing.
- (2) unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
- (3) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored activities.

- (4) intentionally interfering with normal college or college-sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
- (5) knowingly violating the terms of any disciplinary sanction imposed in accordance with 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 or maliciously furnishing false information to the college.
- (8) sexual harassment.
- (9) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
- (10) unauthorized use of computer hardware or software.
- (11) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- (12) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
- (13) theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
- (14) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
- (15) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (16) 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.
- (17) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (18) unauthorized presence on or use of college premises.
- (19) nonpayment or failure to pay any debt owed to 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 VPSP for appropriate action under this code. Such referral does not prevent or suspend proceeding(s) with other appropriate civil or criminal remedies by college personnel.)
- (20) use or possession of an alcoholic beverage on college premises with the exception of 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 (13) may result in *SUSPENSION*, for (14) through (20) 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.

- h. **Bill J. Priest Institute for Economic Development:** The Director of the Job Training Center (JTC) of the Bill J. Priest Institute for Economic Development is authorized to promulgate written

regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success to conduct standards in the Code of Student Conduct as well as JTC regulations; however, the remainder of the Code is not applicable to such students. A JTPA student who allegedly violates the Code and/or JTC regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Director of the JTC. JTPA students may file grievance with the Private Industry Council only.

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

- (a) When the Vice President of Student Development (VPSP) as referred to as in this code) receives information that a student has allegedly violated a published college regulation or policy, the VPSP or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSP 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 VPSP will notify the complainant of the disposition of the complaint. If the VPSP dismisses the allegation, the complainant may appeal to the President for review in writing within five (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 reasonable 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 VPSP 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 an equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on 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 ten (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 as 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 documents 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 Disciplinary 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 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 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**

A 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. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, handicap, or age.

### **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, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate Vice President. If still not satisfied, the student may pursue the appeal to the President whose decision is final.

### **3. 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 President level of appeal does not prove satisfactory to the student, the student may appeal the grievance to an appeal committee.

### **4. Exception to Procedures**

#### **Sexual Harassment:**

All students shall report complaints of sexual harassment informally to location representatives selected by the highest level administrator at the location or formally to the District

Associate Vice Chancellor of Educational Affairs as provided in the sexual harassment procedure in IV/A-04 of this manual.

## 5. Appeal Committee

### Procedures:

- a. A student who wishes a grievance to be heard must submit a request in writing to the Vice President of Student Development (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 noncontractual 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 provision of Sec. 51.203, 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.

- f. **Parking meters:** Each college President may install parking meters on campus. The college shall send all revenue from meters to the District to pay bond indebtedness.
- ### 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 court-yards, 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.**
  - n. **Parking in an area regulated by a parking meter without parking being authorized.**
- ### 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 give (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**

*Purpose:* 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.

*Philosophy:* The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed

medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

### **Nondiscrimination**

**Students:** No student will be required to cease attending a college or participating in college functions solely on the basis of diagnosis of a communicable disease.

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

### **Confidentiality**

The District shall comply with applicable statutes and regulations which protect the privacy of persons who have a communicable disease.

### **Education**

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

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.

### **Computer Software Policy**

It is the policy of the DCCCD to respect the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication or copying of computer software or documentation is contrary to DCCCD policy and is a violation of the law. Violators are subject to both civil and criminal penalties and/or disciplinary action. Students may use individually owned software on DCCCD computers only if the user can provide proof of a license from the copyright owner or will sign a statement to that effect. Additionally, installation of any individually software may need to first be approved by the appropriate college official. Students may have access to computer networks only to further the institutional goals of the DCCCD.

### **Firearms Policy**

Firearms are strictly forbidden upon any campus (including all buildings and grounds) and all other locations owned, operated or leased by the Dallas County Community College District. This prohibition applies to any person including a person who processes a license to carry a handgun under the Concealed Handgun Law.

**Texas Department of Health**  
**Recommended Adult Immunization Schedule**

| Vaccine/<br>Toxoid/<br>Biological                                  | Primary<br>Schedule<br>& Boosters   | Indications   | Major Precautions<br>& Contraindications<br>Other Than Primary<br>Allergies             | Special<br>Considerations  |
|--|---|---|---|--|
| Tetanus-<br>Diphtheria<br>Toxoid                                   | 2 doses (IM) 4 weeks<br>apart with 3rd dose<br>(booster) 6-12 months<br>then a booster every<br>10 years. | All Adults  |   | Consider Human<br>Tetanus Immune<br>Globulin (TIG) for<br>dirty wounds in<br>patients with incom-<br>plete immunizations.  |
| Measles<br>Mumps<br>Rubella<br>(MMR)<br>Vaccine                    | 1 dose (SC);<br>boosters for measles<br>are necessary for<br>certain adults.                              | Measles/Mumps for adults born after 1/1/57<br>who lack a vaccine history for measles and<br>mumps since their 1st birthday<br>OR serological proof of immunity<br>OR a physician validated statement of<br>Measles/Mumps illness. 2 doses of measles<br>vaccine are recommended for persons at<br>high risk of exposure (e.g. medical per-<br>sonnel). Rubella for any adult who lacks<br>documentation of rubella vaccine since<br>the 1st birthday<br>OR serological proof of immunity. | Pregnancy; immuno-com-<br>promised; hypersensitivity<br>to neomycin and/or eggs         | Persons vaccinated<br>with killed measles<br>vaccine (1963-1967)<br>should be revac-<br>cinated with live<br>measles vaccine;<br>MMR is the vaccine<br>of choice if the per-<br>son is likely to be<br>susceptible to more<br>than 1 agent |
| Hepatitis B<br>Vaccine   | 2 doses (IM) 4 weeks<br>apart; 3rd dose 5<br>months after 2nd.  | Adults at increased risk of occupational,<br>environmental, social, or family exposure.   |   |  |
| Influenza<br>Vaccine<br>(Split or<br>Whole<br>Vaccine)             | 1 dose annually (IM)  | Adults with high-risk conditions; adults<br>> or = 65 years old; health care workers  | Hypersensitivity to eggs;<br>may be given during<br>pregnancy to high-risk<br>patients. |  |
| Pneumo-<br>coccal<br>Poly-<br>saccharide<br>Vaccine<br>(23 Valent) | 1 dose (IM or SC);<br>boosters after 6 years<br>indicated for certain<br>adults                           | Underlying health conditions; adults 65<br>years old and older; adults with anatomic<br>or functional asplenia  | Pregnancy   | Immune response is<br>better if vaccinated<br>prior to splenectomy   |

**ALERT!!**

**MEASLES** (aka. rubeola, Red Measles, Hard Measles, 10-day Measles)

Measles is a highly contagious viral disease. Antibiotics are NOT available to treat persons infected with this organism. Recent outbreaks of this illness have included many hospitalizations and several deaths among college-aged persons, for these reasons it is strongly recommended that students of Institutions of Higher Education have two doses of the vaccine prior to beginning classes. Most young adults have had only one dose.

The measles vaccine is most often given in combination with the vaccines for mumps and rubella which are also caused by viruses.

**TETANUS** (aka. Lockjaw)

The illness caused by tetanus results from the poison produced by a bacteria. Again this is a very difficult illness to treat once it occurs and prevention is the most appropriate choice. The vaccine is effective for about 10 years and needs to be boosted at that interval. It is now common for older adults to develop Tetanus in the United States as many adults do not receive the recommended 10 year boosters.

The Tetanus vaccine should be given in combination with the diphtheria vaccine.

**POLIOMYELITIS**

In the United States, polio immunization is not routinely recommended for persons 18 years of age or older. However, if travel to other parts of the world is planned, a physician should be contacted for specific recommendations.

**SECTION 2.09 AND 2.09A TEX. EDU. CODE**

The campus health centers have information regarding local providers of immunization services. Check with the health center for specific local information.



# 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<br>TO BE COMPLETED | REQUIREMENTS   | CREDIT HOURS<br>TO BE COMPLETED |
|--|---------------------------------|--|---------------------------------|
| <b>CORE COURSES</b>  |                                 | <b>BEHAVIORAL SCIENCE</b>  | 3                               |
| English 1301   | 3                               | 3 credit hours to be chosen from:  |                                 |
| Speech Communication 1311  | 3                               | Anthropology   |                                 |
| *Math (1300 level or above courses)  | 3                               | Human Development  |                                 |
| Note: You must receive a grade of "C" or better in each of these courses.                                    |                                 | (with the exception of 0100 and 0110)  |                                 |
| *See an advisor for the appropriate course selection for your major.   |                                 | Psychology   |                                 |
|  |                                 | or   |                                 |
|  |                                 | Sociology  |                                 |
|  |                                 | <b>SOCIAL SCIENCE</b>  |                                 |
| English 1302   | 3                               | History 1301   | 3                               |
| Sophomore Literature   | 3                               | History 1302   | 3                               |
| (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2352, 2370 or 2371)                                 |                                 | Government 2301  | 3                               |
| Note: English 2307 or 2311 will not meet this requirement  |                                 | Government 2302  | 3                               |
|  |                                 | <b>BUSINESS</b>  | 3                               |
| <b>LAB SCIENCE</b>   | 8                               | 3 credit hours to be chosen from:  |                                 |
| 8 credit hours to be chosen from:  |                                 | Accounting   |                                 |
| Biology  |                                 | Business   |                                 |
| Chemistry  |                                 | Computer Information Systems   |                                 |
| Astronomy (Must be either PHYS 1311 or 1411 plus PHYS 1111; Must be either PHYS 1412 or 1312 plus PHYS 1112) |                                 | Economics  |                                 |
|  |                                 | or   |                                 |
| Geology  |                                 | Management 1370  |                                 |
| Physics  |                                 | Cooperative Work Experience will not meet this requirement.  |                                 |
| or   |                                 |  |                                 |
| Physical Science   |                                 | <b>PHYSICAL EDUCATION ACTIVITY</b>   | 1                               |
| See an advisor for the appropriate course selection for your major.  |                                 | A maximum of 4 physical education activity hours may be counted toward graduation requirements   |                                 |
| <b>HUMANITIES</b>  | 3                               | <b>ELECTIVE CREDIT</b>   | 16                              |
| 3 credit hours to be chosen from:  |                                 | Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:   |                                 |
| Art 1301   |                                 | Courses numbered 0099 and below  |                                 |
| Humanities 1301  |                                 | Arts 1170  |                                 |
| Music 1306   |                                 | College Learning Skills 0100   |                                 |
| Philosophy 1301  |                                 | Developmental Communications 0120  |                                 |
| Dance 2303   |                                 | Human Development 0100   |                                 |
| Drama 1310   |                                 | Human Development 0110   |                                 |
| Foreign Language / Eastfield Interpreter Training Program 1470   |                                 | Library Science 1370   |                                 |
| or   |                                 | Music 9175   |                                 |
| Literature   |                                 | Drama 1170   |                                 |
| (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2352, 2370 or 2371)                                 |                                 |  |                                 |
|  |                                 | 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. |                                 |
|  |                                 | <b>TOTAL</b>   | 61                              |

# ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

THIS DEGREE PLAN IS DESIGNED TO MEET THE NEEDS OF STUDENTS WHO PLAN TO MAJOR IN BUSINESS BUT ARE UNSURE ABOUT WHERE THEY WISH TO TRANSFER. THIS IS A GENERAL PLAN AND MAY OR MAY NOT SATISFY THE REQUIREMENTS OF A SPECIFIC TRANSFER UNIVERSITY.

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

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

Students planning to transfer to a four year institution must consult that institution to insure selected courses will both transfer and apply toward the intended major. Once students have decided on the specific four year institution to which they plan to transfer and a specific major within Business, they are strongly encouraged to utilize the transfer degree plan which is customized to meet specific requirements of the selected institution. Material about transfer information is available in the Counseling/Advisement Center.

| REQUIREMENTS   | CREDIT HOURS<br>TO BE COMPLETED | REQUIREMENTS  | CREDIT HOURS<br>TO BE COMPLETED |
|--|---------------------------------|---|---------------------------------|
| <b>ENGLISH/COMMUNICATIONS</b>  |                                 | <b>SOCIAL SCIENCE</b>   |                                 |
| *English 1301  | 3                               | History 1301/1302   | 6                               |
| *Speech Communications 1311  | 3                               | Government 2301/2302  | 6                               |
| English 1302   | 3                               | <b>TOTAL SOCIAL SCIENCE</b>   | <b>12</b>                       |
| Sophomore Literature   | 3                               |   |                                 |
| (Select from English 2322, 2323,<br>2332, 2333, 2327, or 2328)                               |                                 | <b>CORE BUSINESS COURSES*</b>   |                                 |
| <b>TOTAL ENGLISH/COMMUNICATIONS</b>  | <b>12</b>                       | Accounting 2301 or 2401 and   |                                 |
|  |                                 | Accounting 2302 or 2402   | 6                               |
| <b>LAB SCIENCE</b>   |                                 | Economics 2301/2302   | 6                               |
| 8 credit hours to be chosen from:  |                                 | Computer Information Systems 1470   | 4                               |
| Biology 1406/1407 or 1408/1409   |                                 | *Math 1324  | 3                               |
| Chemistry 1411/1412 or 1470/1471   |                                 | Math 1325   | 3                               |
| Astronomy PHYS 1411/1412   |                                 | <b>TOTAL BUSINESS</b>   | <b>22</b>                       |
| Geology 1403/1404  |                                 |   |                                 |
| Physics 1401/1402 or 1405/1407 or<br>2425/2426   |                                 | <b>PHYSICAL EDUCATION</b>   |                                 |
| Physical Science 1415/1417   |                                 | <b>TOTAL PHYSICAL EDUCATION</b>   | <b>1</b>                        |
| <b>TOTAL LAB SCIENCE</b>   | <b>8</b>                        |   |                                 |
| <b>HUMANITIES**</b>  |                                 | <b>ELECTIVE CREDITS**</b>   |                                 |
| Humanities 1301  |                                 | Electives should be chosen to satisfy<br>transfer requirements with emphasis<br>on business courses.  |                                 |
| Philosophy 1301  |                                 | <b>TOTAL ELECTIVES</b>  | <b>3</b>                        |
| Art 1301   |                                 |   |                                 |
| Music 1306   |                                 | ** Please consult an advisor for the appropriate course<br>selection for your major and the requirements of the<br>four year institution to which you plan to transfer<br>because each institution may specify a specific<br>course to satisfy the requirement in this area of study. |                                 |
| Foreign Language 1411, 1412, 2311, 2312<br>or Eastfield Interpreter Training<br>Program 1470 |                                 | • Students should have a proficiency in keyboarding.  |                                 |
| or   |                                 | • Many universities accept more than 61 transfer<br>credits. Students are encouraged to take additional<br>elective courses.  |                                 |
| Literature   |                                 |   |                                 |
| (Select from English 2322, 2323,<br>2332, 2333, 2327, 2328, 2370, or 2371)                   |                                 |   |                                 |
| Dance 2303   |                                 |   |                                 |
| Drama 1310   |                                 |   |                                 |
| <b>TOTAL HUMANITIES</b>  | <b>3</b>                        |   |                                 |
| <b>*Core Courses</b>   |                                 | <b>MINIMUM TOTAL CREDITS</b>  |                                 |
|  |                                 |   | <b>61</b>                       |

NOTE: STUDENTS WHO COMPLETE THIS PLAN ARE AWARDED THE ASSOCIATE OF ARTS AND SCIENCES DEGREE.

# ASSOCIATE OF ARTS AND SCIENCE DEGREE PLAN

## DISTANCE LEARNING COURSE OPTIONS

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.
- While you may complete the AAS degree totally by distance, other on-campus courses may be used to fulfill degree requirements. Please consult an academic advisor for on-campus course options.
  - Course offerings may vary by semester. Check the current class schedule for additional course options.
  - 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.
  - Veterans and financial aid recipients should consult an advisor before enrolling in distance learning courses.

<Tele> = Telecourse; <Live> = Live, Televised Course; <On> = On-Line Course; <Cust> = Customized Course

| REQUIREMENTS  | CREDIT HOURS<br>TO BE COMPLETED | REQUIREMENTS  | CREDIT HOURS<br>TO BE COMPLETED |
|---|---------------------------------|---|---------------------------------|
| <b>CORE COURSES*</b>  | <b>9</b>                        | <b>SOCIAL SCIENCE</b>   | <b>12</b>                       |
| 9 credit hours - may be chosen from these   |                                 | 12 credit hours - may be chosen from these  |                                 |
| <i>Distance Learning Options:</i>   |                                 | <i>Distance Learning Options:</i>   |                                 |
| English 1301  | <Tele> 3                        | History 1301  | <Tele> 3                        |
| Speech Commun. 1311   | <Cust> 3                        | History 1302  | <Tele> 3                        |
| Math 1314, 1332, or 1335  | <Live> 3                        | Government 2301   | <Tele> 3                        |
| Math 1314   | <On> 3                          | Government 2302   | <Tele> 3                        |
| *Note: You must receive a grade of "C" or better in each of these "core" courses. |                                 |   |                                 |
| <b>ENGLISH</b>  | <b>6</b>                        | <b>BUSINESS</b>   | <b>3</b>                        |
| 6 credit hours - may be chosen from these   |                                 | 3 credit hours - may be chosen from these   |                                 |
| <i>Distance Learning Options:</i>   |                                 | <i>Distance Learning Options:</i>   |                                 |
| English 1302  | <Tele> 3                        | Accounting 2301   | <Tele> 3                        |
| English 2370  | <Tele> 3                        | Business 1301   | <Tele> 3                        |
|   |                                 | Business 2301   | <Tele> 3                        |
|   |                                 | Economics 2301  | <Tele> 3                        |
|   |                                 | Economics 2302  | <Tele> 3                        |
| <b>LAB SCIENCE</b>  | <b>8</b>                        | <b>PHYSICAL EDUCATION</b>   | <b>1</b>                        |
| 8 credit hours  |                                 | 1 credit hour - may be chosen from this   |                                 |
| <i>Distance Learning Options:</i>   |                                 | <i>Distance Learning Option:</i>  |                                 |
| Specific courses TBA in 1997.   |                                 | Physical Ed. 1164   | <Cust> 1                        |
| See College Class Schedule.   |                                 | (A maximum of 4 physical education activity hours may be counted toward graduation requirements.) |                                 |
| <b>HUMANITIES</b>   | <b>3</b>                        | <b>ELECTIVE CREDIT</b>  | <b>16</b>                       |
| 3 credit hours - may be chosen from these   |                                 | 16 credit hours - may be chosen from these  |                                 |
| <i>Distance Learning Options:</i>   |                                 | <i>Distance Learning Options:</i>   |                                 |
| Humanities 1301   | <Tele> 3                        | Physical Ed. 1304   | <Tele> 3                        |
| Spanish 1411  | <Tele> 4                        | Nutrition 1322  | <Tele> 3                        |
| Spanish 1412  | <Tele> 4                        | and any distance learning courses that are not used to fulfill other requirements.                |                                 |
| <b>BEHAVIORAL SCIENCE</b>   | <b>3</b>                        |   |                                 |
| 3 credit hours - may be chosen from these   |                                 |   |                                 |
| <i>Distance Learning Options:</i>   |                                 |   |                                 |
| Anthropology 2351   | <Tele> 3                        |   |                                 |
| Psychology 2301   | <Tele> 3                        |   |                                 |
| Psychology 2314   | <Tele> 3                        |   |                                 |
| Sociology 1301  | <Tele> 3                        |   |                                 |
|   |                                 | <b>TOTAL HOURS</b>  | <b>61</b>                       |

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1997-98 Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

|  | BHC | CVC | ECC | MVC | NLC | RLC |
|--|-----|-----|-----|-----|-----|-----|
| Accounting                                     | .   | .   | .   | .   | .   | .   |
| Accounting Assistant Certificate               | .   | .   | .   | .   | .   | .   |
| Accounting Clerk Certificate                   | .   | .   | .   | .   | .   | .   |
| Air Conditioning & Refrigeration — Residential | .   | .   | .   | .   | .   | .   |
| Residential Technician III                     | .   | .   | .   | .   | .   | .   |
| Air Conditioning & Refrigeration Technology    | .   | .   | .   | .   | .   | .   |
| Allied Health Imaging                          | .   | .   | .   | .   | .   | .   |
| Diagnostic Medical Sonography                  | .   | .   | .   | .   | .   | .   |
| Diagnostic Medical Sonography Certificate      | .   | .   | .   | .   | .   | .   |
| Invasive Cardiovascular Technology             | .   | .   | .   | .   | .   | .   |
| Associate Degree Nursing                       | .   | .   | .   | .   | .   | .   |
| LVN Option                                     | .   | .   | .   | .   | .   | .   |
| Perioperative Nurse Internship                 | .   | .   | .   | .   | .   | .   |
| Auto Body Technology                           | .   | .   | .   | .   | .   | .   |
| Auto Body Technology Certificate               | .   | .   | .   | .   | .   | .   |
| Automotive Career Technician                   | .   | .   | .   | .   | .   | .   |
| Automotive Career Technician Certificate       | .   | .   | .   | .   | .   | .   |
| Automotive Technology                          | .   | .   | .   | .   | .   | .   |
| Automotive Technology Certificate              | .   | .   | .   | .   | .   | .   |
| Dealership-Sponsored Technician                | .   | .   | .   | .   | .   | .   |
| Electronic Engine Control Technician           | .   | .   | .   | .   | .   | .   |
| Service Technician                             | .   | .   | .   | .   | .   | .   |
| Service Technician Certificate                 | .   | .   | .   | .   | .   | .   |
| Aviation Technology                            | .   | .   | .   | .   | .   | .   |
| Air Cargo Transport                            | .   | .   | .   | .   | .   | .   |
| Aircraft Dispatcher                            | .   | .   | .   | .   | .   | .   |
| Aircraft Dispatcher Certificate                | .   | .   | .   | .   | .   | .   |
| Airline Management                             | .   | .   | .   | .   | .   | .   |
| Fixed Base Operations/Airport Management       | .   | .   | .   | .   | .   | .   |
| Professional Pilot Option                      | .   | .   | .   | .   | .   | .   |
| Business Administration                        | .   | .   | .   | .   | .   | .   |
| Child Development Associate                    | .   | .   | .   | .   | .   | .   |
| Administrative Certificate                     | .   | .   | .   | .   | .   | .   |
| CDA Training Certificate                       | .   | .   | .   | .   | .   | .   |
| Infant-Toddler Certificate                     | .   | .   | .   | .   | .   | .   |
| Special Child Certificate                      | .   | .   | .   | .   | .   | .   |
| Commercial Music                               | .   | .   | .   | .   | .   | .   |
| Arranger/Composer/Copyist                      | .   | .   | .   | .   | .   | .   |
| Music Retailing                                | .   | .   | .   | .   | .   | .   |
| Music Retailing Certificate                    | .   | .   | .   | .   | .   | .   |
| Performing Musician                            | .   | .   | .   | .   | .   | .   |
| Recording Technology                           | .   | .   | .   | .   | .   | .   |
| Recording Technology Certificate               | .   | .   | .   | .   | .   | .   |
| Computer Aided Design & Drafting               | .   | .   | .   | .   | .   | .   |

### Career Education Programs

|  | BHC | CVC | ECC | MVC | NLC | RLC |
|--|-----|-----|-----|-----|-----|-----|
| Computer Information Systems                   | .   | .   | .   | .   | .   | .   |
| Business Computer Assistant                    | .   | .   | .   | .   | .   | .   |
| Business Computer Information Systems          | .   | .   | .   | .   | .   | .   |
| Business Software Programmer/Developer         | .   | .   | .   | .   | .   | .   |
| CNE - 3  | .   | .   | .   | .   | .   | .   |
| CNE - 4  | .   | .   | .   | .   | .   | .   |
| Computer Networking                            | .   | .   | .   | .   | .   | .   |
| Local Area Network Administrator               | .   | .   | .   | .   | .   | .   |
| LAN Server Operator Certificate                | .   | .   | .   | .   | .   | .   |
| Master CNE in Infrastructure & Advanced Access | .   | .   | .   | .   | .   | .   |
| Master CNE in Network Management               | .   | .   | .   | .   | .   | .   |
| Midrange Computer Center Specialist            | .   | .   | .   | .   | .   | .   |
| Midrange Computer Technician Certificate       | .   | .   | .   | .   | .   | .   |
| Multimedia Technology Certificate              | .   | .   | .   | .   | .   | .   |
| Multimedia Technology Advanced Certificate     | .   | .   | .   | .   | .   | .   |
| Personal Computer Support                      | .   | .   | .   | .   | .   | .   |
| Construction Management & Technology           | .   | .   | .   | .   | .   | .   |
| Construction Specifier                         | .   | .   | .   | .   | .   | .   |
| Construction Technology                        | .   | .   | .   | .   | .   | .   |
| Construction Technology Certificate            | .   | .   | .   | .   | .   | .   |
| Criminal Justice                               | .   | .   | .   | .   | .   | .   |
| Criminal Justice Certificates                  | .   | .   | .   | .   | .   | .   |
| Digital Imaging Technology                     | .   | .   | .   | .   | .   | .   |
| Electronic Pre-Press                           | .   | .   | .   | .   | .   | .   |
| Educational Personnel                          | .   | .   | .   | .   | .   | .   |
| Bilingual/ESL                                  | .   | .   | .   | .   | .   | .   |
| Educational Assistant                          | .   | .   | .   | .   | .   | .   |
| Educational Assistant Certificate              | .   | .   | .   | .   | .   | .   |
| Electrical Technology                          | .   | .   | .   | .   | .   | .   |
| Electrical Technology Certificate              | .   | .   | .   | .   | .   | .   |
| Electronic Telecommunications                  | .   | .   | .   | .   | .   | .   |
| Electronic Telecommunications Certificate      | .   | .   | .   | .   | .   | .   |
| Technical Platform Certificate                 | .   | .   | .   | .   | .   | .   |
| Wireless Communications Technology             | .   | .   | .   | .   | .   | .   |
| Electronics/Computer Technology                | .   | .   | .   | .   | .   | .   |
| Basic Electronics Technology Certificate       | .   | .   | .   | .   | .   | .   |
| Electronics Technology                         | .   | .   | .   | .   | .   | .   |
| Automated Manufacturing                        | .   | .   | .   | .   | .   | .   |
| Avionics                                       | .   | .   | .   | .   | .   | .   |
| Avionics Certificate                           | .   | .   | .   | .   | .   | .   |
| Microcomputer Maintenance                      | .   | .   | .   | .   | .   | .   |
| Engine Technology                              | .   | .   | .   | .   | .   | .   |
| Motorcycle Mechanics Certificate               | .   | .   | .   | .   | .   | .   |
| Outboard Mechanics Certificate                 | .   | .   | .   | .   | .   | .   |
| Small Engine Mechanics Certificate             | .   | .   | .   | .   | .   | .   |

continued on next page

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

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X40897

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

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| ACCT 2301 Principles of Accounting I *OR .....              | 3               |
| ACCT 2401 Principles of Accounting I* .....                 | (4)             |
| ACCT 2370 Computerized Accounting Applications.....         | 3               |
| OFCT 1372 Office Calculating Machines** .....               | 3               |
| OFCT 1379 Word Processing I** .....                         | 3               |
| Elective <sup>1</sup> Business/Technical .....              | 3               |
|   | 15-16           |
| <b>SEMESTER II</b>  |                 |
| ACCT 2302 Principles of Accounting II OR.....               | 3               |
| ACCT 2402 Principles of Accounting II .....                 | (4)             |
| ENGL 1301 Composition I.....                                | 3               |
| Elective <sup>1</sup> Business/Technical .....              | 3               |
| Elective <sup>1</sup> Business/Technical .....              | 3               |
| Elective <sup>2</sup> Social/Behavioral Science.....        | 3               |
|   | 15-16           |
| <b>SEMESTER III</b>   |                 |
| ECON 2301 Principles of Economics I .....                   | 3               |
| MATH 1324 Mathematics for Business and Economics I*** ..... | 3               |
| SPCH 1311 Introduction to Speech Communication .....        | 3               |
| Elective <sup>3</sup> Accounting Specialty .....            | 3               |
| Elective <sup>1</sup> Business/Technical .....              | 3               |
|   | 15              |
| <b>SEMESTER IV</b>  |                 |
| ECON 2302 Principles of Economics II .....                  | 3               |
| ENGL 1302 Composition II .....                              | 3               |
| Elective <sup>3</sup> Accounting Specialty .....            | 3               |
| Elective <sup>4</sup> Humanities/Fine Arts .....            | 3               |
| Elective Any Non-ACCT Course .....                          | 3               |
|   | 15              |
| Minimum Hours Required .....                                | 60-62           |

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

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

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

\*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

\*\*Any student demonstrating proficiency may substitute a course from the Elective<sup>1</sup> (Business/Technical) list.

\*\*\*MATH 1332 may be substituted.

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

Accounting, Business, Computer Information Systems, Economics, ENGL 2311, Management, Marketing, MATH 1325, MATH 1333, Office Technology, Visual Communications. ACCT 7371 or ACCT 7471 AND ACCT 7372 or 7472 are recommended for students desiring work experience in accounting.

Elective<sup>2</sup>—The Social/Behavioral Science elective must be selected from the following fields/courses:

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

Elective<sup>3</sup>—The Accounting Specialty elective must be selected from the following accounting courses:

|           |                                    |
|-----------|------------------------------------|
| ACCT 1372 | Computerized Elementary Accounting |
| ACCT 2372 | Income Tax Accounting              |
| ACCT 2375 | Business Finance                   |
| ACCT 2376 | Cost Accounting                    |
| ACCT 2377 | Managerial Accounting              |
| ACCT 2378 | Intermediate Accounting I          |
| ACCT 2379 | Intermediate Accounting II         |

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

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

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.

# ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

Degree Plan Number X53877

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

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                                    |                 |
| ACCT 2301 Principles of Accounting I *OR .....       | 3               |
| ACCT 2401 Principles of Accounting I* .....          | (4)             |
| ACCT 2370 Computerized Accounting Applications.....  | 3               |
| OFCT 1372 Office Calculating Machines** .....        | 3               |
| OFCT 1379 Word Processing I** .....                  | 3               |
| Elective <sup>1</sup> Business/Technical .....       | 3               |
|  | 15-16           |
| <b>SEMESTER II</b>                                   |                 |
| ACCT 2302 Principles of Accounting II OR.....        | 3               |
| ACCT 2402 Principles of Accounting II .....          | (4)             |
| ENGL 1301 Composition I.....                         | 3               |
| Elective <sup>1</sup> Business/Technical .....       | 3               |
| Elective <sup>1</sup> Business/Technical .....       | 3               |
| Elective <sup>2</sup> Social/Behavioral Science..... | 3               |
|  | 15-16           |
| Minimum Hours Required .....                         | 30-32           |

\*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

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

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

Accounting, Business, Computer Information Systems, Economics, ENGL 2311, Management, Marketing, MATH 1325, MATH 1333, Office Technology, Visual Communications. ACCT 7371 or ACCT 7471 AND ACCT 7372 or 7472 are recommended for students desiring work experience in accounting.

Elective<sup>2</sup>—The Social/Behavioral Science elective must be selected from the following fields/courses:

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



ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

Degree Plan Number X53887

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

|                              |   | CREDIT<br>HOURS |
|------------------------------|---|-----------------|
| <b>SEMESTER I</b>            |   |                 |
| ACCT 2301                    | Principles of Accounting I *OR .....      | 3               |
| ACCT 2401                    | Principles of Accounting I*..... (4)      |                 |
| ACCT 2370                    | Computerized Accounting Applications..... | 3               |
| OFCT 1372                    | Office Calculating Machines** .....       | 3               |
| OFCT 1379                    | Word Processing I** .....                 | 3               |
| Elective <sup>1</sup>        | Business/Technical .....                  | 3               |
|                              |   | 15-16           |
| Minimum Hours Required ..... |   | 15-16           |

\*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

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

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

Accounting, Business, Computer Information Systems, Economics, ENGL 2311, Management, Marketing, MATH 1325, MATH 1333, Office Technology, Visual Communications. ACCT 7371 OR ACCT 7471 is recommended for students desiring work experience in accounting.

# AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X41357

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| HVAC 1670 Principles of Refrigeration .....                           | 6               |
| HVAC 1671 Principles of Electricity .....                             | 6               |
| COMM 1370 Applied Communications OR                                   |                 |
| ENGL 1301 Composition I .....   | 3               |
|   | 15              |
| <b>SEMESTER II</b>  |                 |
| HVAC 1672 Residential Cooling Systems .....                           | 6               |
| HVAC 1673 Residential Heating Systems .....                           | 6               |
| +MATH Any 1000 Level Course .....                                     | 3               |
|   | 15              |
| <b>SEMESTER III</b>   |                 |
| HVAC 2670 Contractor Estimating .....                                 | 6               |
| HVAC 2671 System Servicing .....                                      | 6               |
| ++Natural Science .....   | 4               |
|   | 16              |
| <b>SEMESTER IV</b>  |                 |
| CISC 1470 Introduction to Computer Concepts<br>and Applications ..... | 4               |
| SPCH 1311 Introduction to Speech<br>Communication .....               | 3               |
| PSYC 1370 Applied Psychology and Human<br>Relations .....             | 3               |
| +++Elective Humanities/Fine Arts .....                                | 3               |
| Elective Any non-HVAC course .....                                    | 3               |
|   | 16              |
| Minimum Hours Required .....  | 62              |

+Students must select from the following courses:

|           |   |   |
|-----------|---|---|
| MATH 1314 | College Algebra OR .....  | 3 |
| MATH 1470 | College Algebra .....   | 4 |
| MATH 1316 | Plane Trigonometry .....  | 3 |
| MATH 1324 | Mathematics for Business and Economics I .....                      | 3 |
| MATH 1325 | Mathematics for Business and Economics II .....                     | 3 |
| MATH 1332 | College Mathematics I .....   | 3 |
| MATH 1333 | College Mathematics II .....  | 3 |
| MATH 1335 | Fundamental Concepts of Mathematics for<br>Elementary Teacher ..... | 3 |
| MATH 1342 | Introductory Statistics .....                                       | 3 |
| MATH 1348 | Analytic Geometry .....   | 3 |
| MATH 1371 | Business Mathematics .....  | 3 |
| MATH 1372 | Mathematics for Allied Health .....                                 | 3 |
| MATH 1373 | Applied Mathematics .....   | 3 |
| MATH 1374 | Technical Mathematics I .....                                       | 3 |
| MATH 1375 | Technical Mathematics II .....                                      | 3 |

++Natural science elective should be chosen from the following:

|           |  |   |
|-----------|--|---|
| BIOL 1406 | General Biology .....                                      | 4 |
| BIOL 1407 | General Biology .....                                      | 4 |
| BIOL 1408 | Biological Science .....                                   | 4 |
| BIOL 1409 | Biological Science .....                                   | 4 |
| CHEM 1411 | General Chemistry .....                                    | 4 |
| CHEM 1412 | General Chemistry .....                                    | 4 |
| CHEM 2423 | Organic Chemistry I .....                                  | 4 |
| CHEM 2425 | Organic Chemistry II .....                                 | 4 |
| GEOL 1403 | Physical Geology .....                                     | 4 |
| GEOL 1404 | Historical Geology .....                                   | 4 |
| GEOL 2409 | Introduction to Rocks and Mineral Identification .....     | 4 |
| GEOL 2470 | Field Geology .....  | 4 |
| GEOL 2407 | Geologic Field Methods .....                               | 4 |
| GEOL 2471 | Mineralogy .....   | 4 |
| PHYS 1311 | Descriptive Astronomy with<br>Astronomy Laboratory I ..... | 4 |
| PHYS 1111 | Astronomy Laboratory I .....                               | 4 |
| PHYS 1312 | General Astronomy with<br>Astronomy Laboratory II .....    | 4 |
| PHYS 1112 | Astronomy Laboratory II .....                              | 4 |
| PHYS 1415 | Physical Science .....                                     | 4 |
| PHYS 1417 | Physical Science .....                                     | 4 |
| PHYS 1401 | Introductory General Physics .....                         | 4 |
| PHYS 1402 | Introductory General Physics .....                         | 4 |
| PHYS 1405 | Concepts in Physics .....                                  | 4 |
| PHYS 1407 | Concepts in Physics .....                                  | 4 |
| PHYS 1470 | Applied Physics .....                                      | 4 |
| PHYS 1471 | Applied Physics .....                                      | 4 |

+++Humanities/Fine Arts elective should be chosen from the following:

|  |                                      |   |
|--|--------------------------------------|---|
| ARTS 1301                                  | Art Appreciation .....               | 3 |
| DRAM 1310                                  | Introduction to the Theatre .....    | 3 |
| ENGL 2322                                  | British Literature .....             | 3 |
| ENGL 2323                                  | British Literature .....             | 3 |
| ENGL 2332                                  | World Literature .....               | 3 |
| ENGL 2333                                  | World Literature .....               | 3 |
| ENGL 2327                                  | American Literature .....            | 3 |
| ENGL 2328                                  | American Literature .....            | 3 |
| ENGL 2370                                  | Studies in Literature .....          | 3 |
| ENGL 2371                                  | Studies in Literature .....          | 3 |
| Foreign Language or American Sign Language | .....                                | 4 |
| HUMA 1301                                  | Introduction to the Humanities ..... | 3 |
| MUSI 1306                                  | Music Appreciation .....             | 4 |
| PHIL 1301                                  | Introduction to Philosophy .....     | 3 |

(continued on next page)

# TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Air Conditioning Refrigeration Residential Associate Degree and provides the student advanced skills required by the industry to specialize in Profit Center Management.

## PROFIT CENTER MANAGER

*Cedar Valley, Eastfield, and North Lake only*

Degree Plan Number X37337

|                   |   | CREDIT<br>HOURS |
|-------------------|---|-----------------|
| <b>SEMESTER I</b> |   |                 |
| HVAC 1370         | Contemporary Topics .....                         | 3               |
| HVAC 2376         | Medium Temperature Refrigeration<br>Systems ..... | 3               |
| ACCT 1371         | Elementary Accounting .....                       | 3               |
| BUSI 1301         | Introduction to Business .....                    | 3               |
|                   |   | <b>12</b>       |

Minimum Required Hours ..... 12

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills Certificate need to consult with their advisor.

**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 TECHNICIAN III

*Cedar Valley, Eastfield and North Lake only*

(Certificate)

Degree Plan Number X51367

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                           |                 |
| HVAC 1670 Principles of Refrigeration ..... | 6               |
| HVAC 1671 Principles of Electricity .....   | 6               |
| Select two from the following:.....         | 6               |
| COMM 1370 Applied Communication OR          |                 |
| ENGL 1301 Composition I .....               | (3)             |
| SPCH 1311 Introduction to Speech            |                 |
| Communication .....                         | (3)             |
| +MATH Any 1000 Level Course .....           | (3)             |
|   | 18              |
| <b>SEMESTER II</b>                          |                 |
| HVAC 1672 Residential Cooling Systems ..... | 6               |
| HVAC 1673 Residential Heating Systems ..... | 6               |
|   | 12              |
| <b>SEMESTER III</b>                         |                 |
| HVAC 2670 Contractor Estimating .....       | 6               |
| HVAC 2671 System Servicing .....            | 6               |
|   | 12              |
| Minimum Hours Required .....                | 42              |

+Students must select from the following courses:

|           |   |   |
|-----------|---|---|
| MATH 1314 | College Algebra OR .....  | 3 |
| MATH 1470 | College Algebra .....   | 4 |
| MATH 1316 | Plane Trigonometry .....  | 3 |
| MATH 1324 | Mathematics for Business and Economics I .....                      | 3 |
| MATH 1325 | Mathematics for Business and Economics II .....                     | 3 |
| MATH 1332 | College Mathematics I .....   | 3 |
| MATH 1333 | College Mathematics II .....  | 3 |
| MATH 1335 | Fundamental Concepts of Mathematics for<br>Elementary Teacher ..... | 3 |
| MATH 1342 | Introductory Statistics .....                                       | 3 |
| MATH 1348 | Analytic Geometry .....   | 3 |
| MATH 1371 | Business Mathematics .....  | 3 |
| MATH 1372 | Mathematics for Allied Health .....                                 | 3 |
| MATH 1373 | Applied Mathematics .....   | 3 |
| MATH 1374 | Technical Mathematics I .....                                       | 3 |
| MATH 1375 | Technical Mathematics II .....                                      | 3 |

# AUTOMOTIVE CAREER TECHNICIAN

*Cedar Valley only*

(Associate Degree)

Degree Plan Number 342937

This program prepares the student for full-time employment as an automotive technician. The curriculum is designed to provide the graduate with information, experience and skills needed by technicians. Students are encouraged to take and pass all eight certification tests offered by the National Institute for Automotive Service Excellence while enrolled in the program. Students in this program will be required to participate in cooperative work experience for 12 hours of credit or select ACTT 1375 classes to total 12 hours of credit. Upon successful completion of the required courses the student will receive an associate degree of applied science.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| ACTT 1371 Electrical Systems I .....                     | 3               |
| ACTT 1375 Automotive Service .....                       | 3               |
| COMM 1370 Applied Communications.....                    | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....  | 3               |
|  | 12              |
| <b>SEMESTER II</b>                                       |                 |
| ACTT 1372 Electrical Systems II.....                     | 3               |
| ACTT 1470 Automotive Service OR                          |                 |
| ACTT 7471 Cooperative Work Experience.....               | 4               |
| ACTT 2373 Standard Transmissions & Power<br>Trains ..... | 3               |
| Elective Any 1000 Level Math <sup>1</sup> .....          | 3               |
|  | 13              |
| <b>SUMMER SESSION</b>                                    |                 |
| ACTT 2370 Air Conditioning and Heating<br>Systems .....  | 3               |
|  | 3               |
| <b>SEMESTER III</b>                                      |                 |
| ACTT 1373 Engine Top End Construction .....              | 3               |
| ACTT 1374 Engine Bottom End Construction.....            | 3               |
| ACTT 1470 Automotive Service OR                          |                 |
| ACTT 7472 Cooperative Work Experience.....               | 4               |
| ACTT 2372 Engine Tune-Up Procedures .....                | 3               |
| ACTT 2375 Fuel Injection Systems .....                   | 3               |
|  | 16              |

## SEMESTER IV

|   |    |
|---|----|
| ACTT 1470 Automotive Service OR                           |    |
| ACTT 8481 Cooperative Work Experience .....               | 4  |
| ACTT 2270 Parts and Service .....                         | 2  |
| ACTT 2371 Suspension, Steering and Brake<br>Systems ..... | 3  |
| ACTT 2374 Automatic Transmissions .....                   | 3  |
|   | 12 |

## SEMESTER V

|   |    |
|---|----|
| ACTT 1470 Automotive Service OR                                       |    |
| ACTT 8482 Cooperative Work Experience .....                           | 4  |
| CISC 1470 Introduction to Computer<br>Concepts and Applications ..... | 4  |
| Elective Any Non-ACTT Course .....                                    | 2  |
| Elective Humanities/Fine Arts .....                                   | 3  |
| Elective Social/Behavioral Science .....                              | 3  |
|   | 16 |

Minimum Hours Required ..... 72

<sup>1</sup> MATH 1371, MATH 1373, or MATH 1374 may be taken only when a natural science course is taken as well.

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)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 352977

This program is designed to provide the student with information, experience and skills needed for a career in the automotive industry. Students are encouraged to take and pass certification tests by the National Institute for Automotive Service Excellence while enrolled in the program. Upon successful completion of the required courses the student will receive a certificate as an automotive technician trainee. Students completing this certificate may choose to continue for the associate degree in the Automotive Career Technician program.

## CREDIT HOURS

### SEMESTER I

|           |                                      |    |
|-----------|--------------------------------------|----|
| ACTT 1370 | Fundamentals .....                   | 3  |
| ACTT 1371 | Electrical Systems I .....           | 3  |
| ACTT 1373 | Engine Top End Construction .....    | 3  |
| ACTT 1374 | Engine Bottom End Construction ..... | 3  |
| ACTT 1375 | Automotive Service (Lab) OR          |    |
| ACTT 7371 | Cooperative Work Experience .....    | 3  |
|           |                                      | 15 |

### SEMESTER II

|           |  |    |
|-----------|--|----|
| ACTT 1372 | Electrical Systems II .....                      | 3  |
| ACTT 1470 | Automotive Service (Lab) OR                      |    |
| ACTT 7471 | Cooperative Work Experience .....                | 4  |
| ACTT 2373 | Standard Transmissions and Power<br>Trains ..... | 3  |
| ACTT 2374 | Automatic Transmissions .....                    | 3  |
|           |  | 13 |

### SUMMER SESSION

|           |   |   |
|-----------|---|---|
| ACTT 2370 | Air Conditioning and Heating<br>Systems ..... | 3 |
|           |   | 3 |

### SEMESTER III

|           |   |    |
|-----------|---|----|
| ACTT 1470 | Automotive Service OR                         |    |
| ACTT 7472 | Cooperative Work Experience .....             | 4  |
| ACTT 2372 | Engine Tune-Up Procedures .....               | 3  |
| ACTT 2375 | Fuel Injection Systems .....                  | 3  |
| COMM 1370 | Applied Communications .....                  | 3  |
| SPCH 1311 | Introduction to Speech<br>Communication ..... | 3  |
|           |   | 16 |

### SEMESTER IV

|           |   |   |
|-----------|---|---|
| ACTT 1470 | Automotive Service (Lab) OR                     |   |
| ACTT 8481 | Cooperative Work Experience .....               | 4 |
| ACTT 2270 | Parts and Service .....                         | 2 |
| ACTT 2371 | Suspension, Steering and Brake<br>Systems ..... | 3 |
|           |   | 9 |

Minimum Hours Required ..... 56

# BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43657

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

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| MGMT 1370 Principles of Management .....                              | 3               |
| BUSI 1301 Introduction to Business .....                              | 3               |
| ENGL 1301 Composition I .....   | 3               |
| Mathematics* .....  | 3-4             |
| +Elective .....   | 3               |
|   | 15              |
| <b>SEMESTER II</b>  |                 |
| MRKT 2370 Principles of Marketing .....                               | 3               |
| ACCT 2301 Principles of Accounting I** OR .....                       | 3               |
| ACCT 2401 Principles of Accounting I** .....                          | (4)             |
| ENGL 1302 Composition II .....  | 3               |
| CISC 1470 Introduction to Computer Concepts<br>and Applications ..... | 4               |
| +Elective .....   | 3               |
|   | 16              |
| <b>SEMESTER III</b>   |                 |
| ACCT 2302 Principles of Accounting II OR .....                        | 3               |
| ACCT 2402 Principles of Accounting II .....                           | (4)             |
| BUSI 2301 Business Law .....  | 3               |
| ECON 2301 Principles of Economics I .....                             | 3               |
| PSYC 1370 Applied Psychology and<br>Human Relations .....             | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....               | 3               |
|   | 15              |
| <b>SEMESTER IV</b>  |                 |
| MGMT 2374 Human Resources Management .....                            | 3               |
| MGMT 2373 Organizational Behavior .....                               | 3               |
| ECON 2302 Principles of Economics II .....                            | 3               |
| OFCT 2370 Business Communications .....                               | 3               |
| ++Elective Humanities/Fine Arts .....                                 | 3               |
| Elective Any Non-MGMT Course .....                                    | 3               |
|   | 18              |
| Minimum Hours Required .....  | 64              |

+Electives—may be selected from the following:

|      |      |  |   |
|------|------|--|---|
| IBTR | 2370 | Introduction to International Business<br>and Trade .....        | 3 |
| IBTR | 2371 | International Marketing Management .....                         | 3 |
| IBTR | 2377 | International Comparative Management .....                       | 3 |
| IBTR | 2378 | International Finance .....                                      | 3 |
| IBTR | 2379 | International Business Law .....                                 | 3 |
| MGMT | 1371 | Introduction to Total Quality Management .....                   | 3 |
| MGMT | 1372 | Small Business Management .....                                  | 3 |
| MGMT | 1374 | Introduction to Supervision .....                                | 3 |
| MGMT | 2370 | Small Business Capitalization, Acquisition, and<br>Finance ..... | 3 |
| MGMT | 2371 | Small Business Operations .....                                  | 3 |
| MGMT | 2170 | Special Problems in Business .....                               | 1 |
| MGMT | 2372 | Special Problems in Management .....                             | 3 |
| MGMT | 7371 | Cooperative Work Experience .....                                | 3 |
| MGMT | 7372 | Cooperative Work Experience .....                                | 3 |
| MGMT | 8381 | Cooperative Work Experience .....                                | 3 |
| MRKT | 1370 | Principles of Retailing .....                                    | 3 |
| MRKT | 2373 | Salesmanship .....   | 3 |
| MRKT | 2374 | Advertising and Sales Promotion .....                            | 3 |
| OFCT | 1372 | Office Calculating Machines .....                                | 3 |
| OFCT | 1375 | Beginning Keyboarding .....                                      | 3 |

++Elective—must be selected from the following:

|      |      |  |   |
|------|------|--|---|
| ARTS | 1301 | Art Appreciation .....                           | 3 |
| DRAM | 1310 | Introduction to the Theatre .....                | 3 |
| ENGL | 2322 | British Literature .....                         | 3 |
| ENGL | 2323 | British Literature .....                         | 3 |
| ENGL | 2332 | World Literature .....                           | 3 |
| ENGL | 2333 | World Literature .....                           | 3 |
| ENGL | 2327 | American Literature .....                        | 3 |
| ENGL | 2328 | American Literature .....                        | 3 |
| HUMA | 1301 | Introduction to the Humanities .....             | 3 |
| MUSI | 1306 | Music Appreciation .....                         | 3 |
| PHIL | 1301 | Introduction to Philosophy .....                 | 3 |
|      |      | Foreign Language or American Sign Language ..... | 4 |

\*Mathematics must be selected from the following:

|      |      |  |   |
|------|------|--|---|
| MATH | 1314 | College Algebra OR .....   | 3 |
| MATH | 1470 | College Algebra .....  | 4 |
| MATH | 1324 | Mathematics for Business and Economics I .....                   | 3 |
| MATH | 1342 | Introductory Statistics .....                                    | 3 |
| MATH | 1371 | Business Mathematics .....                                       | 3 |
|      |      | MATH 1371 MUST BE ACCOMPANIED<br>BY A COURSE IN NATURAL SCIENCE. |   |

\*\*Students may substitute ACCT 1371 and ACCT 1372. 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.



# COMMERCIAL MUSIC -- ARRANGER/COMPOSER/COPYIST

*Cedar Valley only*

(Associate Degree)

Degree Plan Number 341247

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                               |                 |
| MUSI 1311 Music Theory I .....                  | 3               |
| MUSI 1116 Musicianship I .....                  | 1               |
| MUSI 1181 Piano Class I .....                   | 1               |
| MUSI 1272 Survey of Recording .....             | 2               |
| MUSI 1173 Survey of Recording Lab .....         | 1               |
| MUSI 1374 Music in America .....                | 3               |
| MUSI 9175 Recital .....                         | 1               |
| MATH 1373 Applied Mathematics .....             | 3               |
| +Ensemble .....                                 | 1               |
| ++Applied Music .....                           | 1               |
|   | 17              |
| <b>SEMESTER II</b>                              |                 |
| MUSI 1312 Music Theory II .....                 | 3               |
| MUSI 1117 Musicianship II .....                 | 1               |
| MUSI 1182 Piano Class II .....                  | 1               |
| MUSI 1377 Business of Music .....               | 3               |
| MUSI 9175 Recital .....                         | 1               |
| COMM 1370 Applied Communications OR             |                 |
| ENGL 1301 Composition I .....                   | 3               |
| SPCH 1311 Introduction to Speech                |                 |
| Communication .....                             | 3               |
| +Ensemble .....                                 | 1               |
| ++Applied Music .....                           | 1               |
|   | 17              |
| <b>SEMESTER III</b>                             |                 |
| MUSI 1271 Computerized Music Production I ..... | 2               |
| MUSI 1375 Improvisation .....                   | 3               |
| MUSI 9175 Recital .....                         | 1               |
| MUSI 2370 Arranging/Orchestration .....         | 3               |
| MUSI 2311 Music Theory III .....                | 3               |
| +Ensemble .....                                 | 1               |
| ++Applied Music .....                           | 1               |
| Elective Any non-MUSI course .....              | 3               |
|   | 17              |

## SEMESTER IV

|                       |                                  |    |
|-----------------------|----------------------------------|----|
| MUSI 9175             | Recital .....                    | 1  |
| MUSI 1386             | Composition .....                | 3  |
| MUSI 2312             | Music Theory IV .....            | 3  |
| PSYC 1370             | Applied Psychology and Human     |    |
|                       | Relations .....                  | 3  |
| +Ensemble .....       |                                  | 1  |
| ++Applied Music ..... |                                  | 1  |
| Elective              | Any Natural Science Course ..... | 4  |
|                       |                                  | 16 |

Minimum Hours Required .....67

+Ensembles—must be selected from the following:

|           |                               |   |
|-----------|-------------------------------|---|
| MUSI 1137 | Guitar Ensemble .....         | 1 |
| MUSI 2143 | Choir .....                   | 1 |
| MUSI 1143 | Vocal Ensemble .....          | 1 |
| MUSI 1237 | Band .....                    | 1 |
| MUSI 1133 | Woodwind Ensemble .....       | 1 |
| MUSI 1134 | Brass Ensemble .....          | 1 |
| MUSI 1138 | Percussion Ensemble .....     | 1 |
| MUSI 1132 | Keyboard Ensemble .....       | 1 |
| MUSI 1140 | Symphonic Wind Ensemble ..... | 1 |
| MUSI 2237 | Lab Band .....                | 1 |
| MUSI 1125 | Jazz Ensemble .....           | 1 |

++Applied Music—courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181 or MUAP 2201 through MUAP 2281.

**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)

Degree Plan Number 341257

This program is designed to prepare the music major in retaining 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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                              |                 |
| MUSI 1311 Music Theory I .....                 | 3               |
| MUSI 1116 Musicianship I .....                 | 1               |
| MUSI 1181 Piano Class I .....                  | 1               |
| MUSI 1377 Business of Music .....              | 3               |
| MUSI 9175 Recital .....                        | 1               |
| BUSI 1301 Introduction to Business .....       | 3               |
| COMM 1370 Applied Communications OR            |                 |
| ENGL 1301 Composition I .....                  | 3               |
| +Ensemble .....                                | 1               |
| ++Applied Music .....                          | 1               |
|  | 17              |
| <b>SEMESTER II</b>                             |                 |
| MUSI 1312 Music Theory II .....                | 3               |
| MUSI 1117 Musicianship II .....                | 1               |
| MUSI 1182 Piano Class II .....                 | 1               |
| MUSI 9175 Recital .....                        | 1               |
| MRKT 1370 Principles of Retailing .....        | 3               |
| MATH 1371 Business Mathematics .....           | 3               |
| SPCH 1311 Introduction to Speech               |                 |
| Communication .....                            | 3               |
| +Ensemble .....                                | 1               |
| ++Applied Music .....                          | 1               |
|  | 17              |
| <b>SEMESTER III</b>                            |                 |
| MUSI 1272 Survey of Recording .....            | 2               |
| MUSI 1173 Survey of Recording Laboratory ..... | 1               |
| MUSI 9175 Recital .....                        | 1               |
| MUSI 7371 Cooperative Work Experience .....    | 3               |
| MRKT 2373 Salesmanship .....                   | 3               |
| PSYC 1370 Applied Psychology & Human           |                 |
| Relations .....                                | 3               |
| Elective Any Natural Science Course .....      | 4               |
| ++Applied Music .....                          | 1               |
|  | 18              |

## SEMESTER IV

|  |     |
|--|-----|
| MUSI 1271 Computerized Music Production I .... | 2   |
| MUSI 9175 Recital .....                        | 1   |
| MUSI 7372 Cooperative Work Experience .....    | 3   |
| ACCT 2301 Principles of Accounting I OR .....  | 3   |
| ACCT 2401 Principles of Accounting I .....     | (4) |
| MGMT 1372 Small Business Management .....      | 3   |
| ++Applied Music .....                          | 1   |
| Elective Any Non-MUSI Course .....             | 3   |
|  | 16  |

Minimum Hours Required ..... 68

+Ensembles—must be selected from the following:

|   |   |
|---|---|
| MUSI 1137 Guitar Ensemble .....         | 1 |
| MUSI 2143 Choir .....                   | 1 |
| MUSI 1143 Vocal Ensemble .....          | 1 |
| MUSI 1237 Band .....                    | 1 |
| MUSI 1133 Woodwind Ensemble .....       | 1 |
| MUSI 1134 Brass Ensemble .....          | 1 |
| MUSI 1138 Percussion Ensemble .....     | 1 |
| MUSI 1132 Keyboard Ensemble .....       | 1 |
| MUSI 1140 Symphonic Wind Ensemble ..... | 1 |
| MUSI 2237 Lab Band .....                | 1 |
| MUSI 1125 Jazz Ensemble .....           | 1 |

++Applied Music—courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181 or MUAP 2201 through MUAP 2281.

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)

Degree Plan Number 351267

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                               |                 |
| MUSI 1300 Fundamentals of Music I .....         | 3               |
| MUSI 1181 Piano Class I .....                   | 1               |
| MUSI 1377 Business of Music .....               | 3               |
| MUSI 9175 Recital .....                         | 1               |
| COMM 1370 Applied Communications OR             |                 |
| ENGL 1301 Composition I .....                   | 3               |
| BUSI 1301 Introduction to Business .....        | 3               |
| +Ensemble .....                                 | 1               |
| ++Applied Music .....                           | 1               |
|   | 16              |
| <b>SEMESTER II</b>                              |                 |
| MUSI 1271 Computerized Music Production I ..... | 2               |
| MUSI 9175 Recital .....                         | 1               |
| SPCH 1311 Introduction to Speech                |                 |
| Communication .....                             | 3               |
| MATH 1371 Business Mathematics .....            | 3               |
| MRKT 1370 Principles of Retailing .....         | 3               |
| MRKT 2373 Salesmanship .....                    | 3               |
| +Ensemble .....                                 | 1               |
| ++Applied Music .....                           | 1               |
|   | 17              |

Minimum Hours Required .....33

+Ensembles—must be selected from the following:

|      |      |                               |   |
|------|------|-------------------------------|---|
| MUSI | 1137 | Guitar Ensemble .....         | 1 |
| MUSI | 2143 | Choir .....                   | 1 |
| MUSI | 1143 | Vocal Ensemble .....          | 1 |
| MUSI | 1237 | Band .....                    | 1 |
| MUSI | 1133 | Woodwind Ensemble .....       | 1 |
| MUSI | 1134 | Brass Ensemble .....          | 1 |
| MUSI | 1138 | Percussion Ensemble .....     | 1 |
| MUSI | 1132 | Keyboard Ensemble .....       | 1 |
| MUSI | 1140 | Symphonic Wind Ensemble ..... | 1 |
| MUSI | 2237 | Lab Band .....                | 1 |
| MUSI | 1125 | Jazz Ensemble .....           | 1 |

++Applied music courses to be selected from any music course numbered from MUAP 1169 through MUAP 1158 or MUAP 2269 through MUAP 2258.

# COMMERCIAL MUSIC -- PERFORMING MUSICIAN

*Cedar Valley only*

(Associate Degree)

Degree Plan Number 341237

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| MUSI 1311 Music Theory I .....  | 3               |
| MUSI 1116 Musicianship I .....  | 1               |
| MUSI 1181 Piano Class I .....   | 1               |
| MUSI 1272 Survey of Recording .....   | 2               |
| MUSI 1173 Survey of Recording Lab .....                                       | 1               |
| MUSI 9175 Recital .....   | 1               |
| MATH 1373 Applied Mathematics .....   | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....                       | 3               |
| +Ensemble .....   | 1               |
| ++Applied Music .....   | 1-2             |
|   | 17-18           |
| <b>SEMESTER II</b>  |                 |
| MUSI 1312 Music Theory II .....   | 3               |
| MUSI 1117 Musicianship II .....   | 1               |
| MUSI 1182 Piano Class II .....  | 1               |
| MUSI 1377 Business of Music .....   | 3               |
| MUSI 9175 Recital .....   | 1               |
| COMM 1370 Applied Communications OR<br>ENGL 1301 Composition I .....          | 3               |
| +Ensemble .....   | 1               |
| ++Applied Music .....   | 1-2             |
| Elective Any Natural Science Course .....                                     | 4               |
|   | 18-19           |
| <b>SEMESTER III</b>   |                 |
| MUSI 1271 Computerized Music Production I .....                               | 2               |
| MUSI 1374 Music in America .....  | 3               |
| MUSI 1375 Improvisation .....   | 3               |
| MUSI 9175 Recital .....   | 1               |
| MUSI 2370 Arranging/Orchestration .....                                       | 3               |
| MUSI 2371 Independent Study OR<br>MUSI 7371 Cooperative Work Experience ..... | 3               |
| +Ensemble .....   | 1               |
| ++Applied Music .....   | 1-2             |
|   | 17-18           |

## SEMESTER IV

|   |       |
|---|-------|
| MUSI 9175 Recital .....                                   | 1     |
| MUSI 1376 Jazz Workshop .....                             | 3     |
| MUSI 7372 Cooperative Work Experience .....               | 3     |
| PSYC 1370 Applied Psychology and Human<br>Relations ..... | 3     |
| +Ensemble .....   | 1     |
| ++Applied Music .....                                     | 1-2   |
| Elective Any Non-MUSI Course .....                        | 3     |
|   | 15-16 |

Minimum Hours Required ..... 67

+Ensembles--must be selected from the following:

|   |   |
|---|---|
| MUSI 1137 Guitar Ensemble .....         | 1 |
| MUSI 2143 Choir .....                   | 1 |
| MUSI 1143 Vocal Ensemble .....          | 1 |
| MUSI 1237 Band .....                    | 1 |
| MUSI 1133 Woodwind Ensemble .....       | 1 |
| MUSI 1134 Brass Ensemble .....          | 1 |
| MUSI 1138 Percussion Ensemble .....     | 1 |
| MUSI 1132 Keyboard Ensemble .....       | 1 |
| MUSI 1140 Symphonic Wind Ensemble ..... | 1 |
| MUSI 2237 Lab Band .....                | 1 |
| MUSI 1125 Jazz Ensemble .....           | 1 |

++Applied Music--courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181 or MUAP 2201 through MUAP 2281.

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)

Degree Plan Number 341907

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| MUSI 1311 Music Theory I .....                          | 3               |
| MUSI 1116 Musicianship I .....                          | 1               |
| MUSI 1181 Piano Class I .....                           | 1               |
| MUSI 1272 Survey of Recording .....                     | 2               |
| MUSI 1173 Survey of Recording Laboratory .....          | 1               |
| MUSI 9175 Recital .....                                 | 1               |
| MATH 1373 Applied Mathematics .....                     | 3               |
| SPCH 1311 Introduction to Speech<br>Communication ..... | 3               |
| +Ensemble .....   | 1               |
| ++Applied Music .....                                   | 1               |
|   | 17              |

|  |    |
|--|----|
| <b>SEMESTER II</b>   |    |
| MUSI 1312 Music Theory II .....                                      | 3  |
| MUSI 1117 Musicianship II .....                                      | 1  |
| MUSI 1182 Piano Class II .....                                       | 1  |
| MUSI 1270 Audio Production for Voice .....                           | 2  |
| MUSI 1273 Studio Technology .....                                    | 2  |
| MUSI 1174 Studio Technology Laboratory .....                         | 1  |
| MUSI 9175 Recital .....  | 1  |
| COMM 1370 Applied Communications OR<br>ENGL 1301 Composition I ..... | 3  |
| +Ensemble .....  | 1  |
| ++Applied Music .....  | 1  |
|  | 16 |

|   |    |
|---|----|
| <b>SEMESTER III</b>   |    |
| MUSI 1271 Computerized Music Production I .....                               | 2  |
| MUSI 1374 Music in America .....  | 3  |
| MUSI 1377 Business of Music .....   | 3  |
| MUSI 9175 Recital .....   | 1  |
| MUSI 2371 Independent Study OR<br>MUSI 7371 Cooperative Work Experience ..... | 3  |
| MUSI 2372 Recording Studio Practices .....                                    | 3  |
| +Ensemble .....   | 1  |
| ++Applied Music .....   | 1  |
|   | 17 |

|   |    |
|---|----|
| <b>SEMESTER IV</b>  |    |
| MUSI 9175 Recital .....   | 1  |
| MUSI 2371 Independent Study OR<br>MUSI 7372 Cooperative Work Experience ..... | 3  |
| MUSI 2373 Studio Production .....   | 3  |
| PSYC 1370 Applied Psychology and Human<br>Relations .....                     | 3  |
| +Ensemble .....   | 1  |
| ++Applied Music .....   | 1  |
| Elective Any Non-MUSI Course .....  | 3  |
| Elective Any Natural Science Course .....                                     | 4  |
|   | 19 |

Minimum Hours Required ..... 69

Ensembles—Must be selected from the following:

|           |                               |   |
|-----------|-------------------------------|---|
| MUSI 1137 | Guitar Ensemble .....         | 1 |
| MUSI 2143 | Choir .....                   | 1 |
| MUSI 1143 | Vocal Ensemble .....          | 1 |
| MUSI 1237 | Band .....                    | 1 |
| MUSI 1133 | Woodwind Ensemble .....       | 1 |
| MUSI 1134 | Brass Ensemble .....          | 1 |
| MUSI 1138 | Percussion Ensemble .....     | 1 |
| MUSI 1132 | Keyboard Ensemble .....       | 1 |
| MUSI 1140 | Symphonic Wind Ensemble ..... | 1 |
| MUSI 2237 | Lab Band .....                | 1 |
| MUSI 1125 | Jazz Ensemble .....           | 1 |

++Applied Music—courses to be selected from any music course numbered from MUAP 1101 through MUAP 1181 or MUAP 2201 through MUAP 2281.

**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 -- Accelerated Program)

Degree Plan Number 351897

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                              |                 |
| MUSI 1300 Fundamentals of Music I .....        | 3               |
| MUSI 1272 Survey of Recording .....            | 2               |
| MUSI 1173 Survey of Recording Laboratory ..... | 1               |
| MUSI 1374 Music in America .....               | 3               |
| MUSI 9175 Recital .....                        | 1               |
| MATH 1373 Applied Mathematics .....            | 3               |
|  | 13              |
| <b>SEMESTER II</b>                             |                 |
| MUSI 1377 Business of Music .....              | 3               |
| MUSI 1273 Studio Technology .....              | 2               |
| MUSI 1174 Studio Technology Laboratory .....   | 1               |
| MUSI 9175 Recital .....                        | 1               |
| COMM 1370 Applied Communications OR            |                 |
| ENGL 1301 Composition I .....                  | 3               |
| MUSI 1270 Audio Production for Voice .....     | 2               |
| +Elective .....                                | 1               |
|  | 13              |
| <b>SEMESTER III</b>                            |                 |
| MUSI 2372 Recording Studio Practices .....     | 3               |
|  | 3               |
| <b>SEMESTER IV</b>                             |                 |
| MUSI 2373 Studio Production .....              | 3               |
|  | 3               |
| Minimum Hours Required .....                   | 32              |

+Elective--must be selected from any music course.

# COMMERCIAL MUSIC -- RECORDING TECHNOLOGY CERTIFICATE

*Cedar Valley only*

(Certificate -- Balanced Semester Program)

Degree Plan Number 351897

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                              |                 |
| MUSI 1272 Survey of Recording .....            | 2               |
| MUSI 1173 Survey of Recording Laboratory ..... | 1               |
| MUSI 9175 Recital .....                        | 1               |
| MATH 1373 Applied Mathematics .....            | 3               |
|  | 7               |
| <b>SEMESTER II</b>                             |                 |
| MUSI 1300 Fundamentals of Music I .....        | 3               |
| MUSI 1273 Studio Technology .....              | 2               |
| MUSI 1174 Studio Technology Laboratory .....   | 1               |
| MUSI 9175 Recital .....                        | 1               |
| MUSI 1270 Audio Production for Voice .....     | 2               |
|  | 9               |
| <b>SEMESTER III</b>                            |                 |
| MUSI 1374 Music in America .....               | 3               |
| MUSI 2372 Recording Studio Practices .....     | 3               |
| COMM 1370 Applied Communications OR            |                 |
| ENGL 1301 Composition I .....                  | 3               |
|  | 9               |
| <b>SEMESTER IV</b>                             |                 |
| MUSI 1377 Business of Music .....              | 3               |
| MUSI 2373 Studio Production .....              | 3               |
| +Elective .....                                | 1               |
|  | 7               |
| Minimum Hours Required .....                   | 32              |

+Elective--must be selected from any music course.

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42277

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 CISC courses which will prepare students for CISC course work at a university. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

|                     | CREDIT<br>HOURS  |
|---------------------|--|
| <b>SEMESTER I</b>   |  |
| CISC 1470           | Introduction to Computer Concepts<br>and Applications .....4 |
| CISC 1471           | Problem Solving with the Computer .4                         |
| BUSI 1301           | Introduction to Business OR                                  |
| MGMT 1370           | Principles of Management.....3                               |
| ENGL 1301           | Composition I .....3   |
| MATH 1324           | Mathematics for Business and<br>Economics I .....3           |
|                     | 17   |
| <b>SEMESTER II</b>  |  |
| CISC 1372           | Data Communications and<br>Operating Systems .....3          |
| CISC 1476           | Programming I .....4   |
| ACCT 2301           | Principles of Accounting I OR.....3                          |
| ACCT 2401           | Principles of Accounting I ..... (4)                         |
| MATH 1325           | Mathematics for Business and<br>Economics II .....3          |
| SPCH 1311           | Introduction to Speech<br>Communication .....3               |
|                     | 16-17  |
| <b>SEMESTER III</b> |  |
| CISC 1477           | Programming II OR  |
| CISC 1480           | UNIX Operating System I .....4                               |
| ACCT 2302           | Principles of Accounting II OR.....3                         |
| ACCT 2402           | Principles of Accounting II ..... (4)                        |
| ECON 2301           | Principles of Economics I .....3                             |
| +Elective           | .....3-4   |
| Elective            | Humanities/Fine Arts .....3                                  |
|                     | 16-17  |

## SEMESTER IV

|           |                                       |
|-----------|---------------------------------------|
| CISC 2475 | Microcomputer Assembly<br>Language OR |
| CISC 2474 | C Programming OR                      |
| CISC 2490 | UNIX Operating Systems II..... 4      |
| CISC 7271 | Cooperative Work Experience ..... 2   |
| ECON 2302 | Principles of Economics II ..... 3    |
| Elective  | Any non-CISC course ..... 3           |
| Elective  | Social/Behavioral Science ..... 3     |
|           | 15                                    |

Minimum Hours Required ..... 64

+Elective--Any CISC course including but not limited to CISC 7271, CISC 7371 or CISC 7471

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

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 SOFTWARE PROGRAMMER/DEVELOPER

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42667

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 CISC courses with a lab component. Students are advised to develop this proficiency.

|                     | CREDIT<br>HOURS   |
|---------------------|---|
| <b>SEMESTER I</b>   |   |
| CISC 1470           | Introduction to Computer Concepts<br>and Applications .....4  |
| CISC 1471           | Problem Solving with the Computer .....4                      |
| BUSI 1301           | Introduction to Business OR                                   |
| MGMT 1370           | Principles of Management .....3                               |
| ENGL 1301           | Composition I .....3  |
| MATH 1332           | College Mathematics I <sup>1</sup> .....3                     |
|                     | 17  |
| <b>SEMESTER II</b>  |   |
| CISC 1372           | Data Communications and<br>Operating Systems .....3           |
| CISC 1476           | Programming I .....4  |
| CISC 2470           | Control Language and<br>Operating Environments OR             |
| CISC 2478           | PC Operating Systems and<br>Utilities OR                      |
| CISC 1480           | UNIX Operating Systems .....4                                 |
| PSYC 1370           | Applied Psychology and Human<br>Relations <sup>2</sup> .....3 |
| SPCH 1311           | Introduction to Speech<br>Communication .....3                |
|                     | 17  |
| <b>SEMESTER III</b> |   |
| CISC 2481           | Database Applications OR                                      |
| CISC 2482           | Database Systems .....4                                       |
| CISC XXXX           | CISC Programming Course <sup>3</sup> .....3-4                 |
| CISC 2375           | User Documentation and Training ....3                         |
| ACCT 2301           | Principles of Accounting I OR.....3                           |
| ACCT 2401           | Principles of Accounting I.....(4)                            |
| Elective            | Humanities/Fine Arts .....3                                   |
|                     | 16-17   |

## SEMESTER IV

|           |   |
|-----------|---|
| CISC 2479 | Systems Analysis and Design.....4                             |
| CISC XXXX | CISC Programming Course <sup>4</sup> .....3-4                 |
| CISC XXXX | Any CISC Programming OR<br>Application Development Course 3-4 |
| Elective  | Any non-CISC course .....3                                    |
| +Elective | .....3-4  |
|           | 16-19   |

Minimum Hours Required .....66

+Elective--Any CISC or COSC course including but not limited to CISC 7271, CISC 7371, CISC 7471

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> MATH 1324 may be substituted for MATH 1332.

<sup>2</sup> PSYC 2301 may be substituted for PSYC 1370.

<sup>3</sup> First in a two-course programming language series or CISC 1477 or CISC 2490.

<sup>4</sup> Second in a two-course programming language series or any CISC programming course if CISC 1477 or CISC 2490 is completed

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.

## ENGINE TECHNOLOGY-- MOTORCYCLE MECHANICS

*Cedar Valley only*

(Certificate)

Degree Plan Number 351327

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| ETMC 1470 Motorcycle Service Principles .....                  | 4               |
| ETMC 1472 Motorcycle Two Stroke Engine/<br>Transmission .....  | 4               |
| ETMC 1473 Motorcycle Four Stroke Engine/<br>Transmission ..... | 4               |
|  | <u>12</u>       |

|   |           |
|---|-----------|
| <b>SEMESTER II</b>                                      |           |
| ETMC 1471 Motorcycle Tune-up .....                      | 4         |
| ETMC 1474 Motorcycle Electrical Systems .....           | 4         |
| ETMC 1475 Motorcycle Chassis and Drive<br>Systems ..... | 4         |
|   | <u>12</u> |

|   |            |
|---|------------|
| <b>SUMMER SESSION</b>                         |            |
| ETMC 7371 Cooperative Work Experience OR .... | 3          |
| ETMC 1462 Engine Service.....                 | (4)        |
|   | <u>3-4</u> |

Minimum Hours Required..... 30-31

## ENGINE TECHNOLOGY-- MOTORCYCLE MECHANICS

*Cedar Valley only*

(Skills Achievement Award I)

Degree Plan Number 337187

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| ETMC 1470 Motorcycle Service Principles .....                  | 4               |
| ETMC 1472 Motorcycle Two Stroke Engine/<br>Transmission .....  | 4               |
| ETMC 1473 Motorcycle Four Stroke Engine/<br>Transmission ..... | 4               |
|  | <u>12</u>       |

Minimum Hours Required ..... 12

## ENGINE TECHNOLOGY-- MOTORCYCLE MECHANICS

*Cedar Valley only*

(Skills Achievement Award II)

Degree Plan Number 337197

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| ETMC 1471 Motorcycle Tune-up .....                      | 4               |
| ETMC 1474 Motorcycle Electrical Systems .....           | 4               |
| ETMC 1475 Motorcycle Chassis and Drive<br>Systems ..... | 4               |
|   | <u>12</u>       |

Minimum Hours Required ..... 12

## ENGINE TECHNOLOGY--OUTBOARD MECHANICS

*Cedar Valley only*

(Certificate)

Degree Plan Number 351347

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<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                                      |                 |
| ETOB 1480 Outboard Engine Service Principles .4        |                 |
| ETOB 1482 Outboard Engine Powerhead<br>Overhaul .....  | 4               |
| ETOB 1483 Outboard Engine Lower Unit<br>Overhaul ..... | 4               |
|  | 12              |
| <b>SEMESTER II</b>                                     |                 |
| ETOB 1481 Outboard Engine Tune-up .....                | 4               |
| ETOB 1484 Outboard Engine Electrical Systems           | 4               |
| ETOB 7481 Cooperative Work Experience OR               |                 |
| ETOB 1463 Engine Service.....                          | 4               |
|  | 12              |
| Minimum Hours Required .....                           | 24              |

## ENGINE TECHNOLOGY--OUTBOARD MECHANICS

*Cedar Valley only*

(Skills Achievement Award I)

Degree Plan Number 337207

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                     |                 |
| ETOB 1480 Outboard Engine Service Principles .4       |                 |
| ETOB 1481 Outboard Engine Tune-up .....               | 4               |
| ETOB 1482 Outboard Engine Powerhead<br>Overhaul ..... | 4               |
|   | 12              |
| Minimum Hours Required .....                          | 12              |

## ENGINE TECHNOLOGY--OUTBOARD MECHANICS

*Cedar Valley only*

(Skills Achievement Award II)

Degree Plan Number 337217

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                     |                 |
| ETOB 1481 Outboard Engine Tune-up .....               | 4               |
| ETOB 1484 Outboard Engine Electrical<br>Systems ..... | 4               |
| ETOB 7481 Cooperative Work Experience .....           | 4               |
|   | 12              |
| Minimum Hours Required .....                          | 12              |

## ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

*Cedar Valley only*

(Certificate)

Degree Plan Number 351387

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                               |                 |
| ETSE 1490 Small Engine Service Principles ..... | 4               |
| ETSE 1492 Small Engine Two-Stroke Overhaul ..   | 4               |
| ETSE 1493 Small Engine Four-Stroke Overhaul ..  | 4               |
|   | <u>12</u>       |

|   |           |
|---|-----------|
| <b>SEMESTER II</b>                              |           |
| ETSE 1491 Small Engine Tune-Up .....            | 4         |
| ETSE 1494 Small Engine Electrical Systems ..... | 4         |
| ETSE 7491 Cooperative Work Experience OR        |           |
| ETSE 1464 Engine Service.....                   | 4         |
|   | <u>12</u> |

Minimum Hours Required .....24

## ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

*Cedar Valley only*

(Skills Achievement Award I)

Degree Plan Number 337227

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                               |                 |
| ETSE 1490 Small Engine Service Principles ..... | 4               |
| ETSE 1492 Small Engine Two-Stroke Overhaul..    | 4               |
| ETSE 1493 Small Engine Four-Stroke Overhaul ..  | 4               |
|   | <u>12</u>       |

Minimum Hours Required .....12

## ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

*Cedar Valley only*

(Skills Achievement Award II)

Degree Plan Number 337236

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                               |                 |
| ETSE 1491 Small Engine Tune-Up .....            | 4               |
| ETSE 1494 Small Engine Electrical Systems ..... | 4               |
| ETSE 7491 Cooperative Work Experience .....     | 4               |
|   | <u>12</u>       |

Minimum Hours Required .....12

# MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43667

The 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 Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| MGMT 1370 Principles of Management.....                               | 3               |
| MGMT 1374 Introduction to Supervision .....                           | 3               |
| MGMT 7371 Cooperative Work Experience .....                           | 3               |
| BUSI 1301 Introduction to Business .....                              | 3               |
| ENGL 1301 Composition I .....   | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....               | 3               |
|   | 18              |
| <b>SEMESTER II</b>  |                 |
| MGMT 2374 Human Resources Management .....                            | 3               |
| MGMT 7372 Cooperative Work Experience .....                           | 3               |
| CISC 1470 Introduction to Computer Concepts<br>and Applications ..... | 4               |
| Mathematics* .....  | 3               |
| ENGL 1302 Composition II .....  | 3               |
|   | 16              |
| <b>SEMESTER III</b>   |                 |
| MGMT 2373 Organizational Behavior .....                               | 3               |
| MGMT 8381 Cooperative Work Experience .....                           | 3               |
| ACCT 2301 Principles of Accounting I** OR .....                       | 3               |
| ACCT 2401 Principles of Accounting I** .....                          | (4)             |
| ECON 2301 Principles of Economics I OR .....                          |                 |
| ECON 1303 Economics of Contemporary<br>Social Issues .....            | 3               |
|   | 12              |

## SEMESTER IV

|  |    |
|--|----|
| MGMT 2375 Problem Solving and Decision<br>Making ..... | 3  |
| MGMT 8382 Cooperative Work Experience .....            | 3  |
| +Elective Humanities/Fine Arts .....                   | 3  |
| Elective Any Non-MGMT Course .....                     | 3  |
| Elective .....   | 3  |
|  | 15 |

Minimum Hours Required ..... 61

+Elective—must be selected from the following:

|  |   |
|--|---|
| ARTS 1301 Art Appreciation .....                 | 3 |
| DRAM 1310 Introduction to the Theatre .....      | 3 |
| HUMA 1301 Introduction to the Humanities .....   | 3 |
| ENGL 2322 British Literature .....               | 3 |
| ENGL 2323 British Literature .....               | 3 |
| ENGL 2332 World Literature .....                 | 3 |
| ENGL 2333 World Literature .....                 | 3 |
| ENGL 2327 American Literature .....              | 3 |
| ENGL 2328 American Literature .....              | 3 |
| MUSI 1306 Music Appreciation .....               | 3 |
| PHIL 1301 Introduction to Philosophy .....       | 3 |
| Foreign Language or American Sign Language ..... | 4 |

\*Mathematics must be selected from the following:

|  |   |
|--|---|
| MATH 1314 College Algebra OR .....                               | 3 |
| MATH 1470 College Algebra .....                                  | 4 |
| MATH 1324 Mathematics for Business and Economics I .....         | 3 |
| MATH 1342 Introductory Statistics .....                          | 3 |
| MATH 1371 Business Mathematics .....                             | 3 |
| MATH 1371 MUST BE ACCOMPANIED<br>BY A COURSE IN NATURAL SCIENCE. |   |

\*\*Students may substitute ACCT 1371 and ACCT 1372. Only three hours may be applied to the required number of hours for granting the degree.

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

# MANAGEMENT

*Offered at all seven colleges*

(Certificate)

Degree Plan Number X53467

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option.

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| MGMT 1374 Introduction to Supervision .....             | 3               |
| MGMT 7371 Cooperative Work Experience .....             | 3               |
| ENGL 1301 Composition I .....                           | <u>3</u>        |
|   | 9               |
| <b>SEMESTER II</b>                                      |                 |
| MGMT 2374 Human Resources Management .....              | 3               |
| MGMT 7372 Cooperative Work Experience .....             | 3               |
| SPCH 1311 Introduction to Speech<br>Communication ..... | <u>3</u>        |
|   | 9               |
| <b>SEMESTER III</b>                                     |                 |
| MGMT 2373 Organizational Behavior .....                 | 3               |
| MGMT 8381 Cooperative Work Experience .....             | <u>3</u>        |
|   | 6               |
| <b>SEMESTER IV</b>                                      |                 |
| MGMT 2375 Problem Solving and Decision<br>Making .....  | <u>3</u>        |
| MGMT 8382 Cooperative Work Experience .....             | <u>3</u>        |
|   | 6               |
| Minimum Hours Required .....                            | 30              |

# MARKETING CAREERS -- BUSINESS MARKETING

*Brookhaven and Cedar Valley only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X44007

Business Marketing 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

### SEMESTER I

|           |  |    |
|-----------|--|----|
| MRKT 1370 | Principles of Retailing .....          | 3  |
| MGMT 1370 | Principles of Management .....         | 3  |
| BUSI 1301 | Introduction to Business .....         | 3  |
| ENGL 1301 | Composition I .....                    | 3  |
| Elective  | Any Non-MRKT and Non-MGMT Course ..... | 3  |
| +Elective | Humanities/Fine Arts .....             | 3  |
|           |  | 18 |

### SEMESTER II

|           |   |    |
|-----------|---|----|
| MRKT 2373 | Salesmanship .....                          | 3  |
| ECON 2301 | Principles of Economics I .....             | 3  |
| ENGL 1302 | Composition II .....                        | 3  |
| MATH 1324 | Mathematics for Business and Economics I OR |    |
| MATH 1371 | Business Mathematics* .....                 | 3  |
| SPCH 1311 | Introduction to Speech Communication .....  | 3  |
|           |   | 15 |

### SEMESTER III

|           |  |       |
|-----------|--|-------|
| MRKT 2370 | Principles of Marketing .....                            | 3     |
| MRKT 2375 | Automated Inventory Management OR .....                  | 3     |
| CISC 1470 | Introduction to Computer Concepts and Applications ..... | (4)   |
| MRKT 7371 | Cooperative Work Experience .....                        | 3     |
| ACCT 2301 | Principles of Accounting I OR .....                      | (4)   |
| ACCT 2401 | Principles of Accounting I OR .....                      | (4)   |
| ACCT 1371 | Elementary Accounting .....                              | (3)   |
| PSYC 1370 | Applied Psychology and Human Relations OR                |       |
| PSYC 2301 | Introduction to Psychology .....                         | 3     |
|           |  | 15-16 |

### SEMESTER IV

|           |                                       |    |
|-----------|---------------------------------------|----|
| MRKT 2374 | Advertising and Sales Promotion ..... | 3  |
| MRKT 2382 | Customer Service .....                | 3  |
| MRKT 7372 | Cooperative Work Experience .....     | 3  |
| ECON 2302 | Principles of Economics II .....      | 3  |
| MGMT 2373 | Organizational Behavior .....         | 3  |
| MGMT 2374 | Human Resources Management .....      | 3  |
|           |                                       | 18 |

Minimum Hours Required ..... 66

+Elective—may be selected from the following:

|           |                                      |   |
|-----------|--------------------------------------|---|
| ARTS 1301 | Art Appreciation .....               | 3 |
| DRAM 1310 | Introduction to Theatre .....        | 3 |
| HUMA 1301 | Introduction to the Humanities ..... | 3 |
| MUSI 1306 | Music Appreciation .....             | 3 |
| PHIL 1301 | Introduction to Philosophy .....     | 3 |

\*Students selecting MATH 1371 must also enroll in a natural lab science course.

## TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Marketing Careers--Business Marketing Associate Degree and provides the student advanced skills required by the industry to specialize in Department Management.

### DEPARTMENT MANAGER

*Brookhaven and Cedar Valley only*

Degree Plan Number X37457

## CREDIT HOURS

### SEMESTER I

|           |                                   |   |
|-----------|-----------------------------------|---|
| MGMT 1374 | Introduction to Supervision ..... | 3 |
| OFCT 2370 | Business Communications .....     | 3 |
|           |                                   | 6 |

Minimum Hours Required ..... 6

This is a Tech Prep program. Students interested in pursuing a Tech Prep enhanced skills certificate need to consult with their advisor.

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.

# MARKETING CAREERS -- CUSTOMER SERVICE REPRESENTATIVE

*Brookhaven and Cedar Valley only*

(Certificate)

Degree Plan Number X53997

This certificate program is designed to prepare students for marketing career opportunities in all areas of customer service.

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| MRKT 2370 Principles of Marketing .....                               | 3               |
| MGMT 1370 Principles of Management.....                               | 3               |
| BUSI 1301 Introduction to Business .....                              | 3               |
| SPCH 1311 Introduction to Speech<br>Communication.....                | 3               |
| PSYC 1370 Applied Psychology and<br>Human Relations OR                |                 |
| PSYC 2301 Introduction to Psychology .....                            | 3               |
|   | 15              |
| <b>SEMESTER II</b>  |                 |
| MRKT 2373 Salesmanship .....  | 3               |
| MRKT 2382 Customer Service .....                                      | 3               |
| MRKT 2375 Automated Inventory<br>Management OR .....                  | 3               |
| CISC 1470 Introduction to Computer Concepts<br>and Applications ..... | (4)             |
| MGMT 2373 Organizational Behavior .....                               | 3               |
| ENGL 1301 Composition I .....   | 3               |
|   | 15-16           |
| <b>SEMESTER III</b>   |                 |
| MRKT 7371 Cooperative Work Experience .....                           | 3               |
|   | 3               |
| Minimum Hours Required .....  | 33              |



# MARKETING CAREERS -- FASHION MARKETING

*Brookhaven and Cedar Valley only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42347

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>  |              |
| MRKT 1370 Principles of Retailing .....                            | 3            |
| MRKT 2380 Fashion Merchandising and Promotion .....                | 3            |
| BUSI 1301 Introduction to Business .....                           | 3            |
| ENGL 1301 Composition I .....                                      | 3            |
| MATH 1371 Business Mathematics* OR                                 |              |
| MATH 1324 Mathematics for Business and Economics .....             | 3            |
|  | 15           |
| <b>SEMESTER II</b>   |              |
| MRKT 2373 Salesmanship .....                                       | 3            |
| MRKT 2376 Visual Merchandising .....                               | 3            |
| DESI 1371 Textiles .....   | 3            |
| PSYC 1370 Applied Psychology and Human Relations OR                |              |
| PSYC 2301 Introduction to Psychology .....                         | 3            |
| ENGL 1302 Composition II .....                                     | 3            |
| SPCH 1311 Introduction to Speech Communication .....               | 3            |
|  | 18           |
| <b>SEMESTER III</b>  |              |
| MRKT 2370 Principles of Marketing .....                            | 3            |
| MRKT 2375 Automated Inventory Management OR .....                  | 3            |
| CISC 1470 Introduction to Computer Concepts and Applications ..... | (4)          |
| MRKT 2381 Fashion Trends and Research .....                        | 3            |
| MRKT 7371 Cooperative Work Experience .....                        | 3            |
| Elective Any Non-MRKT Course .....                                 | 3            |
|  | 15-16        |

## SEMESTER IV

|  |     |
|--|-----|
| MRKT 2377 Fashion Buying .....                 | 3   |
| MRKT 2382 Customer Service .....               | 3   |
| MRKT 7372 Cooperative Work Experience .....    | 3   |
| ARTS 1301 Art Appreciation OR                  |     |
| HUMA 1301 Introduction to the Humanities ..... | 3   |
| ACCT 2301 Principles of Accounting I OR .....  | 3   |
| ACCT 2401 Principles of Accounting I OR .....  | (4) |
| ACCT 1371 Elementary Accounting .....          | (3) |
| +Elective .....                                | 3   |
|  | 18  |

Minimum Hours Required ..... 66

+Electives--may be selected from the following:

|   |   |
|---|---|
| BUSI 2301 Business Law .....                              | 3 |
| ECON 2301 Principles of Economics I .....                 | 3 |
| ECON 2302 Principles of Economics II .....                | 3 |
| MGMT 1370 Principles of Management .....                  | 3 |
| MGMT 2373 Organizational Behavior .....                   | 3 |
| MRKT 2170 Special Topics in Fashion Marketing .....       | 1 |
| MRKT 2270 Special Topics in Fashion Marketing .....       | 2 |
| MRKT 2371 Special Topics in Fashion Marketing .....       | 3 |
| MRKT 2372 Computer Graphics: Marketing Applications ..... | 3 |
| MRKT 2374 Advertising and Sales Promotion .....           | 3 |

\*Students selecting MATH 1371 must also enroll in a natural lab science course.

## TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Marketing Careers--Fashion Marketing Associate Degree and provides the student advanced skills required by the industry to specialize in Department Management.

## DEPARTMENT MANAGER

*Brookhaven and Cedar Valley only*

Degree Plan Number X37467

|   | CREDIT HOURS |
|---|--------------|
| <b>SEMESTER I</b>                           |              |
| MGMT 1374 Introduction to Supervision ..... | 3            |
| OFCT 2370 Business Communications .....     | 3            |
|   | 6            |
| Minimum Hours Required .....                | 6            |

This is a Tech Prep program. Students interested in pursuing the Tech Prep Enhanced Skills Certificate need to consult with their advisor.

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.

## MARKETING CAREERS -- FASHION MARKETING -- RETAIL SALES ASSOCIATE

*Brookhaven and Cedar Valley Only*

(Certificate)

Degree Plan Number X53517

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

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| MRKT 1370 Principles of Retailing .....                 | 3               |
| MRKT 7371 Cooperative Work Experience .....             | 3               |
| SPCH 1311 Introduction to Speech<br>Communication ..... | 3               |
| MATH 1371 Business Math .....                           | 3               |
|   | <u>12</u>       |
| <b>SEMESTER II</b>                                      |                 |
| MRKT 2373 Salesmanship .....                            | 3               |
| MRKT 2382 Customer Service .....                        | 3               |
|   | <u>6</u>        |
| Minimum Hours Required .....                            | 18              |

## MARKETING CAREERS -- FASHION MARKETING -- SHOWROOM MANAGER

*Brookhaven and Cedar Valley Only*

(Certificate)

Degree Plan Number X53527

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

|   | CREDIT<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>                                       |                 |
| MRKT 2380 Fashion Merchandising and<br>Promotion.....   | 3               |
| ENGL 1301 Composition I .....                           | 3               |
| SPCH 1311 Introduction to Speech<br>Communication ..... | 3               |
|   | <u>9</u>        |
| <b>SEMESTER II</b>                                      |                 |
| MRKT 2373 Salesmanship .....                            | 3               |
| MRKT 2376 Visual Merchandising .....                    | 3               |
| MRKT 2377 Fashion Buying .....                          | 3               |
| ACCT 1371 Elementary Accounting .....                   | 3               |
|   | <u>12</u>       |
| Minimum Hours Required .....                            | 21              |

# MARKETING CAREERS -- FASHION MARKETING -- VISUAL MERCHANDISING ASSISTANT

*Brookhaven and Cedar Valley Only*

(Certificate)

Degree Plan Number X53537

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

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>  |                 |
| MRKT 2380 Fashion Merchandising and<br>Promotion .....       | 3               |
| MRKT 2381 Fashion Trends and Research .....                  | 3               |
| ARTS 1311 Design I .....                                     | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....      | 3               |
|  | <u>12</u>       |
| <b>SEMESTER II</b>   |                 |
| MRKT 2376 Visual Merchandising .....                         | 3               |
| MRKT 2372 Computer Graphics:<br>Marketing Applications ..... | 3               |
| MATH 1371 Business Math .....                                | 3               |
|  | <u>9</u>        |
| Minimum Hours Required .....                                 | 21              |

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42077

The primary objective of the Administrative Assistant 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 decision-making skills in addition to basic office skills.

## CREDIT HOURS

### SEMESTER I

|           |   |    |
|-----------|---|----|
| OFCT 1372 | Office Calculating Machines .....             | 3  |
| OFCT 1375 | Beginning Keyboarding <sup>1</sup> OR         |    |
| OFCT 1376 | Intermediate Keyboarding .....                | 3  |
| OFCT 1377 | Office Systems and Applications .....         | 3  |
| ENGL 1301 | Composition I .....                           | 3  |
| SPCH 1311 | Introduction to Speech<br>Communication ..... | 3  |
|           |   | 15 |

### SEMESTER II

|           |  |    |
|-----------|--|----|
| OFCT 1373 | Office Procedures <sup>2</sup> .....     | 3  |
| OFCT 1376 | Intermediate Keyboarding <sup>1</sup> OR |    |
| OFCT 1379 | Word Processing I .....                  | 3  |
| OFCT 1379 | Word Processing I OR                     |    |
| OFCT 1380 | Business Software Applications I .....   | 3  |
| MATH 1371 | Business Math .....                      | 3  |
| Elective  | Natural Science <sup>3</sup> .....       | 3  |
|           |  | 15 |

### SEMESTER III

|                       |  |    |
|-----------------------|--|----|
| OFCT 1371             | Automated Filing .....                           | 3  |
| OFCT 1378             | Text Processing Transcription <sup>4</sup> ..... | 3  |
| OFCT 2370             | Business Communications .....                    | 3  |
| OFCT 2372             | Word Processing II OR                            |    |
| OFCT 2373             | Business Software Applications II .....          | 3  |
| ++Elective            | Social/Behavioral Science .....                  | 3  |
| Elective <sup>5</sup> | .....  | 3  |
|                       |  | 18 |

### SEMESTER IV

|             |  |       |
|-------------|--|-------|
| OFCT 1380   | Business Software Applications I OR    |       |
| OFCT 2373   | Business Software Applications II OR   |       |
| OFCT 2374   | Business Software Applications III ... | 3     |
| OFCT 7371   | Cooperative Work Experience OR ...     | 3     |
| OFCT 7471   | Cooperative Work Experience .....      | (4)   |
| ACCT 1371   | Elementary Accounting OR               |       |
| ACCT 2301   | Principles of Accounting I OR .....    | 3     |
| ACCT 2401   | Principles of Accounting I .....       | (4)   |
| +++Elective | Humanities/Fine Arts .....             | 3     |
| Elective    | Any Non-OFCT Course .....              | 3     |
|             |  | 15-16 |

Minimum Hours Required .....63

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFCT course may be taken to supplement the minimum hours required.

<sup>2</sup> For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup> One of the following Natural Science courses may be taken:

|      |      |                                    |   |
|------|------|------------------------------------|---|
| BIOL | 1406 | General Biology .....              | 4 |
| ECOL | 1305 | People and Their Environment ..... | 3 |
| GEOL | 1403 | Physical Geology .....             | 4 |
| PHYS | 1311 | Descriptive Astronomy .....        | 3 |
| PHYS | 1401 | Introductory General Physics ..... | 4 |
| PHYS | 1415 | Physical Science.....              | 4 |

<sup>4</sup> For legal emphasis, OFCT 1374 (Legal Terminology and Transcription) may be substituted.

<sup>5</sup> Electives--must be taken from the following:

|      |      |  |   |
|------|------|--|---|
| OFCT | 1170 | Contemporary Topics in Office Technology ..... | 1 |
| OFCT | 1171 | Keyboarding.....                               | 1 |
| OFCT | 1172 | Introduction to Word Processing .....          | 1 |
| OFCT | 1173 | Keyboarding and Speed for Accuracy .....       | 1 |
| OFCT | 1175 | Office Machines I.....                         | 1 |
| OFCT | 1270 | Contemporary Topics in Office Technology ..... | 2 |
| OFCT | 1370 | Contemporary Topics in Office Technology ..... | 3 |
| OFCT | 2170 | Word Processing Applications .....             | 1 |
| OFCT | 2171 | Specialized Software I .....                   | 1 |
| OFCT | 2172 | Specialized Software II.....                   | 1 |
| OFCT | 2270 | Advanced Keyboarding Applications .....        | 2 |
| OFCT | 2373 | Business Software Applications II .....        | 3 |
| OFCT | 2374 | Business Software Applications III .....       | 3 |
| OFCT | 7372 | Cooperative Work Experience .....              | 3 |
| OFCT | 7472 | Cooperative Work Experience .....              | 4 |
| OFCT | 8381 | Cooperative Work Experience .....              | 3 |
| OFCT | 8482 | Cooperative Work Experience .....              | 4 |

++Elective -- may be taken from any Government, Human Development, History or Psychology course.

+++Elective -- may be taken from any Art, Humanities, Music or Philosophy course.

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 -- CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

*Offered at all seven campuses*

Credit toward an associate degree in Office Technology will be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. In order to receive credit, the registrar at the college must receive notification from the Institute for Certifying Secretaries that the applicant has passed all sections of the exam. The student must complete 12 credit hours (excluding developmental courses) within the District of which at least two courses must be completed in the area of Office Technology. The student must complete the courses with a grade of "C" or higher.

Select five of the following courses for which credit may be granted:

|           |  |   |
|-----------|--|---|
| OFCT 1377 | Office Systems and Applications .....  | 3 |
| OFCT 1378 | Text Processing Transcription .....    | 3 |
| OFCT 1379 | Word Processing I .....                | 3 |
| OFCT 1380 | Business Software Applications I ..... | 3 |
| OFCT 1373 | Office Procedures .....                | 3 |
| OFCT 1376 | Intermediate Keyboarding .....         | 3 |
| OFCT 2370 | Business Communications .....          | 3 |

# OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

Degree Plan Number X52097

This certificate with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

|                     |   | CREDIT<br>HOURS |
|---------------------|---|-----------------|
| <b>SEMESTER I</b>   |   |                 |
| OFCT 1372           | Office Calculating Machines .....           | 3               |
| OFCT 1375           | Beginning Keyboarding <sup>1</sup> OR       |                 |
| OFCT 1376           | Intermediate Keyboarding <sup>1</sup> ..... | 3               |
| OFCT 1377           | Office Systems and Applications .....       | 3               |
| ENGL 1301           | Composition I .....                         | 3               |
| MATH 1371           | Business Mathematics <sup>2</sup> OR        |                 |
| SPCH 1311           | Introduction to Speech.....                 | 3               |
|                     |   | <b>15</b>       |
| <b>SEMESTER II</b>  |   |                 |
| OFCT 1373           | Office Procedures .....                     | 3               |
| OFCT 1376           | Intermediate Keyboarding OR                 |                 |
| OFCT 1379           | Word Processing I <sup>1</sup> .....        | 3               |
| OFCT 1378           | Text Processing Transcription .....         | 3               |
| OFCT 1379           | Word Processing I OR                        |                 |
| OFCT 1380           | Business Software Applications I ....       | 3               |
|                     |   | <b>12</b>       |
| <b>SEMESTER III</b> |   |                 |
| OFCT 1371           | Automated Filing Procedures .....           | 3               |
| OFCT 1380           | Business Software Applications I OR         |                 |
| OFCT 2373           | Business Software Applications II ...       | 3               |
| OFCT 2370           | Business Communications.....                | 3               |
| ACCT 1371           | Elementary Accounting OR                    |                 |
| ACCT 2301           | Principles of Accounting I OR .....         | 3               |
| ACCT 2401           | Principles of Accounting I .....            | (4)             |
|                     |   | <b>12</b>       |

Minimum Hours Required .....39

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFCT course may be taken to supplement the minimum hours required. ....

<sup>2</sup> Students selecting Business Mathematics (MATH 1371) must also select one of the following Natural Science courses:

|      |      |                                   |   |
|------|------|-----------------------------------|---|
| BIOL | 1406 | General Biology .....             | 4 |
| ECOL | 1305 | People and Their Environment..... | 3 |
| GEOL | 1403 | Physical Geology .....            | 4 |
| PHYS | 1311 | Descriptive Astronomy .....       | 3 |
| PHYS | 1401 | Introductory General Physics..... | 4 |
| PHYS | 1415 | Physical Science .....            | 4 |

## OFFICE TECHNOLOGY -- RECEPTIONIST

*All seven colleges*

(Certificate)

Degree Plan Number X53547

This program provides skills necessary to meet the public, make appointments, handle the telephone, keyboard documents, and perform data entry functions.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                                  |                 |
| OFCT 1372 Office Calculating Machines .....        | 3               |
| OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR |                 |
| OFCT 1379 Word Processing I .....                  | 3               |
| OFCT 1379 Word Processing I OR                     |                 |
| OFCT 1380 Business Software Applications I.....    | 3               |
| ENGL 1301 Composition I .....                      | 3               |
|  | <u>12</u>       |

|  |          |
|--|----------|
| <b>SEMESTER II</b>                               |          |
| OFCT 1373 Office Procedures .....                | 3        |
| OFCT 1380 Business Software Applications I OR    |          |
| OFCT 2372 Word Processing II OR                  |          |
| OFCT 2373 Business Software Applications II..... | 3        |
| SPCH 1311 Introduction to Speech                 |          |
| Communication .....                              | 3        |
|  | <u>9</u> |

Minimum Hours Required .....21

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*All seven colleges*

(Certificate)

Degree Plan Number X53557

This certificate provides word processing skills necessary to produce documents from rough draft copy and voice recordings.

|  | CREDIT<br>HOURS |
|--|-----------------|
| <b>SEMESTER I</b>                                  |                 |
| OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR |                 |
| OFCT 1379 Word Processing I .....                  | 3               |
| OFCT 1377 Office Systems and Applications .....    | 3               |
| OFCT 1379 Word Processing I OR                     |                 |
| OFCT 1380 Business Software Applications I ....    | 3               |
| ENGL 1301 Composition I .....                      | 3               |
|  | <u>12</u>       |

|   |           |
|---|-----------|
| <b>SEMESTER II</b>                              |           |
| OFCT 1378 Text Processing Transcription .....   | 3         |
| OFCT 1380 Business Software Applications I OR   |           |
| OFCT 2372 Word Processing II OR                 |           |
| OFCT 2373 Business Software Applications II ... | 3         |
| OFCT 2370 Business Communications.....          | 3         |
| SPCH 1311 Introduction to Speech                |           |
| Communication .....                             | 3         |
|   | <u>12</u> |

Minimum Hours Required .....24

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

# REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Associate Degree)

Degree Plan Number X40887

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<br>HOURS |
|---|-----------------|
| <b>SEMESTER I</b>   |                 |
| REAL 1370 Real Estate Principles .....                                | 3               |
| REAL 1379 Law of Agency .....   | 3               |
| BUSI 1301 Introduction to Business .....                              | 3               |
| ENGL 1301 Composition I .....   | 3               |
| MATH 1324 Mathematics for Business and<br>Economics OR .....          | 3               |
| REAL 1378 Real Estate Math AND .....                                  | (3)             |
| ECOL 1305 People and Their Environment .....                          | (3)             |
|   | 15-18           |
| <b>SEMESTER II</b>  |                 |
| REAL 1372 Real Estate Marketing .....                                 | 3               |
| REAL 1375 Real Estate Law .....                                       | 3               |
| SPCH 1311 Introduction to Speech<br>Communication .....               | 3               |
| PSYC 1370 Applied Psychology and Human<br>Relations .....             | 3               |
| REAL 1371 Real Estate Finance .....                                   | 3               |
|   | 15              |
| <b>SEMESTER III</b>   |                 |
| REAL 1376 Promulgated Contract Forms .....                            | 3               |
| REAL 7471 Cooperative Work Experience .....                           | 4               |
| REAL 1373 Real Estate Appraisal-<br>Commercial OR .....               | 3               |
| REAL 1374 Real Estate Appraisal-Residential .....                     | 3               |
| ECON 2301 Principles of Economics I OR .....                          | 3               |
| ECON 1303 Economics of Contemporary Social<br>Issues .....            | 3               |
| CISC 1470 Introduction to Computer Applications<br>and Concepts ..... | 4               |
|   | 17              |
| <b>SEMESTER IV</b>  |                 |
| ++Elective .....  | 12              |
| +Elective Humanities/Fine Arts .....                                  | 3               |
|   | 15              |
| Minimum Hours Required .....  | 62-65           |

+Elective—must be selected from the following:

|      |      |  |   |
|------|------|--|---|
| ARTS | 1301 | Art Appreciation .....                           | 3 |
| DRAM | 1310 | Introduction to Theater .....                    | 3 |
| ENGL | 2322 | British Literature .....                         | 3 |
| ENGL | 2323 | British Literature .....                         | 3 |
| ENGL | 2332 | World Literature .....                           | 3 |
| ENGL | 2333 | World Literature .....                           | 3 |
| ENGL | 2327 | American Literature .....                        | 3 |
| ENGL | 2328 | American Literature .....                        | 3 |
| ENGL | 2370 | Studies in Literature .....                      | 3 |
| ENGL | 2371 | Studies in Literature .....                      | 3 |
| HUMA | 1301 | Introduction to Humanities .....                 | 3 |
| MUSI | 1306 | Music Appreciation .....                         | 3 |
| PHIL | 1301 | Introduction to Philosophy .....                 | 3 |
|      |      | Foreign Language or American Sign Language ..... | 4 |

++Recommended Electives:

|      |      |   |   |
|------|------|---|---|
| MRKT | 2373 | Salesmanship .....                                  | 3 |
| REAL | 2270 | Special Problems in Real Estate .....               | 2 |
| REAL | 2370 | Real Estate Office Management Brokerage .....       | 3 |
| REAL | 2371 | Commercial and Investment Real Estate .....         | 3 |
| REAL | 2372 | Property Management .....                           | 3 |
| REAL | 2373 | Residential Inspection for Real Estate Agents ..... | 3 |
| REAL | 2170 | Special Problems in Real Estate .....               | 1 |
| REAL | 2374 | Special Problems in Real Estate .....               | 3 |
| REAL | 7472 | 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.

# REAL ESTATE -- SPECIALIST

*Cedar Valley, North Lake and Richland Only*

(Skills Achievement Award)

Degree Plan Number X37157

The Real Estate Specialist Certificate enables the student to sit for the state exam and/or meet the continuing education requirements for the succeeding two years of licensure.

|  | CREDIT<br>HOURS |
|--|-----------------|
| REAL 1379 Law of Agency .....          | 3               |
| REAL 1370 Real Estate Principles ..... | 3               |
| REAL XXXX Select from Below .....      | 3               |
| REAL XXXX Select from Below .....      | 3               |
| REAL XXXX Select from Below .....      | 3               |
|  | 15              |

Minimum Hours Required ..... 15

Select three from the following:

|           |  |   |
|-----------|--|---|
| REAL 1371 | Real Estate Finance .....                        | 3 |
| REAL 1372 | Real Estate Marketing .....                      | 3 |
| REAL 1373 | Real Estate Appraisal-<br>Commercial .....       | 3 |
| REAL 1374 | Real Estate Appraisal-<br>Residential .....      | 3 |
| REAL 1375 | Real Estate Law .....                            | 3 |
| REAL 1376 | Promulgated Contract Forms .....                 | 3 |
| REAL 1378 | Real Estate Mathematics.....                     | 3 |
| REAL 2170 | Special Problems in Real Estate .....            | 1 |
| REAL 2270 | Special Problems in Real Estate .....            | 2 |
| REAL 2370 | Real Estate Office<br>Management/Brokerage ..... | 3 |
| REAL 2371 | Commercial and Investment<br>Real Estate .....   | 3 |
| REAL 2372 | Property Management .....                        | 3 |
| REAL 2373 | Residential Inspection<br>for Real Estate .....  | 3 |
| REAL 2374 | Special Problems in<br>Real Estate .....         | 3 |
| REAL 7471 | Cooperative Work Experience.....                 | 4 |



# VETERINARY TECHNOLOGY

*Cedar Valley only*

(Associate Degree)

Degree Plan Number 340597

This program is designed to help meet the need for graduate veterinary technicians as indicated by the American 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<br>HOURS                                    |
|----------------------|--|
| <b>PREREQUISITES</b> |  |
| BIOL 1406            | Introductory Biology .....4                        |
| ENGL 1301            | Composition I .....3                               |
| MATH 1373            | Applied Mathematics .....3                         |
| SPCH 1311            | Introduction to Speech<br>Communication .....3     |
|                      | 13   |
| <b>SEMESTER I</b>    |  |
| VETT 1170            | Medical Terminology .....1                         |
| VETT 1470            | Introduction to Veterinary<br>Technology .....4    |
| VETT 1472            | Veterinary Anatomy and<br>Physiology I .....4      |
| OFCT 1370            | Contemporary Topics in Office<br>Technology .....3 |
|                      | 12   |
| <b>SEMESTER II</b>   |  |
| VETT 1171            | Animal Care and Sanitation I .....1                |
| VETT 1270            | Animal Behavior .....2                             |
| VETT 1473            | Veterinary Anatomy and<br>Physiology II .....4     |
| PSYC 1370            | Applied Psychology and Human<br>Relations .....3   |
| +Elective            | Humanities/Fine Arts .....3-4                      |
|                      | 13-14  |

## SUMMER SESSION

|           |                                     |   |
|-----------|-------------------------------------|---|
| VETT 1370 | Pharmacology .....                  | 3 |
| VETT 1172 | Animal Care and Sanitation II ..... | 1 |
| VETT 1570 | Clinical Pathology I .....          | 5 |
|           |                                     | 9 |

## SEMESTER III

|           |   |    |
|-----------|---|----|
| VETT 2470 | Anesthetics and Surgical Assistance ..... | 4  |
| VETT 2471 | Large Animal Assisting Techniques .....   | 4  |
| VETT 2570 | Clinical Pathology II .....               | 5  |
| VETT 2170 | Animal Care and Sanitation III .....      | 1  |
|           |   | 14 |

## SEMESTER IV

|           |  |    |
|-----------|--|----|
| VETT 2171 | Animal Care and Sanitation IV .....            | 1  |
| VETT 2371 | Radiographic Principles and<br>Practices ..... | 3  |
| VETT 2472 | Veterinary Nursing .....                       | 4  |
| VETT 2372 | Laboratory Animal Medicine .....               | 3  |
| Elective  | Any Non-VETT Course .....                      | 3  |
|           |  | 14 |

## SUMMER SESSION

|           |                                   |   |
|-----------|-----------------------------------|---|
| VETT 7371 | Cooperative Work Experience ..... | 3 |
|           |                                   | 3 |

Minimum Hours Required ..... 78-79

+Electives—must be selected from the following:

|  |      |                                  |   |
|--|------|----------------------------------|---|
| ARTS   | 1301 | Art Appreciation .....           | 3 |
| ENGL   |      | 2000-Level Literature .....      | 3 |
| Foreign Language or American Sign Language ..... |      |                                  | 4 |
| HUMA   | 1301 | Introduction to Humanities ..... | 3 |
| MUSI   | 1306 | Music Appreciation .....         | 3 |
| PHIL   | 1301 | Introduction to Philosophy ..... | 3 |
| DRAM   | 1310 | Introduction to Theater .....    | 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.

# ACCOUNTING

## **ACCT 1371 Elementary Accounting (3)**

(Former course prefix/number ACC 131)

Prerequisite: None. The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on procedural aspects of the accounting cycle, including journalizing, posting, trial balances, work sheets, financial statements, and adjusting and closing. Cash, payroll, and various other accounting topics may be covered. A practice set covering the entire business cycle is completed. Accounting 1371 is recommended for students with no previous accounting background prior to enrolling in Accounting 2301 or Accounting 2401. (3 Lec.)

## **ACCT 1372 Computerized Elementary Accounting (3)**

(Former course prefix/number ACC 132)

Prerequisites: Accounting 1371 or Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting systems. Specialized software is used, and computerized procedures required to complete the basic accounting cycle are included. Software and topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. (3 Lec.)

*ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2301 Principles Of Accounting I (3)**

(This is a common course number. Former course prefix/number ACC 201)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

*ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2302 Principles Of Accounting II (3)**

(This is a common course number. Former course prefix/number ACC 202)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

## **ACCT 2370 Computerized Accounting Applications (3)**

(Former course prefix/number ACC 250)

Prerequisites: Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting applications. Specialized software is used, and accounting applications using spreadsheets are included. Software topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. Laboratory fee. (2 Lec., 2 Lab.)

## **ACCT 2372 Income Tax Accounting (3)**

(Former course prefix/number ACC 239)

Prerequisite: Accounting 2301 or Accounting 2401 or instructor approval. 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, and capital gains and losses. Emphasis is on common tax problems. (3 Lec.)

## **ACCT 2375 Business Finance (3)**

(Former course prefix/number ACC 205)

Prerequisites: Accounting 2301 or Accounting 2401 and Economics 2301 or Economics 2302. 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.)

**ACCT 2376 Cost Accounting (3)**

(Former course prefix/number ACC 238)

Prerequisite: Accounting 2302 or Accounting 2402. 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.)

**ACCT 2377 Managerial Accounting (3)**

(Former course prefix/number ACC 204)

Prerequisite: Accounting 2302 or Accounting 2402. 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.)

**ACCT 2378 Intermediate Accounting I (3)**

(Former course prefix/number ACC 203)

Prerequisite: Accounting 2302 or Accounting 2402. 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.)

**ACCT 2379 Intermediate Accounting II (3)**

(Former course prefix/number ACC 207)

Prerequisite: Accounting 2378 or instructor approval. 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.)

*ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**ACCT 2401 Principles Of Accounting I (4)**

(This is a common course number. Former course prefix/number ACC 208)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

*ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**ACCT 2402 Principles Of Accounting II (4)**

(This is a common course number. Former course prefix/number ACC 209)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

**ACCT 7371 Cooperative Work Experience (3)**

(Former course prefix/number ACC 703)

Prerequisites: Accounting 2302 or Accounting 2402 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.)

**ACCT 7372 Cooperative Work Experience (3)**

(Former course prefix/number ACC 713)

Prerequisites: Accounting 7371 or Accounting 7471. 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.)

### **ACCT 7471 Cooperative Work Experience (4)**

(Former course prefix/number ACC 704)

Prerequisites: Accounting 2302 or Accounting 2402 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.)

### **ACCT 7472 Cooperative Work Experience (4)**

(Former course prefix/number ACC 714)

Prerequisite: Accounting 7371 or Accounting 7471. 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.)

## **AIR CONDITIONING AND REFRIGERATION**

(See Heating, Ventilation and Air Conditioning)

## **ANTHROPOLOGY**

### **ANTH 1370 American Indian Culture (3)**

(Former course prefix/number ANT 104)

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.)

(Coordinating Board Academic Approval Number 4511015342)

### **ANTH 1371 The Heritage Of Mexico (3)**

(Former course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **ANTH 2302 Introduction To Archeology (3)**

(This is a common course number. Former course prefix/number ANT 231)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015142)

### **ANTH 2346 Introduction To Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 100)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015142)

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

(This is a common course number. Former course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

# ART

## **ARTS 1170 Problems In Contemporary Art (1)**

(Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)  
(Coordinating Board Academic Approval Number 5007035330)

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

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

## **ARTS 1303 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

## **ARTS 1304 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

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

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

## **ARTS 1312 Design II (3)**

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

## **ARTS 1316 Drawing I (3)**

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

## **ARTS 1317 Drawing II (3)**

(This is a common course number. Former course prefix/number ARTS 115)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

## **ARTS 1370 Creative Photography For The Artist I (3)**

(Former course prefix/number ART 118)

Prerequisites: Arts 1311, Arts 1316, 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.)

(Coordinating Board Academic Approval Number 5006057130)

## **ARTS 1371 Creative Photography For The Artist II (3)**

(Former course prefix/number ART 119)

Prerequisite: Arts 1370 or demonstrated competence approved by the instructor. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

## **ARTS 2311 Design III (3)**

(This is a common course number. Former course prefix/number ART 227)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317. 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.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 2316 Painting I (3)**

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, 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.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2317 Painting II (3)**

(This is a common course number. Former course prefix/number ART 206)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2323 Drawing III (3)**

(This is a common course number. Former course prefix/number ART 201)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, 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.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2324 Drawing IV (3)**

(This is a common course number. Former course prefix/number ART 202)

Prerequisites: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2327 Sculpture II (3)**

(This is a common course number. Former course prefix/number ART 209)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2333 Printmaking I (3)**

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, 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.)

(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2334 Printmaking II (3)**

(This is a common course number. Former course prefix/number ART 222)

Prerequisite: Arts 2333. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2346 Ceramics I (3)**

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: Arts 1311, Arts 1312, Arts 1317 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.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2347 Ceramics II (3)**

(This is a common course number. Former course prefix/number ART 216)

Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Arts 1311, Arts 1312, and Arts 1317 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. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2367 Watercolor II (3)**

(This is a common course number. Former course prefix/number ART 218)

Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2370 Arts History (3)**

(Former course prefix/number ART 203)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2371 Arts History (3)**

(Former course prefix/number ART 204)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2372 Commercial Arts I (3)**

(Former course prefix/number ART 210)

Prerequisites: Arts 1311, Arts 1312, Arts 1317 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.)

(Coordinating Board Academic Approval Number 4802037129)

**ASTRONOMY**

(See Physics)

**AUTOMOTIVE CAREER TECHNICIAN****ACTT 1370 Fundamentals (3)**

(Former course prefix/number ACT 110)

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, manuals and schematic diagrams. (3 Lec.)

**ACTT 1371 Electrical Systems I (3)**

(Former course prefix/number ACT 111)

The theory and principles of electrical systems are presented. Batteries, starters, charging systems, and ignition systems are studied. Emphasis is on testing and basic service procedures. (3 Lec.)

**ACTT 1372 Electrical Systems II (3)**

(Former course prefix/number ACT 113)

Prerequisite: Automotive Career Training 1371 or demonstrated competence approved by the instructor. Advanced electrical systems are presented. Topics include solid state and microprocessor electronics used in the automobile. Emphasis is on system and component diagnosis and troubleshooting, and on the proper use of test equipment. Upon completion of this course, the student is prepared for A.S.E. Electrical Systems Examination. (3 Lec.)

**ACTT 1373 Engine Top End Construction (3)**

(Former course prefix/number ACT 114)

Theory of the internal combustion engine is studied including the design, identification and operation of cylinder heads and valve trains. Also included are camshaft designs and applications and valve train diagnosis. Emphasis is on problem diagnosis and repair, and on the use of test equipment. (3 Lec.)

**ACTT 1374 Engine Bottom End Construction (3)**

(Former course prefix/number ACT 115)

Prerequisite: Automotive Career Technician 1373 or concurrent enrollment. Procedures to disassemble an engine, diagnose problems and reassemble an engine are covered. Topics also include vehicle driveability and road testing. Emphasis is on diagnosis and precision measuring techniques. Upon completion of this course, the student is prepared for the A.S.E. Engine Repair Examination. (3 Lec.)

**ACTT 1375 Automotive Service (3)**

(Former course prefix/number ACT 116)

Mastery of automotive vehicle or component system repair is practiced. Emphasis is on mastering current automotive competencies. Laboratory fee. (8 Lab.)

**ACTT 1470 Automotive Service (4)**

(Former course prefix/number ACT 118)

Mastery of automotive vehicle or component system repair is practiced. Emphasis is on mastering current automotive competencies. This course may be repeated for credit. Laboratory fee. (10 Lab.)

**ACTT 2170 Special Automotive Applications (1)**

(Former course prefix/number ACT 212)

This is a skill development course designed to allow students to develop specialized objectives under instructional supervision. Students may upgrade existing skills or develop a new skill. This course may be repeated for credit for a maximum of three credit hours. (2 Lab.)

**ACTT 2270 Parts And Service (2)**

(Former course prefix/number ACT 216)

This course provides instruction in parts identification, stocking, shipping, receiving, inventory control, human relations, communications, counter service, sales and merchandising. Emphasis is on developing customer relations and customer satisfaction. (2 Lec.)

**ACTT 2370 Air Conditioning And Heating Systems (3)**

(Former course prefix/number ACT 220)

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.)

**ACTT 2371 Suspension, Steering And Brake Systems (3)**

(Former course prefix/number ACT 221)

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.)

**ACTT 2372 Engine Tune-Up Procedures (3)**

(Former course prefix/number ACT 222)

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.)

**ACTT 2373 Standard Transmissions And Power Trains (3)**

(Former course prefix/number ACT 223)

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.)

**ACTT 2374 Automatic Transmission (3)**

(Former course prefix/number ACT 224)

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.)

**ACTT 2375 Fuel Injection System (3)**

(Former course prefix/number ACT 225)

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.)

**ACTT 7471 Cooperative Work Experience (4)**

(Former course prefix/number ACT 704)

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.)

**ACTT 7472 Cooperative Work Experience (4)**

(Former course prefix/number ACT 714)

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.)



**ACTT 8481 Cooperative Work Experience (4)**

(Former course prefix/number ACT 804)

**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.)

**ACTT 8482 Cooperative Work Experience (4)**

(Former course prefix/number ACT 814)

**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.)

**BIOLOGY****BIOL 1406 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 101)

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1407 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 102)

**Prerequisite:** Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1408 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1409 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1411 Introductory Botany (4)**

(This is a common course number. Former course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

## **BIOL 1470 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 120)

**Prerequisite:** Prior enrollment in Biology 1408 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.)

(Coordinating Board Academic Approval Number 2607065124)

## **BIOL 1472 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 121)

**Prerequisite:** Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

## **BIOL 2306 Environmental Biology (3)**

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

## **BIOL 2370 Field Biology (3)**

(Former course prefix/number BIO 218)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

## **BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BIO 216)

**Prerequisite:** Biology 1407 or Biology 1472 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.)

(Coordinating Board Academic Approval Number 2605015124)

# **BUSINESS**

## **BUSI 1301 Introduction To Business (3)**

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

## **BUSI 1307 Personal Finance (3)**

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

## **BUSI 2301 Business Law (3)**

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

# **CHEMISTRY**

## **CHEM 1411 General Chemistry (4)**

(This is a common course number. Former course prefix/number CHM 101)

**Prerequisites:** Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1470, 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.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 1412 General Chemistry (4)**

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. 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.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 1470 Chemical Science (4)**

(Former course prefix/number CHM 115)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 1471 Chemical Science (4)**

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1470 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.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 2423 Organic Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 201)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, 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.)

(Coordinating Board Academic Approval Number 4005045239)

**CHEM 2425 Organic Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 202)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics 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.)

(Coordinating Board Academic Approval Number 4005045239)

## COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

## COMPUTER INFORMATION SYSTEMS

**CISC 1371 Data Entry Applications And Concepts (3)**

(Former course prefix/number CIS 111)

Prerequisite: One semester of high school or college-level typing or keyboarding 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.)

**CISC 1372 Data Communications And Operating Systems (3)**

(Former course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

**CISC 1373 BASIC Programming (3)**

(Former course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 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.)

**CISC 1374 Pascal Programming For Business (3)**

(Former course prefix/number CIS 173)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 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.)

**CISC 1380 Networking Technologies (3)**

(Former course prefix/number CIS 112)

This course provides an introduction to the terms and basic concepts of computer networking. Conceptual generalities are explained through a discussion of contemporary network services, transmission media and protocols. Although this course is not designed to cover specific network products, it does provide prerequisite information for many network product courses. (3 Lec.)

**CISC 1470 Introduction to Computer Concepts And Applications (4)**

(Former course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

**CISC 1471 Problem Solving With The Computer (4)**

(Former course prefix/number CIS 106)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1472 Database Programming I (4)**

(Former course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1473 Systems Management/Operations I (4)**

(Former course prefix/number CIS 116)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware and software are covered. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals; physical file concepts; using job documentation, standards, operating procedures, control language; and analyzing output and audit logs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1474 Text Processing Applications (4)**

(Former course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. 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. (3 Lec., 4 Lab.)

**CISC 1475 Systems Management/Operations II (4)**

(Former course prefix/number CIS 126)

Prerequisites: Computer Information Systems 1470, Computer Information Systems 1471, and Computer Information Systems 1473 or demonstrated competence approved by the instructor. Management theories and multi-user operating system concepts are covered. Topics include physical and logical files; system commands and control language programming; interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1476 Programming I (4)**

(Former course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops programming skills. Topics include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1477 Programming II (4)**

(Former course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts, organization, maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1478 RPG Programming (4)**

(Former course prefix/number CIS 171)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1479 Application Development Tools (4)**

(Former course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools 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.)

**CISC 1480 UNIX Operating System I (4)**

(Former course prefix/number CIS 192)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, both the C and Bourne shells, standard editor (vi), and an introduction to shell programming. (3 Lec., 4 Lab.)

**CISC 2170 Contemporary Topics In Computer Information Systems (1)**

(Former course prefix/number CIS 260)

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.)

**CISC 2370 Fundamentals Of Networking (3)**

(Former course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2371 Fundamentals of Network Management (3)**

(Former course prefix/number CIS 213)

This course provides fundamental information concerning managing an internetwork. The course reviews network management protocols and concepts for Local Area Network (LAN), Metropolitan Area Network (MAN) and Wide Area Network (WAN) links. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2372 Contemporary Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 262)

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.)

**CISC 2373 Special Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 263)

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.)

**CISC 2374 Advanced BASIC Techniques (3)**

(Former course prefix/number CIS 272)

Prerequisite: Computer Information Systems 1373 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. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2375 User Documentation And Training (3)**

(Former course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 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. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2377 Printing With Netware (3)**

(Former course prefix/number CIS 203)

This course is designed to teach the skills necessary to manage a NetWare printing environment effectively. The course begins with an overview of printing on a local level and then explores NetWare workstation printing configuration, print job customization, print server and print queue configuration and management, and remote printers. Participants are given hands-on experience with installing and configuring print servers, remote printers, emerging technology capabilities, and MS Windows printing. Additional topics include performance considerations, alternative and enhanced network printing installing and configuring ATPS, lpd and lpr, troubleshooting common problems, and printing with Macintosh and UNIX systems. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2378 Netware 4 Directory Services (NDS) Design And Implementation (3)**

(Former course prefix/number CIS 208)

The purpose of this course is to teach the skills of creating a NetWare 4 design and implementation strategy. The student will learn a process that shows the sequence of skills and tasks that enable a solid design using proven methods from Novell Consulting Services. The student will complete a NetWare 4 design strategy and implementation schedule with templates that can be used for creating a design in their environment. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2379 Fundamentals of Internetworking (3)**

(Former course prefix/number CIS 214)

This course will provide students with fundamental information concerning the challenges of designing, implementing and managing an internetwork infrastructure. It will take an unbiased look at internetworking technologies and describe implementation techniques from LAN protocols, intermediate devices (repeaters, bridges, routers and gateways), MAN/WAN links and management. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2380 Netware Management Using Netware Managewise (3)**

(Former course prefix/number CIS 216)

This course is for NetWare Management System for Windows (NDS) 2.0 users. It leads participants through the installation and configuration of NMS and teaches them how to manage, monitor and troubleshoot networks and internetworks. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2381 Internetworking With Netware Multiprotocol Router (3)**

(Former course prefix/number CIS 217)

This course provides instructional background material and hands-on experience with the installation, confirmation, operation and management of Multiprotocol router (MPR) 2.1 and MPR Plus 2.1. Laboratory exercises explore the ability of the MPR product to connect to different LAN types and to support multiple protocols.

The first phase of the course covers the installation of the software and local routing of IPX, IP, AppleTalk and ISO data packets over a LAN configuration. The second phase of the course concentrates on the remote routing of IPS, IP and AppleTalk data packets between two LANs over PPP and X.25 WAN links. The third phase of the course illustrates local and remote source route bridging between token ring LANs using a demonstration lab setup. Exercises require the use of the INETCFG program for configuration tasks and appropriate console programs to view data traffic statistics. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2382 Netware TCP/IP Transport (3)**

(Former course prefix/number CIS 219)

In this course, students will become familiar with many of the protocols that make up the TCP/IP protocol suite and learn how to configure the transport on a NetWare 4 server. Students will learn how to use common TCP/IP applications such as Telnet and FTP. Students will also become familiar with IP routing protocols supported by the NetWare server and learn how to route IPX packets over and IP internetwork. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2470 Control Language and Operating Environments (4)**

(Former course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2471 Network Software (4)**

(Former course prefix/number CIS 207)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2370 and credit or concurrent enrollment in Computer Information Systems 2478, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, LAN protocols, network utilities, NETBIOS, network security and control, the log-in process, application software in the network environment, and licensing agreements. Students will learn to use commercially available LAN software. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2472 Database Programming II (4)**

(Former course prefix/number CIS 209)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2473 Assembly Language I (4)**

(Former course prefix/number CIS 210)

Prerequisite: Minimum of three credit hours in a programming language 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.)

**CISC 2474 C Programming (4)**

(Former course prefix/number CIS 212)

Prerequisite: A minimum of 3 credit hours in a programming language 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.)

**CISC 2475 Microcomputer Assembly Language (4)**

(Former course prefix/number CIS 215)

Prerequisite: Minimum of three 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.)

**CISC 2476 Spreadsheet Applications (4)**

(Former course prefix/number CIS 218)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 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.)

**CISC 2478 PC Operating Systems And Utilities (4)**

(Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes 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.)

**CISC 2479 Systems Analysis And Design (4)**

(Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses 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. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2480 PC Hardware (4)**

(Former course prefix/number CIS 228)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 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, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2481 Database Applications (4)**

(Former course prefix/number CIS 228)

Prerequisites: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course covers 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.)

**CISC 2482 Data Base Systems (4)**

(Former course prefix/number CIS 254)

Prerequisite: Minimum of nine credit hours in Computer Information Systems courses 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.)

**CISC 2483 Interactive Programming (4)**

(Former course prefix/number CIS 258)

Prerequisites: Minimum of six credit hours of programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2484 Special Topics In Computer Information Systems (4)**

(Former course prefix/number CIS 265)

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.)

**CISC 2485 Network Problems And Applications (4)**

(Former course prefix/number CIS 287)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2488, or demonstrated competence approved by the instructor. This course presents networking problems and applications associated with local area networks. Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup, and common network problems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2486 Advanced C Programming (4)**

(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2487 Object Oriented Programming (4)**

(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2488 Network Hardware (4)**

(Former course prefix/number CIS 277)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2480, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include IEEE 802 standards for LANS, LAN cabling, work stations, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge and sag devices, and troubleshooting. Students will learn how to install, operate, maintain, and troubleshoot LAN hardware. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2490 UNIX Operating System II (4)**

(Former course prefix/number CIS 282)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course continues the development of UNIX concepts and tools. Topics include advanced file system management, additional editors, text formatting, multi-tasking support and advanced shell programming. Laboratory fee. (3 Lec., 4 Lab.)



**CISC 2491 UNIX System Administration (4)**

(Former course prefix/number CIS 295)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course provides students with an introduction to UNIX systems administration. Topics include the administration of data communications, file systems, processes, operations, security and resources. In addition, system configuration and generation will be explored. Some network considerations will also be addressed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2492 RPG Interactive Subfile Processing (4)**

(Former course prefix/number CIS 271)

Prerequisites: Computer Information Systems 1473, Computer Information Systems 1475, and Computer Information Systems 1478 or demonstrated competence approved by the instructor. The course continues the study of RPG/400. Topics include interactive processing using SDA with add, update and delete; subfile inquiry and update using READC; parameter passing, calling programs and LDA; programmer commands including FILE and DEBUG; INFDS, SDA, record locking, QCMDEXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2493 Netware 3.1X Administration (4)**

(Former course prefix/number CIS 201)

The course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager. Students completing this course will be able to accomplish basic and fundamental network management tasks in a NetWare 3 network. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2494 Netware 3.1X Installation, Configuration and Advanced Administration (4)**

(Former course prefix/number CIS 202)

Part A: This course provides NetWare 3 administrators with information that enhances their network managing and monitoring skills and includes topics that are related to server and client management and performance. Participants work with these concepts through lectures and demonstrations, discussions and many hands-on activities.

Part B: The course also is designed to provide students with the opportunity to apply skills learned in administration. Participants completing this course will be able to install and configure NetWare 3.1X operating systems, upgrade servers from NetWare 3.11 to NetWare 3.12 and install DOS client software. The focus of the training is NetWare 3.11 and NetWare 3.12. Optional activities for NetWare 2.2 server and client installation as well as other upgrades to NetWare 3.12 are included. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2495 Netware 4 Administration (4)**

(Former course prefix/number CIS 204)

This course teaches the knowledge and skills needed to perform NetWare 4 network administration system management tasks effectively. Participants who complete this course will be able to accomplish basic and fundamental network management tasks in a NetWare 4 network. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2496 Netware 4 Installation, Configuration and Advanced Administration (4)**

(Former course prefix/number CIS 211)

Part A: This course is designed to provide experienced network administrators with the skills and knowledge to manage a heterogeneous NetWare 4 networking environment. It provides students who have passed NetWare 4 Administration with a more advanced skill set. Students who complete this course will be able to accomplish advanced network management tasks of a NetWare 4.1 network including: configuring the server for diverse clients, integrating NetWare 3 and NetWare 4 network resources, merging directory partitions and multiple directory trees, configuring time synchronization, adding security to the directory tree, replicating the NetWare Directory Services (NDS) database, enabling network auditing, configuring WANs and filtering, managing protocols, and optimizing the network and NetWare server.

Part B: This course also provide participants with additional hands-on experience with the NetWare 4 network operating system. Administration tasks covered in the course include installing NetWare 4 servers, performing basic workstation skills, configuring basic network resources in NetWare Directory Services (NDS), managing large networks involving multiple servers, creating an effective security system, setting up network printing and creating workstation automation. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2497 Netware Service and Support (4)**

(Former course prefix/number CIS 208)

This hands-on laboratory course focuses on the prevention, diagnosis and resolution of hardware-related problems encountered with working with the NetWare network operating system. While the course is taught in a NetWare 3.1X environment, the skills taught are also valuable when optimizing and maintaining systems using many other Novell products.

Participants explore in detail a number research tools that will assist them in acquiring the information needed to solve "real-world" problems. The course includes six extensive hands-on labs which make up approximately 60 percent of class time. The course materials are designed to provide a reference participants can continue to use on the job. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 7171 Cooperative Work Experience (1)**

(Former course prefix/number CIS 701)

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.)

**CISC 7271 Cooperative Work Experience (2)**

(Former course prefix/number CIS 702)

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., 10 Lab.)

**CISC 7272 Cooperative Work Experience (2)**

(Former course prefix/number CIS 712)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. 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., 10 Lab.)

**CISC 7371 Cooperative Work Experience (3)**

(Former course prefix/number CIS 703)

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.)

**CISC 7372 Cooperative Work Experience (3)**

(Former course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. 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.)

**CISC 7471 Cooperative Work Experience (4)**

(Former course prefix/number CIS 704)

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.)

### **CISC 7472 Cooperative Work Experience (4)**

(Former course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. 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.)

## **DANCE**

### **DANC 1147 Jazz I (1)**

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1148 Jazz II (1)**

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1147 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1151 Rehearsal and Performance (1)**

(This is a common course number. Former course prefix/number DAN 116)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1152 Rehearsal and Performance (1)**

(This is a common course number. Former course prefix/number DAN 200)

Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

## **DEVELOPMENTAL COLLEGE LEARNING SKILLS**

### **DCLS 0100 College Learning Skills (1)**

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL COMMUNICATIONS**

### **DCOM 0095 Communication Skills (3)**

(Former course prefix/number DC 095)

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.)

(Coordinating Board Academic Approval Number 320108511371)

### **DCOM 0120 Communication Skills (3)**

(Former course prefix/number DC 120)

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.)

(Coordinating Board Academic Approval Number 320108511371)

## DEVELOPMENTAL LEARNING

### **DLEA 0094 Learning Skills Improvement (1)**

(Former course prefix/number DL 094)

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.)

(Coordinating Board Academic Approval Number 320101621371)

## DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1470, 1324, 1332, 1333 and 1335. Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1371 and 1374.

### **DMAT 0070 Elementary Algebra I (1)**

(Former course prefix/number DM 070)

Prerequisites: Developmental Mathematics 0090, Developmental Mathematics 0063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0090 Pre Algebra Mathematics (3)**

(Former course prefix/number DM 090)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0091 Elementary Algebra (3)**

(Former course prefix/number DM 091)

Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0093 Intermediate Algebra (3)**

(Former course prefix/number DM 093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. 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.)

(Coordinating Board Academic Approval Number 3201045137)

## DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

### **DREA 0090 Developmental Reading (3)**

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

### **DREA 0091 Developmental Reading (3)**

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

### **DREA 0093 Developmental Reading (3)**

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

## DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

**DWRI 0090 Developmental Writing (3)**

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0091 Developmental Writing (3)**

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0093 Developmental Writing (3)**

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DRAMA**

(Formerly Theatre)

**DRAM 1120 Rehearsal And Performance I (1)**

(This is a common course number. Former course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1170 Demonstration Lab (1)**

(Former course prefix/number THE 199)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015130)

**DRAM 1221 Rehearsal And Performance II (2)**

(This is a common course number. Former course prefix/number THE 210)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1310 Introduction To The Theatre (3)**

(This is a common course number. Former course prefix/number THE 101)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

**DRAM 1323 Theatre Workshop (3)**

(This is a common course number. Former course prefix/number THE 236)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1351 Acting I (3)**

(This is a common course number. Former course prefix/number THE 106)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 1352 Acting II (3)**

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2362 History Of Theatre II (3)**

(This is a common course number. Former course prefix/number THE 111)

Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**ECOLOGY**

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the in the course description.

**ECOL 1305 People And Their Environment (3)**  
(Former course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)  
(Coordinating Board Academic Approval Number 0301025339)

## **ECONOMICS**

**ECON 1303 Economics Of Contemporary Social Issues (3)**

(This is a common course number. Former course prefix/number ECO 105)

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 a credit course that can serve as a transfer elective and/or introductory course for the Principles sequence (Economics 2301 or 2302). This course, however, will not replace either Economics 2301 or 2302 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

**ECON 2301 Principles Of Economics I (3)**

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis given national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

## **ENGINE TECHNOLOGY - MOTORCYCLE MECHANICS**

(Formerly Motorcycle Mechanics)

**ETMC 1462 Engine Service (4)**

(Former course prefix/number MM 153)

Prerequisite: Student must be enrolled in the Engine Technology program and have instructor's approval prior to enrolling in this course. This course combines a comprehensive service project with repair shop organizational and operational skills. Laboratory fee. (1 Lec., 8 Lab.)

**ETMC 1470 Motorcycle Service Principles (4)**

(Former course prefix/number MM 134)

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. (3 Lec., 4 Lab.)

**ETMC 1471 Motorcycle Tune-Up (4)**

(Former course prefix/number MM 135)

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. (3 Lec., 4 Lab.)

**ETMC 1472 Motorcycle Two-Stroke Engine/Transmission (4)**

(Former course prefix/number MM 136)

This course includes overhaul procedures for two-stroke motorcycle engines and transmissions. Laboratory fee. (3 Lec., 4 Lab.)

**ETMC 1473 Motorcycle Four-Stroke Engine/Transmission (4)**

(Former course prefix/number MM 137)

This course includes overhaul procedures for four-stroke motorcycle engines and transmissions. Laboratory fee. (3 Lec., 4 Lab.)

**ETMC 1474 Motorcycle Electrical Systems (4)**

(Former course prefix/number MM 138)

This course includes the theory of operation and trouble-shooting procedures for motorcycle ignition, charging systems, and accessories. Laboratory fee. (3 Lec., 4 Lab.)

**ETMC 1475 Motorcycle Chassis And Drive Systems (4)**

(Former course prefix/number MM 139)

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. (3 Lec., 4 Lab.)

**ETMC 7371 Cooperative Work Experience (3)**

(Former course prefix/number MM 703)

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.)

## **ENGINE TECHNOLOGY - OUTBOARD ENGINE**

(Formerly Outboard Marine Engine Mechanics)

**ETOB 1463 Engine Service (4)**

(Former course prefix/number OE 149)

Prerequisite: Student must be enrolled in the Engine Technology program and have instructor's approval prior to enrolling in this course. This course combines a comprehensive service project with repair shop organizational and operational skills. Laboratory fee. (1 Lec., 8 Lab.)

**ETOB 1480 Outboard Engine Service Principles (4)**

(Former course prefix/number OE 144)

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. (3 Lec., 4 Lab.)

**ETOB 1481 Outboard Engine Tune-Up (4)**

(Former course prefix/number OE 145)

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. (3 Lec., 4 Lab.)

**ETOB 1482 Outboard Engine Powerhead Overhaul (4)**

(Former course prefix/number OE 146)

This course includes overhaul procedures for outboard powerheads. Laboratory fee. (3 Lec., 4 Lab.)

**ETOB 1483 Outboard Engine Lower Unit Overhaul (4)**

(Former course prefix/number OE 147)

The theory of operation, service, and overhaul procedures for manual, hydraulic, and electric shift lower units are covered. Laboratory fee. (3 Lec., 4 Lab.)

**ETOB 1484 Outboard Engine Electrical Systems (4)**

(Former course prefix/number OE 148)

The theory of operation and trouble-shooting procedures for outboard engine ignition and charging systems and accessories are covered in this course. Laboratory fee. (3 Lec., 4 Lab.)

**ETOB 7381 Cooperative Work Experience (3)**

(Former course prefix/number OE 723)

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.)

**ETOB 7481 Cooperative Work Experience (4)**

(Former course prefix/number OE 724)

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., 20 Lab.)

## **ENGINE TECHNOLOGY - SMALL ENGINE MECHANICS**

(Formerly Small Engine Mechanics)

**ETSE 1464 Engine Service (4)**

(Former course prefix/number SE 159)

Prerequisite: Student must be enrolled in the Engine Technology program and have instructor's approval prior to enrolling in this course. This course combines a comprehensive service project with repair shop organizational and operational skills. Laboratory fee. (1 Lec., 8 Lab.)

**ETSE 1490 Small Engine Service Principles (4)**

(Former course prefix/number SE 154)

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. (3 Lec., 4 Lab.)

**ETSE 1491 Small Engine Tune-Up (4)**

(Former course prefix/number SE 155)

This course includes the tune-up procedures for small engines including ignition service and carburetion theory and service. Laboratory fee. (3 Lec., 4 Lab.)

**ETSE 1492 Small Engine Two-Stroke Overhaul (4)**

(Former course prefix/number SE 156)

Overhaul procedures for two-stroke engines and drive systems as applied to small engine powered equipment are topics covered in this course. Laboratory fee. (3 Lec., 4 Lab.)

**ETSE 1493 Small Engine Four-Stroke Overhaul (4)**

(Former course prefix/number SE 157)

This course includes overhaul procedures for four-stroke engines, drive systems, and hydraulic systems, as applied to small engine powered equipment. Laboratory fee. (3 Lec., 4 Lab.)

**ETSE 1494 Small Engine Electrical Systems (4)**

(Former course prefix/number SE 158)

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. (3 Lec., 4 Lab.)

**ETSE 7391 Cooperative Work Experience (3)**

(Former course prefix/number SE 733)

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.)

**ETSE 7491 Cooperative Work Experience (4)**

(Former course prefix/number SE 734)

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., 20 Lab.)

## ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

**ENGL 1301 Composition I (3)**

(This is a common course number. Former course prefix/number ENG 101)

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. (3 Lec.)  
(Coordinating Board Academic Approval Number 2304015135)

**ENGL 1302 Composition II (3)**

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)  
(Coordinating Board Academic Approval Number 2304015135)

**ENGL 2307 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 209)

Prerequisite: English 1302. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)  
(Coordinating Board Academic Approval Number 2305015135)

**ENGL 2311 Technical Writing (3)**

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1302. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)  
(Coordinating Board Academic Approval Number 2311015135)



### **English In The Sophomore Year**

English 2322, 2323, 2327, 2328, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

### **ENGL 2322 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1302. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2323 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1302. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 205)

Prerequisite: English 1302. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2328 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1302. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2332 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2333 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2370 Studies In Literature (3)**

(Former course prefix/number ENG 215)

Prerequisite: English 1302. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

### **ENGL 2371 Studies In Literature (3)**

(Former course prefix/number ENG 216)

Prerequisite: English 1302. 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.)

(Coordinating Board Academic Approval Number 2303015335)

## **FASHION MARKETING**

(See Marketing Careers)

## **GEOLOGY**

### **GEOL 1401 Earth Science (4)**

(This is a common course number. Former course prefix/number ES 117)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

### **GEOL 1403 Physical Geology (4)**

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### **GEOL 1445 Oceanography (4)**

(This is a common course number. Former course prefix/number GEO 105)

This course covers the study of the physical and biological characteristics of the ocean. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

## **GOVERNMENT**

### **GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201)

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. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202)

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. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2371 Introduction To Comparative Politics (3)**

(Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## **HEATING, VENTILATION AND AIR CONDITIONING**

(Air Conditioning and Refrigeration Technology)

### **HVAC 1170 Contemporary Topics III (1)**

(Former course prefix/number ACR 137)

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.)

### **HVAC 1270 Contemporary Topics I (2)**

(Former course prefix/number ACR 109)

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.)

### **HVAC 1271 Contemporary Topics IV (2)**

(Former course prefix/number ACR 138)

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.)

### **HVAC 1370 Contemporary Topics II (3)**

(Former course prefix/number ACR 110)

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.)

### **HVAC 1371 Principles Of Refrigeration I (3)**

(Former course prefix/number ACR 121)

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of hand tools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

### **HVAC 1372 Principles Of Refrigeration II (3)**

(Former course prefix/number ACR 122)

Prerequisite: Heating, Ventilation and Air Conditioning 1371. 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. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 1373 Principles Of Electricity I (3)**

(Former course prefix/number ACR 126)

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.)

**HVAC 1374 Principles Of Electricity II (3)**

(Former course prefix/number ACR 127)

Prerequisite: Heating, Ventilation and Air Conditioning 1373. 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.)

**HVAC 1375 Residential Cooling Systems I (3)**

(Former course prefix/number ACR 131)

Prerequisites: Heating, Ventilation and Air Conditioning 1372 and Heating, Ventilation and Air Conditioning 1374. 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.)

**HVAC 1376 Residential Cooling Systems II (3)**

(Former course prefix/number ACR 132)

Prerequisite: Heating, Ventilation and Air Conditioning 1375. This course includes pipe sizing, piping practices, seasonal maintenance, system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 1377 Contemporary Topics V (3)**

(Former course prefix/number ACR 139)

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.)

**HVAC 1378 Residential Heating Systems I (3)**

(Former course prefix/number ACR 141)

Prerequisites: Heating, Ventilation and Air Conditioning 1372 and 1374. 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.)

**HVAC 1379 Residential Heating Systems II (3)**

(Former course prefix/number ACR 142)

Prerequisite: Heating, Ventilation and Air Conditioning 1378. 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.)

**HVAC 1670 Principles Of Refrigeration (6)**

(Former course prefix/number ACR 120)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1371 and 1372. 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 hand tools. Laboratory fee. (4 Lec., 5 Lab.)

**HVAC 1671 Principles Of Electricity (6)**

(Former course prefix/number ACR 125)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1373 and 1374. 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.)

**HVAC 1672 Residential Cooling Systems (6)**

(Former course prefix/number ACR 130)

Prerequisites: Heating, Ventilation and Air Conditioning 1670 and 1671. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1375 and 1376. 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.)

**HVAC 1673 Residential Heating Systems (6)**

(Former course prefix/number ACR 140)

Prerequisites: Heating, Ventilation and Air Conditioning 1670 and 1671. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1378 and 1379. 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.)

**HVAC 2370 Contractor Estimating I (3)**

(Former course prefix/number ACR 209)

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.)

**HVAC 2371 Contractor Estimating II (3)**

(Former course prefix/number ACR 210)

Prerequisite: Heating, Ventilation and Air Conditioning 2370. 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.)

**HVAC 2372 System Servicing I (3)**

(Former course prefix/number ACR 213)

Prerequisites: Heating, Ventilation and Air Conditioning 1376 and 1379. The topics of psychometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**HVAC 2373 System Servicing II (3)**

(Former course prefix/number ACR 214)

Prerequisite: Heating, Ventilation and Air Conditioning 2372. This course is a continuation of system servicing with emphasis on advanced system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 2374 Refrigeration Loads (3)**

(Former course prefix/number ACR 221)

Prerequisites: Heating, Ventilation and Air Conditioning 1672 and 1673. 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.)

**HVAC 2375 Advanced Systems (3)**

(Former course prefix/number ACR 222)

Prerequisite: Heating, Ventilation and Air Conditioning 2374. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 2376 Medium Temperature Refrigeration Systems (3)**

(Former course prefix/number ACR 223)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2374. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 2377 System Testing And Balancing (3)**

(Former course prefix/number ACR 224)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2375. 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.)

**HVAC 2378 Low Temperature Refrigeration Systems (3)**

(Former course prefix/number ACR 227)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2374. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 2379 Air Conditioning System Equipment Selection (3)**

(Former course prefix/number ACR 228)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2375. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

**HVAC 2380 Refrigeration Equipment Selection (3)**

(Former course prefix/number ACR 229)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2376 or 2378. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**HVAC 2381 Energy Conservation (3)**

(Former course prefix/number ACR 230)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2380. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**HVAC 2670 Contractor Estimating (6)**

(Former course prefix/number ACR 200)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 2370 and 2371. 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.)

**HVAC 2671 System Servicing (6)**

(Former course prefix/number ACR 212)

Prerequisites: Heating, Ventilation and Air Conditioning 1672 and 1673. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 2372 and 2373. Students may register in the comprehensive course or the inclusive courses. This course includes psychometric 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.)

**HVAC 7371 Cooperative Work Experience (3)**

(Former course prefix/number ACR 703)

Prerequisites: Completion of two courses in the Heating, Ventilation and 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 job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

**HVAC 7372 Cooperative Work Experience (3)**

(Former course prefix/number ACR 713)

Prerequisites: Completion of two courses in the Heating, Ventilation and 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.)

**HVAC 7471 Cooperative Work Experience (4)**

(Former course prefix/number ACR 704)

Prerequisites: Completion of two courses in the Heating, Ventilation and 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 job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

**HVAC 7472 Cooperative Work Experience (4)**

(Former course prefix/number ACR 714)

Prerequisites: Completion of two courses in the Heating, Ventilation and 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.)

## HISTORY

**HIST 1301 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 101)

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

**HIST 1302 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 102)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

**HIST 2311 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 108)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2312 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2321 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2322 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HIST 2370 Latin American History (3)**

(Former course prefix/number HST 112)

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.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**HIST 2372 Advanced Historical Studies (3)**

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

**HIST 2380 The Heritage Of Mexico (3)**

(This is a common course number. Former course prefix/number HST 110)

This course (cross-listed as Anthropology 1371) 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 2380 or Anthropology 1371, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HIST 2381 Afro-American History (3)**

(This is a common course number. Former course prefix/number HST 120)

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.)

(Coordinating Board Academic Approval Number 4511015342)

**HUMAN DEVELOPMENT****HDEV 0092 Student Success (3)**

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HDEV 0100 Educational Alternatives (1)**

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HDEV 0110 Assessment Of Prior Learning (1)**

(Former course prefix/number HD 110)

Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HDEV 1370 Educational And Career Planning (3)**

(Former course prefix/number HD 104)

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.)

**HDEV 1371 Principles And Processes Of Personal And Social Adjustment (3)**

(Former course prefix/number HD 112)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

**HDEV 1372 Cognitive Processes: The Master Student Course (3)**

(Former course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## HUMANITIES

**HUMA 1301 Introduction To The Humanities (3)**

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

## LIBRARY SKILLS

**LIBR 1370 College Library Research Methods and Materials (3)**

(Former course prefix/number LS 102)

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.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## MANAGEMENT

**MGMT 1370 Principles Of Management (3)**

(Former course prefix/number MGT 136)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

**MGMT 1371 Introduction To Total Quality Management (3)**

(Former course prefix/number MGT 140)

This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

**MGMT 1372 Small Business Management (3)**

(Former course prefix/number MGT 153)

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.)

**MGMT 1374 Introduction To Supervision (3)**

(Former course prefix/number MGT 171)

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.)

**MGMT 2170 Special Problems In Business (1)**

(Former course prefix/number MGT 212)

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.)

**MGMT 2372 Special Problems In Management (3)**

(Former course prefix/number MGT 232)

Topics will vary and will be annotated in each semester's schedule. Selection of topics will be based on current areas of interest expressed by service area management students and employers. (3 Lec.)

**MGMT 2373 Organizational Behavior (3)**

(Former course prefix/number MGT 237)

The persisting human problems of managing in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

**MGMT 2374 Human Resources Management (3)**

(Former course prefix/number MGT 242)

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.)

**MGMT 2375 Problem Solving And**

**Decision-Making (3)**

(Former course prefix/number MGT 244)

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.)

**MGMT 7371 Cooperative Work Experience (3)**

(Former course prefix/number MGT 703)

Prerequisite: Previous credit in or concurrent enrollment in Management 1374 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., 14 Lab.)

**MGMT 7372 Cooperative Work Experience (3)**

(Former course prefix/number MGT 713)

Prerequisite: Previous credit in or concurrent enrollment in Management 2374 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., 14 Lab.)

**MGMT 8381 Cooperative Work Experience (3)**

(Former course prefix/number MGT 803)

Prerequisite: Previous credit in or concurrent enrollment in Management 2373 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., 14 Lab.)



**MGMT 8382 Cooperative Work Experience (3)**

(Former course prefix/number MGT 813)

Prerequisite: Previous credit in or concurrent enrollment in Management 2375 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., 14 Lab.)

## MARKETING CAREERS

**MRKT 1370 Principles Of Retailing (3)**

(Former course prefix/number MKT 137)

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.)

**MRKT 2170 Special Topics In Fashion Marketing (1)**

(Former course prefix/number MKT 211)

Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural 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.)

**MRKT 2270 Special Topics In Fashion Marketing (2)**

(Former course prefix/number MKT 212)

Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural 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 four credit hours. (2 Lec.)

**MRKT 2370 Principles Of Marketing (3)**

(Former course prefix/number MKT 206)

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.)

**MRKT 2371 Special Topics In Fashion Marketing (3)**

(Former course prefix/number MKT 223)

Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural 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 six credit hours. (3 Lec.)

**MRKT 2372 Computer Graphics: Marketing Applications (3)**

(Former course prefix/number MKT 224)

This course presents an overview of computer graphics systems utilizations in design, manufacturing and marketing. Students will generate advertising and product presentations, sketches, charts, graphs, slides, transparencies and videos with specialized graphics hardware and software. No prior computer experience is necessary. (3 Lec., 1 Lab.)

**MRKT 2373 Salesmanship (3)**

(Former course prefix/number MKT 230)

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.)

**MRKT 2374 Advertising And Sales Promotion (3)**

(Former course prefix/number MKT 233)

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.)

**MRKT 2375 Automated Inventory Management (3)**

(Former course prefix/number MKT 239)

Through the use of computer models, students will operate their own retail stores with emphasis on inventory management. Intensive practice with buying, markdowns, price tag generation, sales, and analysis will be emphasized. Accounts payable for store vendors, and accounts receivable for store customers will also be covered. Laboratory fee. (3 Lec., 1 Lab.)

**MRKT 2376 Visual Merchandising (3)**

(Former course prefix/number MKT 251)

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., 1 Lab.)

**MRKT 2377 Fashion Buying (3)**

(Former course prefix/number MKT 290)

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.)

**MRKT 2380 Fashion Merchandising and Promotion (3)**

(Former course prefix/number MKT 231)

An overview of the fashion industry including career opportunities, domestic and foreign markets, fashion vocabulary, fashion theories, and promotion. Emphasis will be placed on all aspects of fashion sales promotion as well as the application of basic fashion merchandising principles. (3 Lec.)

**MRKT 2381 Fashion Trends and Research (3)**

(Former course prefix/number MKT 235)

Students will expand their knowledge of silhouette, color, fashion designers, fabric and apparel development, design and production. Emphasis will be placed on the relationship of demographic and lifestyle trends to current fashion trends. Readings, research, demonstrations, and projects will focus on trend tracking and the development of a fashion product for a particular market segment. (3 Lec.)

**MRKT 2382 Customer Service (3)**

(Former course prefix/number MKT 237)

Focus on customer service as a strategic element of marketing and retail operations. Topics include customer service objectives, training and development, and support and evaluation. Practice in verbal and nonverbal communications, along with experience in writing service reviews and recommendations are emphasized. (3 Lec.)

**MRKT 7371 Cooperative Work Experience (3)**

(Former course prefix/number MKT 703)

Prerequisite: Completion of two courses in the Fashion Marketing, or Sales, Marketing and Retail programs or demonstrated competence approved by the instructor. 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. Seminar topics will include personal issues, business ethics, customer service and interpersonal skills. Analysis and evaluation of job performance will be completed by faculty and employer. Laboratory fee. (1 Lec., 15 Lab.)

**MRKT 7372 Cooperative Work Experience (3)**

(Former course prefix/number MKT 713)

Prerequisite: Previous credit in Marketing 7371, completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs or demonstrated competence approved by the instructor. 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. Seminar topics in the areas of business, communications, organizational behavior, networking, and professional organizations will be included. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

**MATHEMATICS**

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

*MATH 1314 is a 3 credit hour lecture course. MATH 1470 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

**MATH 1314 College Algebra (3)**

(This is a common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. 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.)  
(Coordinating Board Academic Approval Number 2701015437)

**MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1470 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.)  
(Coordinating Board Academic Approval Number 2701015337)

**MATH 1324 Mathematics For Business And Economics I (3)**

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1325 Mathematics For Business And Economics II (3)**

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1332 College Mathematics I (3)**

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. 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.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1333 College Mathematics II (3)**

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. 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.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. 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.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1342 Introductory Statistics (3)**

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

**MATH 1348 Analytic Geometry (3)**

(This is a common course number. Former course prefix/number MTH 121)

Prerequisite: Mathematics 1316 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.)

(Coordinating Board Academic Approval Number 2701015537)

**MATH 1371 Business Mathematics (3)**

(Former course prefix/number MTH 130)

Prerequisites: An appropriate assessment test score. This course is a study of quantitative concepts in solving problems in various business areas. Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance. (3 Lec.)

**MATH 1372 Mathematics for Allied Health (3)**

(Former course prefix/number MTH 136)

Prerequisite: Developmental Mathematics 0090 or an appropriate test score. This course is a study of percents, apothecary system, metric system, linear equations, literal equations, gas laws, magnification laws, and statistics which includes histograms, bar graphs, pie-charts, averages, standard deviations and variances. Also included are basic concepts of geometry. (3 Lec.)

**MATH 1373 Applied Mathematics (3)**

(Former course prefix/number MTH 139)

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.)

**MATH 1374 Technical Mathematics I (3)**

(Former course prefix/number MTH 195)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091 or 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.)

**MATH 1375 Technical Mathematics II (3)**

(Former course prefix/number MTH 196)

Prerequisite: Mathematics 1374. 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.)

*MATH 1470 is a 4 credit hour lecture and laboratory course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**MATH 1470 College Algebra (4)**

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0093. 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. (4 Lec.)  
(Coordinating Board Academic Approval Number is 2701015437.)

**MATH 2305 Discrete Mathematics (3)**

(This is a common course number. Former course prefix/number MTH 216)

Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2703017137)

**MATH 2315 Calculus III (3)**

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2318 Linear Algebra (3)**

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

**MATH 2320 Differential Equations (3)**

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MATH 2370 Technical Mathematics III (3)**

(Former course prefix/number MTH 297)

Prerequisite: Mathematics 1375. 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.)

**MATH 2412 Precalculus Mathematics (4)**

(This is a common course number. Former course prefix/number MTH 109)

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.)

(Coordinating Board Academic Approval Number 2701015837)

**MATH 2414 Calculus II (4)**

(This is a common course number. Former course prefix/number MTH 225)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MATH 2513 Calculus I (5)**

(This is a common course number. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MILITARY SCIENCE**

(Offered in cooperation with the University of Texas at Arlington)

**MILS 1141 Introduction to ROTC and the Army (1)**

(Former course prefix/number MIL 100)

The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

**MILS 1142 The Military Profession (1)**

(Former course prefix/number MIL 101)

Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

**MILS 1180 Leadership Laboratory (1)**

(Former course prefix/number MIL 102)

A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multi-tiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

**MILS 2241 Military Topography (2)**

(Former course prefix/number MIL 200)

The leader's interpretation and use of topographical maps to facilitate land navigation. Consideration of the military significance of terrain. Emphasizes practical land navigation, map reading, terrain analysis, and leadership skills. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

**MILS 2248 Evolution of Contemporary Military Strategy (2)**

(Former course prefix/number MIL 202)

A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

**MILS 2251 Self/Team Development (2)**

(Former course prefix/number MIL 204)

Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

**MILS 2291 Conference Course (2)**

(Former course prefix/number MIL 203)

Prerequisite: permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

**MOTORCYCLE MECHANICS**

(See Engine Technology – Motorcycle Mechanics)

**MUSIC**

(Music [MUSI] and Applied Music [MUAP])

**MUSI 1116 Musicianship I (1)**

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1371 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 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1117 Musicianship II (1)**

(This is a common course number. Former course prefix/number MUS 182)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1123 Orchestra (1)**

(This is a common course number. Former course prefix/number MUS 170)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1132 Keyboard Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1133 Woodwind Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1134 Brass Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137 Guitar Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1138 Percussion Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1143 Vocal Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 165)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 1173 Survey Of Recording Laboratory (1)**

(Former course prefix/number MUS 191)

Prerequisite: Successful completion of or concurrent enrollment in Music 1272. This course parallels Music 1272 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. (3 Lab.)

**MUSI 1174 Studio Technology Laboratory (1)**

(Former course prefix/number MUS 198)

Prerequisite: Completion of or concurrent enrollment in Music 1273 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 1273. 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.)

**MUSI 1181 Piano Class I (1)**

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1182 Piano Class II (1)**

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1183 Voice Class I (1)**

(This is a common course number. Former course prefix/number MUS 161)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1184 Voice Class II (1)**

(This is a common course number. Former course prefix/number MUS 162)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1192 Guitar Class I (1)**

(This is a common course number. Former course prefix/number MUS 119)

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.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1193 Guitar Class II (1)**

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1263 Jazz Improvisation (2)**

(This is a common course number. Former course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036530)

**MUSI 1270 Audio Production For Voice (2)**

(Former course prefix/number MUS 180)

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 copy writing, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

**MUSI 1271 Computerized Music Production I (2)**

(Former course prefix/number MUS 189)

This course serves as an introduction to computer-based music production. Areas covered include basic operation of synthesizers, sequencers, music scoring programs, and synthesizer editing programs. (2 Lec., 2 Lab.)

**MUSI 1272 Survey Of Recording (2)**

(Former course prefix/number MUS 190)

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.)

**MUSI 1273 Studio Technology (2)**

(Former course prefix/number MUS 197)

Prerequisites: Music 1272 and 1173 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.)

**MUSI 1300 Foundations Of Music I (3)**

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306 Music Appreciation (3)**

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

**MUSI 1308 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1309 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1311 Music Theory I (3)**

(This is a common course number. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1312 Music Theory II (3)**

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1370 Guitar Literature And Materials (3)**

(Former course prefix/number MUS 112)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1371 Foundations Of Music II (3)**

(Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1374 Music In America (3)**

(Former course prefix/number MUS 192)

American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theater, and contemporary developments are included. (3 Lec.)

**MUSI 1375 Improvisation (3)**

(Former course prefix/number MUS 193)

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.)

**MUSI 1376 Jazz Workshop (3)**

(Former course prefix/number MUS 194)

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.)

**MUSI 1377 Business Of Music (3)**

(Former course prefix/number MUS 196)

The world of the music industry is presented. Topics include performing, engineering, producing, music merchandising, music teaching, song writing, performing rights organizations, demo tapes, resumes, agents and managers, concert promotion and the 1976 Copyright Act. Lecture will be supplemented by consultant and guest panel discussions. (3 Lec.)

**MUSI 1386 Composition (3)**

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

**MUSI 2116 Musicianship III (1)**

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2118 Musicianship IV (1)**

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)



**MUSI 2143 Chorus (1)**

(This is a common course number. Former course prefix/number MUS 160)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009036730)

**MUSI 2181 Piano Class III (1)**

(This is a common course number. Former course prefix/number MUS 217)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2182 Piano Class IV (1)**

(This is a common course number. Former course prefix/number MUS 218)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2237 Lab Band (1)**

(This is a common course number. Former course prefix/number MUS 181)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 2270 Computerized Music Production II (2)**

(Former course prefix/number MUS 289)

Prerequisites: Music 1271 or demonstrated competence approved by the instructor. This course is an intensive study of computer-based music production. Areas covered include advanced sequencing, computer-based generation of musical scores, synchronization of sequencers with other media, and advanced synthesizer concepts. (2 Lec., 2 Lab.)

**MUSI 2311 Music Theory III (3)**

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2312 Music Theory IV (3)**

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2370 Arranging/Orchestration (3)**

(Former course prefix/number MUS 292)

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.)

**MUSI 2371 Independent Study (3)**

(Former course prefix/number MUS 293)

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.)

**MUSI 2372 Recording Studio Practices (3)**

(Former course prefix/number MUS 296)

Prerequisites: Music 1273 and Music 1174. 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.)

**MUSI 2373 Studio Production (3)**

(Former course prefix/number MUS 297)

Prerequisite: Music 2372. 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.)

**MUSI 7371 Cooperative Work Experience (3)**

(Former course prefix/number MUS 703)

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.)

**MUSI 7372 Cooperative Work Experience (3)**

(Former course prefix/number MUS 713)

Prerequisites: Completion of Music 7371. 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.)

**MUSI 9175 Recital (1)**

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUAP 1101-1181 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.)

**MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1109 Applied Music-Cello (1)**

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1113 Applied Music-Double Bass (1)**

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1133 Applied Music-Saxophone (1)**

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1137 Applied Music-Trumpet (1)**

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1141 Applied Music-French Horn (1)**

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1149 Applied Music-Baritone (1)**

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1177 Applied Music-Harp (1)**

(This is a common course number. Former course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2201-2281 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.)

**MUAP 2201 Applied Music-Violin (2)**

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

## NUTRITION

**NUTR 1322 Principles of Nutrition (3)**

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

## OFFICE TECHNOLOGY

**OFCT 1170 Contemporary Topics In Office Technology (1)**

(Former course prefix/number OFC 143)

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.)

**OFCT 1171 Keyboarding (1)**

(Former course prefix/number OFC 176)

This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1172 Introduction To Word Processing (1)**

(Former course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. 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 software. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1173 Keyboarding For Speed And Accuracy (1)**

(Former course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 1175 Office Machines I (1)**

(Former course prefix/number OFC 192)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

**OFCT 1270 Contemporary Topics In Office Technology (2)**

(Former course prefix/number OFC 144)

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. This course may be repeated for credit when topics vary. (2 Lec.)

**OFCT 1370 Contemporary Topics In Office Technology (3)**

(Former course prefix/number OFC 145)

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. This course may be repeated for credit when topics vary. (3 Lec.)

**OFCT 1371 Automated Filing Procedures (3)**

(Former course prefix/number OFC 150)

Prerequisite: Office Technology 1375 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.)

**OFCT 1372 Office Calculating Machines (3)**

(Former course prefix/number OFC 160)

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.)

**OFCT 1373 Office Procedures (3)**

(Former course prefix/number OFC 162)

Prerequisites: Office Technology 1375 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.)

**OFCT 1374 Legal Terminology And Transcription (3)**

(Former course prefix/number OFC 167)

Prerequisites: Office Technology 1376 and Office Technology 1378 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.)

**OFCT 1375 Beginning Keyboarding (3)**

(Former course prefix/number OFC 172)

This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1376 Intermediate Keyboarding (3)**

(Former course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1377 Office Systems and Applications (3)**

(Former course prefix/number OFC 101)

Prerequisite: Concurrent enrollment in Office Technology 1375 and Office Technology 1377 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1378 Text Processing Transcription (3)**

(Former course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1379 Word Processing I (3)**

(Former course prefix/number OFC 105)

Prerequisite: Office Technology 1375 or demonstrated competence. This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use. Emphasis is on creating, editing, formatting, and printing documents. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1380 Business Software Applications I (3)**

(Former course prefix/number OFC 112)

Prerequisite: Office Technology 1375 or demonstrated competence. This beginning-level course emphasizes the basic functions of spreadsheet, database, graphics, or communication software required for office employment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2170 Word Processing Applications (1)**

(Former course prefix/number OFC 282)

Prerequisites: Office Technology 1172 or demonstrated competence approved by the instructor. 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. (1 Lec., 1 Lab.)

**OFCT 2171 Specialized Software I (1)**

(Former course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, 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. (1 Lec., 1 Lab.)

**OFCT 2172 Specialized Software II (1)**

(Former course prefix/number OFC 284)

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. (1 Lec., 1 Lab.)

**OFCT 2270 Advanced Keyboarding Applications (2)**

(Former course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of keyboarding techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFCT 2370 Business Communications (3)**

(Former course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. 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.)

**OFCT 2371 Legal Secretarial Procedures (3)**

(Former course prefix/number OFC 274)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, 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.)

**OFCT 2372 Word Processing II (3)**

(Former course prefix/number OFC 205)

Prerequisite: Office Technology 1379, Word Processing I, or demonstrated competence. This course is designed to develop advanced features to a proficient level of a comprehensive word processing program. Applications and desktop publishing projects requiring critical thinking and decision making as expected in the office environment will be included. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2373 Business Software Applications II (3)**

(Former course prefix/number OFC 212)

Prerequisite: Business Software Applications I (Office Technology 1380) or demonstrated competence. This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking and decision making. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2374 Business Software Applications III (3)**

(Former course prefix/number OFC 222)

Prerequisite: Business Software Applications II (Office Technology 2373) or demonstrated competence. This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 7371 Cooperative Work Experience (3)**

(Former course prefix/number OFC 703)

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.)

**OFCT 7372 Cooperative Work Experience (3)**

(Former course prefix/number OFC 713)

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.)

**OFCT 7471 Cooperative Work Experience (4)**

(Former course prefix/number OFC 704)

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.)

**OFCT 7472 Cooperative Work Experience (4)**

(Former course prefix/number OFC 714)

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.)

**OFCT 8381 Cooperative Work Experience (3)**

(Former course prefix/number OFC 803)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. 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.)

**OFCT 8481 Cooperative Work Experience (4)**

(Former course prefix/number OFC 804)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. 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 MARINE ENGINE MECHANICS**

(See Engine Technology – Outboard Engine)

## PHILOSOPHY

### PHIL 1301 Introduction To Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101)

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.)

(Coordinating Board Academic Approval Number 3801015135)

### PHIL 1370 Critical Thinking (3)

(Former course prefix/number PHI 103)

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.)

(Coordinating Board Academic Approval Number 3801015235)

### PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105)

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.)

(Coordinating Board Academic Approval Number 3801015235)

### PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203)

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.)

(Coordinating Board Academic Approval Number 3801015335)

## PHOTOGRAPHY

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

### PHOT 1316 Introduction To Photography And Photojournalism (3)

(Former course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

### PHOT 1317 Advanced Photography And Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

### PHOT 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)

(Former course prefix/number PHO 115)

This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5006055230)

### PHOT 2324 Introduction to Multimedia (3)

(Former course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

## **PHOT 2375 Special Photographic Topics And Problems (3)**

(Former course prefix/number PHO 215)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 6006066230)

## **PHYSICAL EDUCATION**

### **PHED 1100 Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### **PHED 1101 Beginning Casting And Angling (1)**

(This is a common course number. Former course prefix/number PEH 103)

This course will include the fundamentals of fly casting, bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### **PHED 1102 Beginning Soccer (1)**

(This is a common course number. Former course prefix/number PEH 104)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1103 Shooting and Firearm Safety (1)**

(This is a common course number. Former course prefix/number PEH 105)

Course content includes fundamentals of shooting, gun safety and principles of reloading. This course includes personal safety associated with hunting and sport shooting. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1104 Beginning Softball (1)**

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1107 Intramural Athletics (1)**

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1108 Beginning Archery (1)**

(This is a common course number. Former course prefix/number PEH 117)

The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1109 Beginning Golf (1)**

(This is a common course number. Former course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1110 Beginning Tennis (1)**

(This is a common course number. Former course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PHED 1111 Beginning Bowling (1)**

(This is a common course number. Former course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)



**PHED 1116 Conditioning Exercise (1)**

(This is a common course number. Former course prefix/number PEH 126)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1117 Beginning Basketball And Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1118 Modern Dance (1)**

(This is a common course number. Former course prefix/number PEH 129)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1119 Weight Training And Conditioning (1)**

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1120 Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 132)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1121 Jogging for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1123 Walking For Fitness (1)**

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1124 Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1126 Cycling (1)**

(This is a common course number. Former course prefix/number PEH 145)

Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1130 Lifetime Sports Activities II (1)**

(This is a common course number. Former course prefix/number PEH 200)

Prerequisite: Associate Physical Education 1000 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1132 Intermediate Softball (1)**

(This is a common course number. Former course prefix/number PEH 212)

Prerequisite: Physical Education 1104 or 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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1134 Intermediate Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 216)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1135 Intermediate Archery (1)**

(This is a common course number. Former course prefix/number PEH 217)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1136 Intermediate Golf (1)**

(This is a common course number. Former course prefix/number PEH 218)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1137 Intermediate Tennis (1)**

(This is a common course number. Former course prefix/number PEH 219)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1141 Intermediate Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 231)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1142 Intermediate Self-Defense (1)**

(This is a common course number. Former course prefix/number PEH 232)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1143 Intermediate Jogging (1)**

(This is a common course number. Former course prefix/number PEH 233)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1144 Walking For Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 235)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1145 Intermediate Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 237)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1146 Intermediate Basketball (1)**

(This is a common course number. Former course prefix/number PEH 239)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1147 Intermediate Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 240)

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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1148 Intermediate Baseball (1)**

(This is a common course number. Former course prefix/number PEH 241)

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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1149 Intermediate Cycling (1)**

(This is a common course number. Former course prefix/number PEH 245)

Prerequisite: Physical Education 1126 or 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.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1150 Intermediate Bowling (1)**

(This is a common course number. Former course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1164 Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 115)

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.)

(Coordinating Board Academic Approval Number 3105015128)

**PHED 1301 Introduction To Physical Education (3)**

(This is a common course number. Former course prefix/number PEH 144)

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. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3105015228)

**PHED 1304 Health For Today (3)**

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

**PHED 1308 Sports Officiating I (3)**

(This is a common course number. Former course prefix/number PEH 147)

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. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

**PHED 1309 Sports Officiating II (3)**

(This is a common course number. Former course prefix/number PEH 148)

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. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

## **PHED 1321 The Coaching Of Football And Basketball (3)**

(This is a common course number. Former course prefix/number PEH 236)

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. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 3105065128)

## **PHYSICAL SCIENCE**

(See Physics)

## **PHYSICS**

### **PHYS 1111 Astronomy Laboratory I (1)**

(This is a common course number. Former course prefix/number AST 103)

Prerequisite: Credit or concurrent enrollment in Physics 1311. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This laboratory includes night observations. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 4002015139)

### **PHYS 1112 Astronomy Laboratory II (1)**

(This is a common course number. Former course prefix/number AST 104)

Prerequisite: Credit or concurrent enrollment in Physics 1312. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)  
(Coordinating Board Academic Approval Number 4002015139)

### **PHYS 1311 Descriptive Astronomy (3)**

(This is a common course number. Former course prefix/number AST 101)

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. (3 Lec.)  
(Coordinating Board Academic Approval Number 4002015139)

### **PHYS 1312 General Astronomy (3)**

(This is a common course number. Former course prefix/number AST 102)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy, and external galaxies. (3 Lec.)

(Coordinating Board Academic Approval Number 4002015139)

### **PHYS 1401 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015339)

### **PHYS 1402 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015339)

### **PHYS 1405 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 117)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015139)

### **PHYS 1407 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)  
(Coordinating Board Academic Approval Number 4008015139)

**PHYS 1411 Fundamentals Of Astronomy (4)**

(This is a common course number. Former course prefix/number AST 111)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1412 General Introductory Astronomy (4)**

(This is a common course number. Former course prefix/number AST 112)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1415 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

**PHYS 1417 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

**PHYS 1470 Applied Physics (4)**

(Former course prefix/number PHY 131)

Prerequisite: Mathematics 1374 or concurrent enrollment in Mathematics 1374. 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.)

(Coordinating Board Academic Approval Number 4008015339)

**PHYS 1471 Applied Physics (4)**

(Former course prefix/number PHY 132)

Prerequisite: Physics 1470. This course is a continuation of Physics 1470. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHYS 2425 General Physics (4)**

(This is a common course number. Former course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

**PHYS 2426 General Physics (4)**

(This is a common course number. Former course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

**PSYCHOLOGY****PSYC 1370 Applied Psychology And Human Relations (3)**

(Former course prefix/number PSY 131)

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.)

(Coordinating Board Academic Approval Number 4201015240)

**PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

### **PSYC 2302 Applied Psychology (3)**

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: Psychology 2301. 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.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number PSY 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

### **PSYC 2314 Developmental Psychology (3)**

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: Psychology 2301. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207016140)

### **PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: Psychology 2301. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

### **PSYC 2319 Social Psychology (3)**

(This is a common course number. Former course prefix/number PSY 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

## **READING**

### **READ 1370 College Reading And Study Skills (3)**

(Former course prefix/number RD 101)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

### **READ 1371 Speed Reading And Learning (3)**

(Former course prefix/number RD 102)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

## **REAL ESTATE**

### **REAL 1370 Real Estate Principles (3)**

(Former course prefix/number RE 130)

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.)

### **REAL 1371 Real Estate Finance (3)**

(Former course prefix/number RE 131)

Prerequisite: Real Estate 1370 or concurrent enrollment in Real Estate 1370 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.)

**REAL 1372 Real Estate Marketing (3)**

(Former course prefix/number RE 133)

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.)

**REAL 1373 Real Estate Appraisal-Commercial (3)**

(Former course prefix/number RE 134)

Prerequisite: Real Estate 1370 and 1371 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.)

**REAL 1374 Real Estate Appraisal-Residential (3)**

(Former course prefix/number RE 135)

Prerequisites: Real Estate 1370 and 1371 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.)

**REAL 1375 Real Estate Law (3)**

(Former course prefix/number RE 136)

Prerequisite: Real Estate 1370 or concurrent enrollment in Real Estate 1370 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.)

**REAL 1376 Promulgated Contract Forms (3)**

(Former course prefix/number RE 138)

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 course shall include, but not be limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms and case studies involving use of forms. (3 Lec.)

**REAL 1378 Real Estate Mathematics (3)**

(Former course prefix/number RE 110)

Real estate mathematics shall include but not be limited to basic arithmetic skills and review of mathematical logic, percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing costs. (3 Lec.)

**REAL 1379 Law of Agency (3)**

(Former course prefix/number RE 111)

Law of agency shall include the principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. (3 Lec.)

**REAL 2170 Special Problems In Real Estate (1)**

(Former course prefix/number RE 240)

This is a special problems study course for organized class instruction in real estate. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

**REAL 2270 Special Problems in Real Estate (2)**

(Former course prefix/number RE 242)

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. (2 Lec.)

**REAL 2370 Real Estate Office****Management/Brokerage (3)**

(Former course prefix/number RE 230)

Prerequisite: Real Estate 1370 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.)

**REAL 2371 Commercial And Investment****Real Estate (3)**

(Former course prefix/number RE 233)

Prerequisite: Real Estate 1370 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 shelter depreciation, and applications to property tax. (3 Lec.)

**REAL 2372 Property Management (3)**

(Former course prefix/number RE 235)

Prerequisite: Real Estate 1370 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.)

**REAL 2373 Residential Inspection For Real Estate Agents (3)**

(Former course prefix/number RE 237)

This course is a study of the different types of building systems and materials used in the design and construction of real property. The course will primarily cover residential construction; however, commercial building systems and materials will also be addressed. Different structural building systems will be studied including wood-related products, concrete and concrete masonry, brick, stone, and steel units. The TREC Promulgated Property Condition Addendum will be addressed along with inspector and client agreement, tools and procedures, electromechanical systems (plumbing, heating, air conditioning, appliances, energy-saving considerations); and structures (lot and landscape, roofs, chimney, gutters, paving, walls, windows and doors, insect damage and storage areas). (3 Lec.)

**REAL 2374 Special Problems In Real Estate (3)**

(Former course prefix/number RE 241)

This is a special problems study course for organized class instruction in real estate. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

**REAL 7471 Cooperative Work Experience (4)**

(Former course prefix/number RE 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. 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. (1 Lec., 20 Lab.)

**REAL 7472 Cooperative Work Experience (4)**

(Former course prefix/number RE 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. 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. (1 Lec., 20 Lab.)

## RELIGION

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

**RELI 1304 Major World Religions (3)**

(Former course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015235)

**RELI 1370 Religion In American Culture (3)**

(Former course prefix/number REL 101)

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.)

(Coordinating Board Academic Approval Number 3802015135)

**RELI 1371 Contemporary Religious Problems (3)**

(Former course prefix/number REL 102)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)



## **REL 1372 The History And Literature Of The Bible (3)**

(Former course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

## **SMALL ENGINE**

(See Engine Technology – Small Engine)

## **SOCIOLOGY**

### **SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

### **SOCI 1306 Social Problems (3)**

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

### **SOCI 2301 Marriage, Family, and Close Relationships (3)**

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

### **SOCI 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

### **SOCI 2319 American Minorities (3)**

(This is a common course number. Former course prefix/number SOC 204)

Prerequisite: Sociology 1301 or six hours of U.S. history recommended. 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.)

(Coordinating Board Academic Approval Number 4511015342)

### **SOCI 2320 Field Studies In American Minorities (3)**

(This is a common course number. Former course prefix/number SOC 210)

Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **SOCI 2326 Social Psychology (3)**

(This is a common course number. Former course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

### **SOCI 2370 Selected Topics (3)**

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

**SOCI 2371 Urban Social Problems (3)**

(Former course prefix/number SOC 231)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

**SPANISH****SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 1412 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 2306 Spanish Conversation I (3)**

(This is a common course number. Former course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPAN 2312 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPAN 2321 Introduction To Spanish Literature (3)**

(This is a common course number. Former course prefix/number SPA 203)

Prerequisite: Spanish 2312 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.)

(Coordinating Board Academic Approval Number 1609055331)

**SPAN 2322 Introduction To Spanish Literature (3)**

(This is a common course number. Former course prefix/number SPA 204)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

**SPAN 2370 Spanish Conversation II (3)**

(Former course prefix/number SPA 208)

Prerequisite: Spanish 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2371 Spanish for Business I (3)**

(Former course prefix/number SPA 211)

Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**SPAN 2372 Spanish for Business II (3)**

(Former course prefix/number SPA 212)

Prerequisite: Spanish 2371 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function in Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## **SPEECH COMMUNICATION**

**SPCH 1144 Speech Communication****Laboratory (1)**

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 1145 Speech Communication Workshop (1)**

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 1311 Introduction To Speech Communication (3)**

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310016135)

**SPCH 1315 Fundamentals Of Public Speaking (3)**

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310016335)

**SPCH 1321 Business And Professional Communication (3)**

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310016235)

## **THEATRE**

(See Drama and Dance)

## **VETERINARY TECHNOLOGY**

**VETT 1170 Medical Terminology (1)**

(Former course prefix/number VT 113)

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.)

**VETT 1171 Animal Care And Sanitation I (1)**

(Former course prefix/number VT 120)

Prerequisite: Veterinary Technology 1470. 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.)

**VETT 1172 Animal Care And Sanitation II (1)**

(Former course prefix/number VT 134)

Prerequisite: Veterinary Technology 1171. 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.)

**VETT 1270 Animal Behavior (2)**

(Former course prefix/number VT 122)

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.)

**VETT 1370 Pharmacology (3)**

(Former course prefix/number VT 132)

Prerequisite: Mathematics 1373. 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.)

**VETT 1371 Equine Reproduction And Management (Elective) (3)**

(Former course prefix/number VT 136)

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 endocrinology. 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.)

**VETT 1470 Introduction To Veterinary Technology (4)**

(Former course prefix/number VT 114)

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.)

**VETT 1471 Introduction To Applied Biology And Biochemistry (4)**

(Former course prefix/number VT 115)

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.)

**VETT 1472 Veterinary Anatomy And Physiology I (4)**

(Former course prefix/number VT 121)

Prerequisite: Biology 1406. 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.)

**VETT 1473 Veterinary Anatomy And Physiology II (4)**

(Former course prefix/number VT 131)

Prerequisite: Veterinary Technology 1472. This course is a continuation of Veterinary Technology 1472. Laboratory fee. (3 Lec., 3 Lab.)

**VETT 1570 Clinical Pathology I (5)**

(Former course prefix/number VT 135)

Prerequisite: Veterinary Technology 1470. 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.)

**VETT 2170 Animal Care And Sanitation III (1)**

(Former course prefix/number VT 214)

Prerequisite: Veterinary Technology 1172. 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.)

**VETT 2171 Animal Care And Sanitation IV (1)**

(Former course prefix/number VT 220)

Prerequisite: Veterinary Technology 2170. 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.)

**VETT 2370 Special Projects in Veterinary Technology (Elective) (3)**

(Former course prefix/number VT 215)

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.)

**VETT 2371 Radiographic Principles And Practices (3)**

(Former course prefix/number VT 221)

Prerequisite: Veterinary Technology 2470 and Mathematics 1373. 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.)

**VETT 2372 Laboratory Animal Medicine (3)**

(Former course prefix/number VT 223)

Prerequisite: Veterinary Technology 1470 and 2470. 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.)

**VETT 2373 Clinical Seminar (Elective) (3)**

(Former course prefix/number VT 217)

This course is designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures. (3 Lec.)

**VETT 2374 Exotic, Avian, and Reptile Medicine (3)**

(Former course prefix/number VT 226)

Prerequisite: Demonstrated competence approved by the instructor prior to enrollment. This course is designed for students seeking a career working with exotic, zoo, avian, and reptile species. Emphasis will be on husbandry, nutrition, diseases, disease prevention, and treatment of these species. (3 Lec.)

**VETT 2470 Anesthetics and Surgical Assistance (4)**

(Former course prefix/number VT 211)

Prerequisites: Veterinary Technology 1470, 1370, and 1570. 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.)

**VETT 2471 Large Animal Assisting Techniques (4)**

(Former course prefix/number VT 212)

Prerequisites: Veterinary Technology 1470 and 1370. 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.)

**VETT 2472 Veterinary Nursing (4)**

(Former course prefix/number VT 222)

Prerequisites: Veterinary Technology 2470, 2471 and 2570. 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 noninfectious disease, animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee. (3 Lec., 3 Lab.)

**VETT 2570 Clinical Pathology II (5)**

(Former course prefix/number VT 213)

Prerequisite: Veterinary Technology 1570. This is a continuation of Veterinary Technology 1570 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.)

**VETT 7371 Cooperative Work Experience (3)**

(Former course prefix/number VT 703)

**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.)

**VETT 7471 Cooperative Work Experience (4)**

(Former course prefix/number VT 704)

**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.)

# **CROSSWALK of NEW to OLD Course Prefixes & Numbers for 1997-98 Catalog**

Beginning with the 1995-96 academic year, all Dallas County Community College District Courses have been renumbered. Courses designated as Texas common Course Numbers have been underlined. For all courses, the numbering scheme is based on the following: the first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; the third digit, if "7", "8", or "9", generally indicates courses that are not Texas Common Course Numbers; the fourth digit is a free number. (Selected Automotive Technology courses offered at Brookhaven College do not currently follow this numbering scheme.)

The following list is a comprehensive one which includes courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all colleges. To determine which courses are available at specific colleges, please consult the college course schedule.

## **ACCOUNTING**

|                       |     |     |
|-----------------------|-----|-----|
| ACCT 1371.....        | ACC | 131 |
| ACCT 1372.....        | ACC | 132 |
| <u>ACCT 2301.....</u> | ACC | 201 |
| <u>ACCT 2302.....</u> | ACC | 202 |
| ACCT 2370.....        | ACC | 250 |
| ACCT 2372.....        | ACC | 239 |
| ACCT 2375.....        | ACC | 205 |
| ACCT 2376.....        | ACC | 238 |
| ACCT 2377.....        | ACC | 204 |
| ACCT 2378.....        | ACC | 203 |
| ACCT 2379.....        | ACC | 207 |
| <u>ACCT 2401.....</u> | ACC | 208 |
| <u>ACCT 2402.....</u> | ACC | 209 |
| ACCT 7371.....        | ACC | 703 |
| ACCT 7372.....        | ACC | 713 |
| ACCT 7471.....        | ACC | 704 |
| ACCT 7472.....        | ACC | 714 |

## **AIR CONDITIONING AND REFRIGERATION** (See Heating, Ventilation and Air Conditioning)

## **ALLIED HEALTH IMAGING**

|                |     |     |
|----------------|-----|-----|
| AHIC 1170..... | AHI | 100 |
| AHIC 1270..... | AHI | 101 |
| AHIC 1271..... | AHI | 102 |
| AHIC 1370..... | AHI | 103 |
| AHIC 1371..... | AHI | 104 |

|                |     |     |
|----------------|-----|-----|
| AHIC 1372..... | AHI | 105 |
|----------------|-----|-----|

## **ANTHROPOLOGY**

|                       |     |     |
|-----------------------|-----|-----|
| ANTH 1370.....        | ANT | 104 |
| ANTH 1371.....        | ANT | 110 |
| <u>ANTH 2302.....</u> | ANT | 231 |
| <u>ANTH 2346.....</u> | ANT | 100 |
| <u>ANTH 2351.....</u> | ANT | 101 |

## **APPAREL DESIGN**

|                |     |     |
|----------------|-----|-----|
| APPD 2270..... | APP | 237 |
| APPD 2271..... | APP | 238 |
| APPD 2370..... | APP | 232 |
| APPD 2372..... | APP | 233 |

## **ARCHITECTURE**

|                       |     |     |
|-----------------------|-----|-----|
| <u>ARCH 1205.....</u> | ARC | 102 |
| <u>ARCH 1301.....</u> | ARC | 233 |
| <u>ARCH 1302.....</u> | ARC | 230 |
| <u>ARCH 1303.....</u> | ARC | 161 |
| <u>ARCH 1304.....</u> | ARC | 162 |
| <u>ARCH 1307.....</u> | ARC | 130 |
| <u>ARCH 1308.....</u> | ARC | 133 |
| <u>ARCH 1311.....</u> | ARC | 101 |
| <u>ARCH 1315.....</u> | ARC | 257 |
| <u>ARCH 1403.....</u> | ART | 165 |
| <u>ARCH 2301.....</u> | ARC | 134 |
| <u>ARCH 2302.....</u> | ARC | 135 |
| <u>ARCH 2312.....</u> | ARC | 151 |
| ARCH 2370.....        | ARC | 237 |
| ARCH 2371.....        | ARC | 258 |

## **ART**

|                       |     |     |
|-----------------------|-----|-----|
| ARTS 1170.....        | ART | 199 |
| <u>ARTS 1301.....</u> | ART | 104 |
| <u>ARTS 1303.....</u> | ART | 105 |
| <u>ARTS 1304.....</u> | ART | 106 |
| <u>ARTS 1311.....</u> | ART | 110 |
| <u>ARTS 1312.....</u> | ART | 111 |
| <u>ARTS 1316.....</u> | ART | 114 |
| <u>ARTS 1317.....</u> | ART | 115 |
| ARTS 1370.....        | ART | 118 |
| ARTS 1371.....        | ART | 119 |
| <u>ARTS 2311.....</u> | ART | 227 |
| <u>ARTS 2312.....</u> | ART | 229 |
| <u>ARTS 2313.....</u> | ART | 223 |
| <u>ARTS 2314.....</u> | ART | 224 |
| <u>ARTS 2316.....</u> | ART | 205 |
| <u>ARTS 2317.....</u> | ART | 206 |
| <u>ARTS 2323.....</u> | ART | 201 |
| <u>ARTS 2324.....</u> | ART | 202 |
| <u>ARTS 2326.....</u> | ART | 208 |
| <u>ARTS 2327.....</u> | ART | 209 |
| <u>ARTS 2333.....</u> | ART | 220 |
| <u>ARTS 2334.....</u> | ART | 222 |
| <u>ARTS 2336.....</u> | ART | 232 |
| <u>ARTS 2337.....</u> | ART | 233 |
| <u>ARTS 2341.....</u> | ART | 116 |
| <u>ARTS 2342.....</u> | ART | 117 |
| <u>ARTS 2346.....</u> | ART | 215 |
| <u>ARTS 2347.....</u> | ART | 216 |
| <u>ARTS 2366.....</u> | ART | 217 |
| <u>ARTS 2367.....</u> | ART | 218 |
| ARTS 2370.....        | ART | 203 |
| ARTS 2371.....        | ART | 204 |
| ARTS 2372.....        | ART | 210 |

## **ASTRONOMY**

(See Physics)

## **AUTO BODY**

|                |    |     |
|----------------|----|-----|
| ABDY 1370..... | AB | 155 |
| ABDY 1570..... | AB | 151 |
| ABDY 1571..... | AB | 152 |
| ABDY 1572..... | AB | 153 |
| ABDY 1573..... | AB | 154 |
| ABDY 2170..... | AB | 256 |
| ABDY 2370..... | AB | 253 |
| ABDY 2371..... | AB | 254 |
| ABDY 2372..... | AB | 255 |
| ABDY 2570..... | AB | 251 |
| ABDY 2571..... | AB | 252 |
| ABDY 7371..... | AB | 703 |
| ABDY 7472..... | AB | 714 |

## **AUTOMOTIVE CAREER TECHNICIAN**

|                |     |     |
|----------------|-----|-----|
| ACTT 1370..... | ACT | 110 |
| ACTT 1371..... | ACT | 111 |
| ACTT 1372..... | ACT | 113 |
| ACTT 1373..... | ACT | 114 |
| ACTT 1374..... | ACT | 115 |
| ACTT 1375..... | ACT | 116 |
| ACTT 1470..... | ACT | 118 |
| ACTT 2170..... | ACT | 212 |
| ACTT 2270..... | ACT | 216 |
| ACTT 2370..... | ACT | 220 |
| ACTT 2371..... | ACT | 221 |
| ACTT 2372..... | ACT | 222 |
| ACTT 2373..... | ACT | 223 |
| ACTT 2374..... | ACT | 224 |
| ACTT 2375..... | ACT | 225 |
| ACTT 7471..... | ACT | 704 |
| ACTT 7472..... | ACT | 714 |
| ACTT 8481..... | ACT | 804 |
| ACTT 8482..... | ACT | 814 |

## **AUTOMOTIVE TECHNOLOGY**

|                |    |     |
|----------------|----|-----|
| AUTO 1163..... | AT | 163 |
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| DREA 0091.....DR                             | 091 |  | ECCD 1373.....CD                         | 141 |  | EDUC 2370.....EP  | 210 |  | ELET 2485.....ET                     | 250 |  |
| DREA 0093.....DR                             | 093 |  | ECCD 1374.....CD                         | 150 |  | EDUC 2371.....EP  | 241 |  | ELET 2486.....ET                     | 260 |  |
| <b>DEVELOPMENTAL WRITING</b>                 |     |  | ECCD 1470.....CD                         | 125 |  | EDUC 2372.....EP  | 247 |  | ELET 2487.....ET                     | 261 |  |
| DWRI 0090.....DW                             | 090 |  | ECCD 1471.....CD                         | 135 |  | EDUC 2373.....EP  | 249 |  | ELET 2488.....ET                     | 263 |  |
| DWRI 0091.....DW                             | 091 |  | ECCD 1472.....CD                         | 137 |  | EDUC 7271.....EP  | 702 |  | ELET 2489.....ET                     | 264 |  |
| DWRI 0093.....DW                             | 093 |  | ECCD 2170.....CD                         | 200 |  | EDUC 7272.....EP  | 712 |  | ELET 2490.....ET                     | 266 |  |
| <b>DIAGNOSTIC MEDICAL SONOGRAPHY</b>         |     |  | ECCD 2370.....CD                         | 203 |  | EDUC 7371.....EP  | 703 |  | ELET 2491.....ET                     | 266 |  |
| SONO 2170.....DMS                            | 237 |  | ECCD 2371.....CD                         | 209 |  | EDUC 7372.....EP  | 713 |  | ELET 2492.....ET                     | 267 |  |
| SONO 2172.....DMS                            | 242 |  | ECCD 2372.....CD                         | 238 |  | EDUC 7471.....EP  | 704 |  | ELET 2493.....ET                     | 268 |  |
| SONO 2270.....DMS                            | 216 |  | ECCD 2373.....CD                         | 239 |  | EDUC 7472.....EP  | 714 |  | ELET 2494.....ET                     | 270 |  |
| SONO 2271.....DMS                            | 227 |  | ECCD 2374.....CD                         | 250 |  | <b>ELECTRICAL TECHNOLOGY</b>                                |     |  | ELET 2495.....ET                     | 271 |  |
| SONO 2272.....DMS                            | 252 |  | ECCD 2375.....CD                         | 253 |  | ELEC 1270.....ELE   | 105 |  | ELET 2496.....ET                     | 272 |  |
| SONO 2273.....DMS                            | 253 |  | ECCD 2376.....CD                         | 254 |  | ELEC 1271.....ELE   | 108 |  | ELET 2497.....ET                     | 273 |  |
| SONO 2274.....DMS                            | 205 |  | ECCD 2377.....CD                         | 256 |  | ELEC 1272.....ELE   | 118 |  | ELET 7471.....ET                     | 704 |  |
| SONO 2275.....DMS                            | 215 |  | ECCD 2470.....CD                         | 233 |  | ELEC 1370.....ELE   | 115 |  | ELET 7472.....ET                     | 714 |  |
| SONO 2370.....DMS                            | 208 |  | ECCD 2471.....CD                         | 244 |  | ELEC 1371.....ELE   | 116 |  |                                      |     |  |
| SONO 2371.....DMS                            | 210 |  | ECCD 2472.....CD                         | 251 |  | ELEC 1470.....ELE   | 106 |  | <b>ELECTRONIC TELECOMMUNICATIONS</b> |     |  |
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|  |     |  | ECCD 8481.....CD                         | 804 |  | ELEC 2170.....ELE   | 220 |  | ETEL 2170.....ET                     | 280 |  |
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# **ENGINE TECHNOLOGY - MOTORCYCLE MECHANICS** (Formerly Motorcycle Mechanics)

ETMC 1462.....MM 153  
ETMC 1470.....MM 134  
ETMC 1471.....MM 135  
ETMC 1472.....MM 136  
ETMC 1473.....MM 137  
ETMC 1474.....MM 138  
ETMC 1475.....MM 139  
ETMC 7371.....MM 703

# **ENGINE TECHNOLOGY - OUTBOARD ENGINE** (Formerly Outboard Marine Engine Mechanics)

ETOB 1463.....OE 149  
ETOB 1480.....OE 144  
ETOB 1481.....OE 145  
ETOB 1482.....OE 146  
ETOB 1483.....OE 147  
ETOB 1484.....OE 148  
ETOB 7381.....OE 723  
ETOB 7481.....OE 724

# **ENGINE TECHNOLOGY - SMALL ENGINE** (Formerly Small Engine Mechanics)

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ETSE 7391.....SE 733  
ETSE 7491.....SE 734

# **ENGINEERING**

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ENGR 1304.....EGR 105  
ENGR 1305.....EGR 106  
ENGR 1307.....EGR 205  
ENGR 2105.....EGR 206  
ENGR 2270.....EGR 290  
ENGR 2301.....EGR 107  
ENGR 2302.....EGR 201  
ENGR 2305.....EGR 204  
ENGR 2332.....EGR 202  
ENGR 2370.....EGR 207

# **ENGINEERING TECHNOLOGY**

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ENGT 1271.....CIM 123  
ENGT 1272.....CIM 189  
ENGT 1274.....CIM 192  
ENGT 1371.....CIM 197  
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ENGT 1471.....CIM 145  
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ENGT 2471.....ECT 293  
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# **ENGLISH**

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# **ENGLISH AS A SECOND LANGUAGE**

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ESOL 0032.....ESL 032  
ESOL 0033.....ESL 033  
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ESOL 0041.....ESL 041  
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# **ENVIRONMENTAL TECHNOLOGY**

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ENVT 1370.....ENV 101  
ENVT 1371.....ENV 102  
ENVT 1470.....ENV 105  
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ENVT 2371.....ENV 206  
ENVT 2372.....ENV 209  
ENVT 2373.....ENV 210  
ENVT 2470.....ENV 201  
ENVT 2471.....ENV 207  
ENVT 2472.....ENV 208  
ENVT 7371.....ENV 703

# **FASHION MARKETING** (See Marketing Careers)

# **FIRE PROTECTION**

FIRE 1370.....FPT 131  
FIRE 1371.....FPT 132  
FIRE 1372.....FPT 137  
FIRE 1373.....FPT 140  
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FHSV 1371.....FHS 111  
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# **GEOGRAPHY**

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GEOG 2312.....GPY 102

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GEOL 1445.....GEO 105  
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# **GERMAN**

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GERM 1412.....GER 102  
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# **GOVERNMENT**

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GOVT 2302.....GVT 202  
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# **COMMUNICATIONS**

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GREE 1312.....GRK 102  
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# **HEALTH INFORMATION MANAGEMENT**

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HIMT 1370.....HIM 101  
HIMT 1371.....HIM 120  
HIMT 1372.....HIM 140  
HIMT 1470.....HIM 108  
HIMT 2270.....HIM 210  
HIMT 2271.....HIM 245  
HIMT 2272.....HIM 216  
HIMT 2370.....HIM 201  
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# **HEATING, VENTILATION AND AIR CONDITIONING**

(Air Conditioning and  
Refrigeration Technology)

HVAC 1170.....ACR 137  
HVAC 1270.....ACR 109  
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HVAC 1370.....ACR 110  
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| HVAC 7371..... | ACR | 703 |
| HVAC 7372..... | ACR | 713 |
| HVAC 7471..... | ACR | 704 |
| HVAC 7472..... | ACR | 714 |

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| HORT 2270..... | HLN | 235 |
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#### HUMAN DEVELOPMENT

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| HDEV 0100..... | HD | 100 |
| HDEV 0110..... | HD | 110 |
| HDEV 1370..... | HD | 104 |
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#### INTERNATIONAL BUSINESS AND TRADE

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#### INTERPRETER TRAINING PROGRAM

(See Eastfield Interpreter Training Program)

#### INVASIVE CARDIOVASCULAR TECHNOLOGY

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| ICVT 1171..... | ICV | 132 |
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| ICVT 1270..... | ICV | 101 |
| ICVT 1271..... | ICV | 136 |
| ICVT 1370..... | ICV | 110 |
| ICVT 1371..... | ICV | 112 |
| ICVT 1372..... | ICV | 120 |
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#### JOURNALISM

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

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| JOUR 1307.....   | JN | 101 |
| (CCN# COMM 1307) |    |     |
| JOUR 1335.....   | JN | 203 |
| (CCN# COMM 1335) |    |     |
| JOUR 1370.....   | JN | 106 |
| (No CCN#)        |    |     |
| JOUR 2131.....   | JN | 104 |
| (CCN# COMM 2131) |    |     |
| JOUR 2132.....   | JN | 105 |
| (CCN# COMM 2132) |    |     |
| JOUR 2311.....   | JN | 102 |
| (CCN# COMM 2311) |    |     |
| JOUR 2315.....   | JN | 103 |
| (CCN# COMM 2315) |    |     |
| JOUR 2327.....   | JN | 202 |
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| JOUR 2370.....   | JN | 204 |
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#### LIBRARY SKILLS

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#### MANAGEMENT

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#### MARKETING CAREERS

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| MRKT 2170..... | MKT | 211 |
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| MRKT 2380..... | MKT | 231 |
| MRKT 2381..... | MKT | 235 |
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| MRKT 7371..... | MKT | 703 |
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#### MATHEMATICS

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| MATH 1314..... | MTH | 101 |
| MATH 1316..... | MTH | 102 |
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| MATH 1325..... | MTH | 112 |
| MATH 1332..... | MTH | 115 |
| MATH 1333..... | MTH | 116 |
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#### MEDICAL ASSISTING

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| MEDA 1170..... | MA | 100 |
| MEDA 1171..... | MA | 101 |
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| MEDA 1272..... | MA | 105 |
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| MEDA 1275..... | MA | 108 |
| MEDA 1276..... | MA | 109 |
| MEDA 1277..... | MA | 110 |
| MEDA 1278..... | MA | 111 |
| MEDA 1279..... | MA | 112 |
| MEDA 1280..... | MA | 113 |
| MEDA 1370..... | MA | 114 |

#### MEDICAL LABORATORY TECHNOLOGY

|                |     |     |
|----------------|-----|-----|
| MDLT 1370..... | MLT | 136 |
| MDLT 1371..... | MLT | 137 |
| MDLT 1372..... | MLT | 142 |
| MDLT 1470..... | MLT | 133 |
| MDLT 1471..... | MLT | 141 |
| MDLT 2271..... | MLT | 237 |

|                |         |
|----------------|---------|
| MDLT 2370..... | MLT 225 |
| MDLT 2470..... | MLT 229 |
| MDLT 2471..... | MLT 231 |
| MDLT 2472..... | MLT 241 |

#### MEDICAL TRANSCRIPTION

|                |         |
|----------------|---------|
| MEDT 1270..... | MTR 135 |
| MEDT 1271..... | MTR 137 |
| MEDT 1370..... | MTR 133 |
| MEDT 1470..... | MTR 131 |
| MEDT 1471..... | MTR 141 |
| MEDT 1472..... | MTR 145 |
| MEDT 7472..... | MTR 714 |

#### MORTGAGE BANKING

|                |        |
|----------------|--------|
| MOBA 1170..... | MB 104 |
| MOBA 1370..... | MB 101 |
| MOBA 1372..... | MB 102 |
| MOBA 1373..... | MB 103 |
| MOBA 2370..... | MB 205 |
| MOBA 2372..... | MB 206 |
| MOBA 2373..... | MB 207 |
| MOBA 7471..... | MB 704 |
| MOBA 7472..... | MB 714 |

#### MOTORCYCLE MECHANICS

(See Engine Technology-  
Motorcycle Mechanics)

#### MULTIMEDIA TECHNOLOGY

|                |         |
|----------------|---------|
| MULT 1370..... | MUL 100 |
| MULT 1371..... | MUL 101 |
| MULT 1372..... | MUL 102 |
| MULT 1373..... | MUL 103 |
| MULT 1374..... | MUL 104 |
| MULT 1375..... | MUL 105 |
| MULT 1376..... | MUL 106 |
| MULT 1377..... | MUL 107 |
| MULT 1378..... | MUL 108 |
| MULT 1379..... | MUL 109 |
| MULT 1380..... | MUL 110 |
| MULT 1381..... | MUL 111 |
| MULT 7371..... | MUL 703 |

#### MUSIC

(Music and Applied Music)

|                |         |
|----------------|---------|
| MUSI 1116..... | MUS 161 |
| MUSI 1117..... | MUS 162 |
| MUSI 1123..... | MUS 170 |
| MUSI 1125..... | MUS 184 |
| MUSI 1132..... | MUS 174 |
| MUSI 1133..... | MUS 171 |
| MUSI 1134..... | MUS 172 |
| MUSI 1137..... | MUS 103 |
| MUSI 1138..... | MUS 173 |
| MUSI 1139..... | MUS 175 |
| MUSI 1140..... | MUS 176 |
| MUSI 1143..... | MUS 155 |
| MUSI 1151..... | MUS 177 |
| MUSI 1152..... | MUS 156 |
| MUSI 1160..... | MUS 105 |
| MUSI 1161..... | MUS 108 |
| MUSI 1170..... | MUS 147 |
| MUSI 1172..... | MUS 148 |
| MUSI 1173..... | MUS 191 |
| MUSI 1174..... | MUS 198 |
| MUSI 1181..... | MUS 117 |
| MUSI 1182..... | MUS 118 |
| MUSI 1183..... | MUS 151 |
| MUSI 1184..... | MUS 152 |
| MUSI 1192..... | MUS 119 |
| MUSI 1193..... | MUS 120 |
| MUSI 1237..... | MUS 160 |

|                |         |
|----------------|---------|
| MUSI 1263..... | MUS 115 |
| MUSI 1270..... | MUS 180 |
| MUSI 1271..... | MUS 189 |
| MUSI 1272..... | MUS 190 |
| MUSI 1273..... | MUS 197 |
| MUSI 1300..... | MUS 113 |
| MUSI 1306..... | MUS 104 |
| MUSI 1308..... | MUS 110 |
| MUSI 1309..... | MUS 111 |
| MUSI 1310..... | MUS 168 |
| MUSI 1311..... | MUS 145 |
| MUSI 1312..... | MUS 146 |
| MUSI 1370..... | MUS 112 |
| MUSI 1371..... | MUS 114 |
| MUSI 1372..... | MUS 153 |
| MUSI 1373..... | MUS 154 |
| MUSI 1374..... | MUS 192 |
| MUSI 1375..... | MUS 193 |
| MUSI 1376..... | MUS 194 |
| MUSI 1377..... | MUS 196 |
| MUSI 1386..... | MUS 203 |
| MUSI 2116..... | MUS 271 |
| MUSI 2118..... | MUS 272 |
| MUSI 2143..... | MUS 150 |
| MUSI 2160..... | MUS 107 |
| MUSI 2161..... | MUS 106 |
| MUSI 2181..... | MUS 217 |
| MUSI 2182..... | MUS 218 |
| MUSI 2192..... | MUS 205 |
| MUSI 2237..... | MUS 181 |
| MUSI 2270..... | MUS 289 |
| MUSI 2311..... | MUS 245 |
| MUSI 2312..... | MUS 246 |
| MUSI 2370..... | MUS 292 |
| MUSI 2371..... | MUS 293 |
| MUSI 2372..... | MUS 296 |
| MUSI 2373..... | MUS 297 |
| MUSI 7371..... | MUS 703 |
| MUSI 7372..... | MUS 713 |
| MUSI 9175..... | MUS 199 |
| MUAP 1101..... | MUS 124 |
| MUAP 1105..... | MUS 125 |
| MUAP 1109..... | MUS 126 |
| MUAP 1113..... | MUS 127 |
| MUAP 1115..... | MUS 141 |
| MUAP 1117..... | MUS 128 |
| MUAP 1121..... | MUS 129 |
| MUAP 1125..... | MUS 131 |
| MUAP 1129..... | MUS 130 |
| MUAP 1133..... | MUS 132 |
| MUAP 1137..... | MUS 133 |
| MUAP 1141..... | MUS 134 |
| MUAP 1145..... | MUS 135 |
| MUAP 1149..... | MUS 136 |
| MUAP 1153..... | MUS 137 |
| MUAP 1157..... | MUS 138 |
| MUAP 1158..... | MUS 143 |
| MUAP 1161..... | MUS 140 |
| MUAP 1165..... | MUS 122 |
| MUAP 1169..... | MUS 121 |
| MUAP 1177..... | MUS 139 |
| MUAP 1181..... | MUS 123 |
| MUAP 2201..... | MUS 224 |
| MUAP 2205..... | MUS 225 |
| MUAP 2209..... | MUS 226 |
| MUAP 2213..... | MUS 227 |
| MUAP 2215..... | MUS 241 |
| MUAP 2217..... | MUS 228 |
| MUAP 2221..... | MUS 229 |
| MUAP 2225..... | MUS 231 |
| MUAP 2229..... | MUS 230 |
| MUAP 2233..... | MUS 232 |
| MUAP 2237..... | MUS 233 |

|                |         |
|----------------|---------|
| MUAP 2241..... | MUS 234 |
| MUAP 2245..... | MUS 235 |
| MUAP 2249..... | MUS 236 |
| MUAP 2253..... | MUS 237 |
| MUAP 2257..... | MUS 238 |
| MUAP 2258..... | MUS 243 |
| MUAP 2261..... | MUS 240 |
| MUAP 2265..... | MUS 222 |
| MUAP 2269..... | MUS 221 |
| MUAP 2277..... | MUS 239 |
| MUAP 2281..... | MUS 223 |
| MUAP 2301..... | MUS 254 |
| MUAP 2305..... | MUS 255 |
| MUAP 2309..... | MUS 256 |
| MUAP 2313..... | MUS 257 |
| MUAP 2317..... | MUS 258 |
| MUAP 2321..... | MUS 259 |
| MUAP 2325..... | MUS 261 |
| MUAP 2329..... | MUS 260 |
| MUAP 2333..... | MUS 262 |
| MUAP 2337..... | MUS 263 |
| MUAP 2341..... | MUS 264 |
| MUAP 2345..... | MUS 265 |
| MUAP 2349..... | MUS 266 |
| MUAP 2353..... | MUS 267 |
| MUAP 2357..... | MUS 268 |
| MUAP 2361..... | MUS 270 |
| MUAP 2365..... | MUS 252 |
| MUAP 2369..... | MUS 251 |
| MUAP 2377..... | MUS 269 |
| MUAP 2381..... | MUS 253 |

#### NURSING

|                |         |
|----------------|---------|
| NURS 1370..... | NUR 101 |
| NURS 1371..... | NUR 102 |
| NURS 1570..... | NUR 147 |
| NURS 1870..... | NUR 144 |
| NURS 1970..... | NUR 146 |
| NURS 1971..... | NUR 148 |
| NURS 2170..... | NUR 259 |
| NURS 2270..... | NUR 262 |
| NURS 2374..... | NUR 245 |
| NURS 2375..... | NUR 260 |
| NURS 2870..... | NUR 261 |
| NURS 2970..... | NUR 250 |
| NURS 2971..... | NUR 258 |
| NURS 2972..... | NUR 263 |

#### NUTRITION

This course carries a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.

|                |         |
|----------------|---------|
| NUTR 1322..... | NTR 101 |
|----------------|---------|

(CCN# HECO 1322)

#### OFFICE TECHNOLOGY

|                |         |
|----------------|---------|
| OFCT 1170..... | OFC 143 |
| OFCT 1171..... | OFC 176 |
| OFCT 1172..... | OFC 182 |
| OFCT 1173..... | OFC 183 |
| OFCT 1175..... | OFC 192 |
| OFCT 1270..... | OFC 144 |
| OFCT 1271..... | OFC 179 |
| OFCT 1370..... | OFC 145 |
| OFCT 1371..... | OFC 150 |
| OFCT 1372..... | OFC 160 |
| OFCT 1373..... | OFC 162 |
| OFCT 1374..... | OFC 167 |
| OFCT 1375..... | OFC 172 |
| OFCT 1376..... | OFC 173 |
| OFCT 1377..... | OFC 101 |
| OFCT 1378..... | OFC 102 |

|                |         |
|----------------|---------|
| OFCT 1379..... | OFC 105 |
| OFCT 1380..... | OFC 112 |
| OFCT 2170..... | OFC 282 |
| OFCT 2171..... | OFC 283 |
| OFCT 2172..... | OFC 284 |
| OFCT 2270..... | OFC 273 |
| OFCT 2370..... | OFC 231 |
| OFCT 2371..... | OFC 274 |
| OFCT 2372..... | OFC 205 |
| OFCT 2373..... | OFC 212 |
| OFCT 2374..... | OFC 222 |
| OFCT 7371..... | OFC 703 |
| OFCT 7372..... | OFC 713 |
| OFCT 7471..... | OFC 704 |
| OFCT 7472..... | OFC 714 |
| OFCT 8381..... | OFC 803 |
| OFCT 8481..... | OFC 804 |

#### OUTBOARD MARINE

##### ENGINE MECHANICS

(See Engine Technology-  
Outboard Engine)

#### PATTERN DESIGN

|                |         |
|----------------|---------|
| PDDD 1370..... | PDD 151 |
| PDDD 1371..... | PDD 152 |
| PDDD 1372..... | PDD 153 |
| PDDD 2370..... | PDD 254 |
| PDDD 2371..... | PDD 255 |
| PDDD 2372..... | PDD 256 |
| PDDD 2374..... | PDD 257 |
| PDDD 7371..... | PDD 703 |
| PDDD 7471..... | PDD 704 |

#### PHILOSOPHY

|                |         |
|----------------|---------|
| PHIL 1310..... | PHI 101 |
| PHIL 1370..... | PHI 103 |
| PHIL 2303..... | PHI 105 |
| PHIL 2306..... | PHI 203 |
| PHIL 2307..... | PHI 202 |
| PHIL 2316..... | PHI 207 |
| PHIL 2317..... | PHI 208 |

#### PHOTOGRAPHY

These courses carry a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.

|                          |         |
|--------------------------|---------|
| PHOT 1316.....           | PHO 110 |
| (CCN# <u>COMM 1316</u> ) |         |
| PHOT 1317.....           | PHO 111 |
| (CCN# <u>COMM 1317</u> ) |         |
| PHOT 1370.....           | PHO 115 |
| (No CCN#)                |         |
| PHOT 2324.....           | PHO 212 |
| (CCN# <u>COMM 2324</u> ) |         |
| PHOT 2325.....           | PHO 124 |
| (CCN# <u>COMM 2325</u> ) |         |
| PHOT 2326.....           | PHO 125 |
| (CCN# <u>COMM 2326</u> ) |         |
| PHOT 2356.....           | PHO 122 |
| (CCN# <u>ARTS 2356</u> ) |         |
| PHOT 2357.....           | PHO 123 |
| (CCN# <u>ARTS 2357</u> ) |         |
| PHOT 2370.....           | PHO 207 |
| (No CCN#)                |         |
| PHOT 2371.....           | PHO 213 |
| (No CCN#)                |         |
| PHOT 2375.....           | PHO 215 |
| (No CCN#)                |         |

**PHYSICAL EDUCATION**

All PHED courses carry Texas Common Course Numbers; however, only those that are underlined exactly match Texas Common Course Numbers. The other course numbers are assigned Texas Common Course Numbers within a general range of numbers identified by the Texas Common Course Numbering Consortium.

|                       |                |
|-----------------------|----------------|
| PHED 1100.....        | PEH 100        |
| PHED 1101.....        | PEH 103        |
| PHED 1102.....        | PEH 104        |
| PHED 1103.....        | PEH 105        |
| PHED 1104.....        | PEH 112        |
| PHED 1105.....        | PEH 113        |
| PHED 1106.....        | PEH 114        |
| PHED 1107.....        | PEH 116        |
| PHED 1108.....        | PEH 117        |
| PHED 1109.....        | PEH 118        |
| PHED 1110.....        | PEH 119        |
| PHED 1111.....        | PEH 120        |
| PHED 1112.....        | PEH 121        |
| PHED 1113.....        | PEH 122        |
| PHED 1114.....        | PEH 123        |
| PHED 1115.....        | PEH 124        |
| PHED 1116.....        | PEH 125        |
| PHED 1117.....        | PEH 127        |
| PHED 1118.....        | PEH 129        |
| PHED 1119.....        | PEH 131        |
| PHED 1120.....        | PEH 132        |
| PHED 1121.....        | PEH 133        |
| PHED 1122.....        | PEH 134        |
| PHED 1123.....        | PEH 135        |
| PHED 1124.....        | PEH 137        |
| PHED 1125.....        | PEH 143        |
| PHED 1126.....        | PEH 145        |
| PHED 1127.....        | PEH 146        |
| PHED 1128.....        | PEH 149        |
| PHED 1129.....        | PEH 150        |
| PHED 1130.....        | PEH 200        |
| PHED 1131.....        | PEH 204        |
| PHED 1132.....        | PEH 212        |
| PHED 1133.....        | PEH 213        |
| PHED 1134.....        | PEH 215        |
| PHED 1135.....        | PEH 217        |
| PHED 1136.....        | PEH 218        |
| PHED 1137.....        | PEH 219        |
| PHED 1139.....        | PEH 222        |
| PHED 1140.....        | PEH 223        |
| PHED 1141.....        | PEH 231        |
| PHED 1142.....        | PEH 232        |
| PHED 1143.....        | PEH 233        |
| PHED 1144.....        | PEH 235        |
| PHED 1145.....        | PEH 237        |
| PHED 1146.....        | PEH 239        |
| PHED 1147.....        | PEH 240        |
| PHED 1148.....        | PEH 241        |
| PHED 1149.....        | PEH 245        |
| PHED 1150.....        | PEH 220        |
| <u>PHED 1164.....</u> | <u>PEH 115</u> |
| <u>PHED 1270.....</u> | <u>PEH 142</u> |
| <u>PHED 1301.....</u> | <u>PEH 144</u> |
| <u>PHED 1304.....</u> | <u>PEH 101</u> |
| <u>PHED 1308.....</u> | <u>PEH 257</u> |
| <u>PHED 1308.....</u> | <u>PEH 147</u> |
| <u>PHED 1309.....</u> | <u>PEH 148</u> |
| <u>PHED 1321.....</u> | <u>PEH 236</u> |
| <u>PHED 1336.....</u> | <u>PEH 109</u> |
| <u>PHED 1337.....</u> | <u>PEH 110</u> |

|                |         |
|----------------|---------|
| PHED 2155..... | PEH 226 |
| PHED 2255..... | PEH 234 |
| PHED 2270..... | PEH 225 |
| PHED 2271..... | PEH 228 |

**PHYSICAL FITNESS TECHNOLOGY**

|                |         |
|----------------|---------|
| PFIT 1170..... | PFT 102 |
| PFIT 1181..... | PFT 181 |
| PFIT 1191..... | PFT 191 |
| PFIT 1370..... | PFT 101 |
| PFIT 1371..... | PFT 130 |
| PFIT 1470..... | PFT 120 |
| PFIT 1471..... | PFT 140 |
| PFIT 2170..... | PFT 281 |
| PFIT 2171..... | PFT 290 |
| PFIT 2172..... | PFT 291 |
| PFIT 2370..... | PFT 200 |
| PFIT 2371..... | PFT 212 |
| PFIT 2372..... | PFT 230 |
| PFIT 2373..... | PFT 240 |
| PFIT 2374..... | PFT 250 |
| PFIT 2375..... | PFT 283 |
| PFIT 2470..... | PFT 220 |
| PFIT 7371..... | PFT 703 |
| PFIT 7372..... | PFT 713 |
| PFIT 7471..... | PFT 704 |
| PFIT 7472..... | PFT 714 |
| PFIT 8381..... | PFT 803 |
| PFIT 8481..... | PFT 804 |

**PHYSICAL SCIENCE (See Physics)****PHYSICS**

|                       |                |
|-----------------------|----------------|
| <u>PHYS 1111.....</u> | <u>AST 103</u> |
| <u>PHYS 1112.....</u> | <u>AST 104</u> |
| <u>PHYS 1311.....</u> | <u>AST 101</u> |
| <u>PHYS 1312.....</u> | <u>AST 102</u> |
| <u>PHYS 1401.....</u> | <u>PHY 111</u> |
| <u>PHYS 1402.....</u> | <u>PHY 112</u> |
| <u>PHYS 1405.....</u> | <u>PHY 117</u> |
| <u>PHYS 1407.....</u> | <u>PHY 118</u> |
| <u>PHYS 1411.....</u> | <u>AST 111</u> |
| <u>PHYS 1412.....</u> | <u>AST 112</u> |
| <u>PHYS 1415.....</u> | <u>PSC 118</u> |
| <u>PHYS 1417.....</u> | <u>PSC 119</u> |
| PHYS 1470.....        | PHY 131        |
| PHYS 1471.....        | PHY 132        |
| <u>PHYS 2425.....</u> | <u>PHY 201</u> |
| <u>PHYS 2426.....</u> | <u>PHY 202</u> |

**PORTUGUESE**

|                       |                |
|-----------------------|----------------|
| <u>PORT 1411.....</u> | <u>POR 101</u> |
| <u>PORT 1412.....</u> | <u>POR 102</u> |

**POSTAL SERVICE**

|                |         |
|----------------|---------|
| POST 1375..... | PSA 110 |
| POST 1376..... | PSA 120 |
| POST 1377..... | PSA 122 |
| POST 2375..... | PSA 216 |

**PSYCHOLOGY**

|                       |                |
|-----------------------|----------------|
| PSYC 1370.....        | PSY 131        |
| <u>PSYC 2301.....</u> | <u>PSY 101</u> |
| <u>PSYC 2302.....</u> | <u>PSY 202</u> |
| <u>PSYC 2306.....</u> | <u>PSY 103</u> |
| <u>PSYC 2314.....</u> | <u>PSY 201</u> |
| <u>PSYC 2316.....</u> | <u>PSY 205</u> |
| <u>PSYC 2319.....</u> | <u>PSY 207</u> |
| PSYC 2370.....        | PSY 211        |

**RADIO, FILM AND TELEVISION**

(Formerly Video Technology)

|                |         |
|----------------|---------|
| RFTV 1370..... | VFT 101 |
| RFTV 1371..... | VFT 103 |
| RFTV 1372..... | VFT 115 |
| RFTV 1373..... | VFT 105 |
| RFTV 1470..... | VFT 106 |
| RFTV 1471..... | VFT 110 |
| RFTV 1472..... | VFT 112 |
| RFTV 2370..... | VFT 205 |
| RFTV 2371..... | VFT 214 |
| RFTV 2372..... | VFT 215 |
| RFTV 2373..... | VFT 218 |
| RFTV 2374..... | VFT 220 |
| RFTV 2375..... | VFT 226 |
| RFTV 2376..... | VFT 232 |
| RFTV 2377..... | VFT 201 |
| RFTV 2470..... | VFT 203 |
| RFTV 2471..... | VFT 210 |
| RFTV 2472..... | VFT 213 |
| RFTV 7371..... | VFT 703 |
| RFTV 7372..... | VFT 713 |
| RFTV 7471..... | VFT 704 |
| RFTV 7472..... | VFT 714 |

**RADIO AND TELEVISION (See Communications)****RADIOLOGIC SCIENCES**

|                |         |
|----------------|---------|
| RADS 1170..... | RAD 123 |
| RADS 1273..... | RAD 110 |
| RADS 1274..... | RAD 124 |
| RADS 1275..... | RAD 125 |
| RADS 1276..... | RAD 126 |
| RADS 1372..... | RAD 127 |
| RADS 1374..... | RAD 129 |
| RADS 1375..... | RAD 106 |
| RADS 1376..... | RAD 128 |
| RADS 2170..... | RAD 247 |
| RADS 2270..... | RAD 209 |
| RADS 2271..... | RAD 251 |
| RADS 2272..... | RAD 275 |
| RADS 2370..... | RAD 236 |
| RADS 2371..... | RAD 237 |
| RADS 2372..... | RAD 276 |
| RADS 2373..... | RAD 277 |
| RADS 2374..... | RAD 278 |
| RADS 2470..... | RAD 227 |
| RADS 2471..... | RAD 248 |
| RADS 2472..... | RAD 279 |
| RADS 2473..... | RAD 280 |
| RADS 2670..... | RAD 244 |

**READING**

|                |        |
|----------------|--------|
| READ 1370..... | RD 101 |
| READ 1371..... | RD 102 |

**REAL ESTATE**

|                |        |
|----------------|--------|
| REAL 1370..... | RE 130 |
| REAL 1371..... | RE 131 |
| REAL 1372..... | RE 133 |
| REAL 1373..... | RE 134 |
| REAL 1374..... | RE 135 |
| REAL 1375..... | RE 136 |
| REAL 1376..... | RE 138 |
| REAL 1378..... | RE 110 |
| REAL 1379..... | RE 111 |
| REAL 2170..... | RE 240 |
| REAL 2270..... | RE 242 |
| REAL 2370..... | RE 230 |
| REAL 2371..... | RE 233 |
| REAL 2372..... | RE 235 |

|                |        |
|----------------|--------|
| REAL 2373..... | RE 237 |
| REAL 2374..... | RE 241 |
| REAL 7471..... | RE 704 |
| REAL 7472..... | RE 714 |

**RELIGION**

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

|                          |         |
|--------------------------|---------|
| RELI 1304.....           | REL 201 |
| (CCN# <u>PHIL 1304</u> ) |         |
| RELI 1370.....           | REL 101 |
| (No CCN#)                |         |
| RELI 1371.....           | REL 102 |
| (No CCN#)                |         |
| RELI 1372.....           | REL 105 |
| (No CCN#)                |         |

**RESPIRATORY CARE**

|                |         |
|----------------|---------|
| RESP 1270..... | RES 173 |
| RESP 1370..... | RES 159 |
| RESP 1470..... | RES 155 |
| RESP 1471..... | RES 172 |
| RESP 1670..... | RES 171 |
| RESP 1671..... | RES 176 |
| RESP 2170..... | RES 286 |
| RESP 2370..... | RES 275 |
| RESP 2371..... | RES 285 |
| RESP 2470..... | RES 283 |
| RESP 2670..... | RES 284 |

**SEMICONDUCTOR MANUFACTURING**

|                |         |
|----------------|---------|
| SEMI 1370..... | SEM 100 |
| SEMI 1470..... | SEM 101 |
| SEMI 1471..... | SEM 102 |
| SEMI 2370..... | SEM 200 |
| SEMI 2371..... | SEM 201 |
| SEMI 2470..... | SEM 202 |
| SEMI 7371..... | SEM 703 |
| SEMI 7372..... | SEM 713 |

**SMALL ENGINE****MECHANICS**

(See Engine Technology-Small Engine Mechanics)

**SOCIAL WORK**

(Social Work Associate Training)

|                |        |
|----------------|--------|
| SWAT 1370..... | SW 101 |
| SWAT 1371..... | SW 105 |
| SWAT 1372..... | SW 107 |
| SWAT 1373..... | SW 111 |
| SWAT 1374..... | SW 115 |
| SWAT 2370..... | SW 201 |
| SWAT 2371..... | SW 205 |
| SWAT 2372..... | SW 209 |
| SWAT 2373..... | SW 213 |
| SWAT 2374..... | SW 217 |
| SWAT 2375..... | SW 219 |
| SWAT 2376..... | SW 228 |
| SWAT 2377..... | SW 229 |
| SWAT 2378..... | SW 232 |
| SWAT 2470..... | SW 226 |
| SWAT 2471..... | SW 227 |
| SWAT 7371..... | SW 703 |
| SWAT 7372..... | SW 713 |
| SWAT 7471..... | SW 704 |

**SOCIOLOGY**

|                |         |
|----------------|---------|
| SOCI 1301..... | SOC 101 |
| SOCI 1306..... | SOC 102 |
| SOCI 2301..... | SOC 203 |
| SOCI 2306..... | SOC 103 |
| SOCI 2319..... | SOC 204 |
| SOCI 2320..... | SOC 210 |
| SOCI 2326..... | SOC 207 |
| SOCI 2370..... | SOC 209 |
| SOCI 2371..... | SOC 231 |
| SOCW 2361..... | SOC 206 |

**SPANISH**

|                |         |
|----------------|---------|
| SPAN 1100..... | SPA 107 |
| SPAN 1411..... | SPA 101 |
| SPAN 1412..... | SPA 102 |
| SPAN 2306..... | SPA 207 |
| SPAN 2311..... | SPA 201 |
| SPAN 2312..... | SPA 202 |
| SPAN 2321..... | SPA 203 |
| SPAN 2322..... | SPA 204 |
| SPAN 2370..... | SPA 208 |
| SPAN 2371..... | SPA 211 |
| SPAN 2372..... | SPA 212 |

**SPEECH COMMUNICATION**

|                |        |
|----------------|--------|
| SPCH 1144..... | SC 100 |
| SPCH 1145..... | SC 110 |
| SPCH 1311..... | SC 101 |
| SPCH 1315..... | SC 105 |
| SPCH 1318..... | SC 203 |
| SPCH 1321..... | SC 209 |
| SPCH 1342..... | SC 109 |
| SPCH 2144..... | SC 201 |
| SPCH 2335..... | SC 205 |
| SPCH 2341..... | SC 206 |
| SPCH 2370..... | SC 208 |
| SPCH 2389..... | SC 211 |

(CCN# COMM 2389)

**SUBSTANCE ABUSE**

(Substance Abuse Counselor Training)

|                |        |
|----------------|--------|
| SCAT 1370..... | SA 109 |
| SCAT 1371..... | SA 113 |
| SCAT 2370..... | SA 203 |
| SCAT 2371..... | SA 207 |
| SCAT 2372..... | SA 211 |
| SCAT 2373..... | SA 215 |
| SCAT 7472..... | SA 714 |

**SURGICAL TECHNOLOGY**

|                |         |
|----------------|---------|
| SGTC 1070..... | SGT 163 |
| SGTC 1170..... | SGT 159 |
| SGTC 1270..... | SGT 145 |
| SGTC 1271..... | SGT 146 |
| SGTC 1670..... | SGT 158 |
| SGTC 1671..... | SGT 161 |
| SGTC 1672..... | SGT 162 |
| SGTC 1870..... | SGT 147 |

**THEATRE**

(See Dance and Drama)

**TRAVEL AND TOURISM  
MANAGEMENT**

|                |         |
|----------------|---------|
| TRAV 1170..... | TRA 103 |
| TRAV 1171..... | TRA 113 |
| TRAV 1270..... | TRA 106 |
| TRAV 1272..... | TRA 114 |
| TRAV 1370..... | TRA 101 |
| TRAV 1371..... | TRA 105 |
| TRAV 1372..... | TRA 107 |

|                |         |
|----------------|---------|
| TRAV 1373..... | TRA 109 |
| TRAV 1374..... | TRA 115 |
| TRAV 1375..... | TRA 123 |
| TRAV 1376..... | TRA 110 |
| TRAV 2370..... | TRA 202 |
| TRAV 2371..... | TRA 210 |
| TRAV 2372..... | TRA 217 |
| TRAV 2373..... | TRA 221 |
| TRAV 2374..... | TRA 222 |
| TRAV 2375..... | TRA 231 |
| TRAV 2376..... | TRA 232 |
| TRAV 7371..... | TRA 240 |

**VETERINARY****TECHNOLOGY**

|                |        |
|----------------|--------|
| VETT 1170..... | VT 113 |
| VETT 1171..... | VT 120 |
| VETT 1172..... | VT 134 |
| VETT 1270..... | VT 122 |
| VETT 1370..... | VT 132 |
| VETT 1371..... | VT 136 |
| VETT 1470..... | VT 114 |
| VETT 1471..... | VT 115 |
| VETT 1472..... | VT 121 |
| VETT 1473..... | VT 131 |
| VETT 1570..... | VT 135 |
| VETT 2170..... | VT 214 |
| VETT 2171..... | VT 220 |
| VETT 2370..... | VT 215 |
| VETT 2371..... | VT 221 |
| VETT 2372..... | VT 223 |
| VETT 2373..... | VT 217 |
| VETT 2374..... | VT 226 |
| VETT 2470..... | VT 211 |
| VETT 2471..... | VT 212 |
| VETT 2472..... | VT 222 |
| VETT 2570..... | VT 213 |
| VETT 7371..... | VT 703 |
| VETT 7471..... | VT 704 |

**VIDEO TECHNOLOGY**

(See Radio, Film and Television)

**VISUAL COMMUNICATIONS**

|                |        |
|----------------|--------|
| VCOM 1170..... | VC 199 |
| VCOM 1371..... | VC 101 |
| VCOM 1372..... | VC 111 |
| VCOM 1373..... | VC 115 |
| VCOM 1374..... | VC 122 |
| VCOM 1375..... | VC 123 |
| VCOM 1376..... | VC 126 |
| VCOM 1377..... | VC 127 |
| VCOM 2270..... | VC 299 |
| VCOM 2371..... | VC 200 |
| VCOM 2372..... | VC 210 |
| VCOM 2373..... | VC 206 |
| VCOM 2374..... | VC 216 |
| VCOM 2375..... | VC 219 |
| VCOM 2376..... | VC 208 |
| VCOM 2377..... | VC 220 |
| VCOM 2378..... | VC 207 |
| VCOM 2379..... | VC 217 |
| VCOM 2471..... | VC 295 |
| VCOM 2472..... | VC 296 |
| VCOM 7371..... | VC 703 |
| VCOM 7372..... | VC 713 |
| VCOM 7471..... | VC 704 |
| VCOM 7472..... | VC 714 |

**VOCATIONAL NURSING**

|                |        |
|----------------|--------|
| VNUR 1071..... | VN 160 |
| VNUR 1270..... | VN 151 |

|                |        |
|----------------|--------|
| VNUR 1370..... | VN 144 |
| VNUR 1470..... | VN 158 |
| VNUR 1870..... | VN 153 |
| VNUR 1970..... | VN 159 |

**WELDING**

|                |        |
|----------------|--------|
| WELD 1270..... | WE 111 |
| WELD 1271..... | WE 112 |
| WELD 1272..... | WE 113 |
| WELD 1273..... | WE 114 |
| WELD 1370..... | WE 101 |
| WELD 1371..... | WE 117 |
| WELD 1470..... | WE 115 |
| WELD 1471..... | WE 116 |
| WELD 1472..... | WE 118 |
| WELD 2170..... | WE 221 |
| WELD 2270..... | WE 211 |
| WELD 2271..... | WE 212 |
| WELD 2272..... | WE 214 |
| WELD 2273..... | WE 215 |
| WELD 2274..... | WE 222 |
| WELD 2370..... | WE 217 |
| WELD 2371..... | WE 218 |
| WELD 2372..... | WE 219 |
| WELD 2373..... | WE 223 |
| WELD 2470..... | WE 213 |
| WELD 2471..... | WE 216 |
| WELD 7471..... | WE 704 |
| WELD 7472..... | WE 714 |

# Dallas County Community College District Application

Complete all items. **PLEASE PRINT!**

Please check the college to which you are applying:

Brookhaven ☐

Cedar Valley ☐

Eastfield ☐

El Centro ☐

Mountain View ☐

North Lake ☐

Richland ☐

1. SOCIAL SECURITY NUMBER    -   -

2. NAME: Give full legal name. Do not use initials unless initials constitute your legal name.

\* ☐ MALE

\* ☐ FEMALE

Last

First

Middle

Give name, if different from above, that will appear on transcripts from other institutions.

3. ADDRESS:

Number & Street

Apt. No.

City

State

Zip

County

4. TELEPHONE: (Home)

Area Code & Number

(Business)

Area Code & Number

5. BIRTHDATE

Month

Day

Year

6. \*ETHNIC BACKGROUND

☐ White - Non-Hispanic

☐ Hispanic

☐ American Indian or Alaskan Native

☐ Black - Non-Hispanic

☐ Asian or Pacific Islander

☐ Non-Resident Alien/Foreign National

\*Your response will be voluntary, will not be used in a discriminatory fashion, and will be used for affirmative action purposes only.

7. LAST HIGH SCHOOL ATTENDED

School Name

City & State

8. DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?

Yes ☐ (Year of Graduation \_\_\_\_\_)

☐ No

☐ GED

☐ Did not graduate, but finished 4 yrs. of high school

9. LIST ALL COLLEGES ATTENDED, INCLUDING THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT: (List more recent first)

| Name & Location (City & State) | Dates Attended | Hrs./Credits Attempted | Hrs./Credits Earned | Degree Earned, if any |
|--------------------------------|----------------|------------------------|---------------------|-----------------------|
|                                |                |                        |                     |                       |
|                                |                |                        |                     |                       |
|                                |                |                        |                     |                       |

**OFFICIAL TRANSCRIPTS FOR ALL PREVIOUS COLLEGE WORK (except DCCCD Colleges) MUST BE SUBMITTED WITH THE APPLICATION.)**

10. ARE YOU CURRENTLY ON SUSPENSION AT ANOTHER COLLEGE FOR EITHER ACADEMIC OR DISCIPLINARY REASONS? ☐ No ☐ Yes

If yes, Name of School \_\_\_\_\_

11. ARE YOU A CITIZEN OF THE UNITED STATES?

☐ Yes, native born

☐ Yes, naturalized: If "naturalized," how long have you lived in the U.S.? \_\_\_\_\_

☐ No

If "No," do you have "permanent resident" status? ☐ Yes ☐ No

If "Yes," date permanent resident card issued \_\_\_\_\_

Number \_\_\_\_\_

(Permanent Resident card must be viewed by Admissions Personnel.)

Is English your first language? ☐ Yes ☐ No If "No," what is your first language? \_\_\_\_\_

If you are a citizen of another country, please complete the following:

Country of Citizenship

Type of Visa

Registration Number

12. RESIDENCY INFORMATION: (You may claim Texas residency only if you have resided in Texas for the 12 months prior to your enrolling in a state supported college/university.)

Do you live in Dallas County? ☐ Yes ☐ No Are you claiming Texas residency for tuition purposes? ☐ Yes ☐ No (if no, go to question 13)

☐ Parent OR ☐ Legal Guardian (if legal guardian, guardianship papers must be provided) COMPLETE PART II ON THE BACK OF THIS APPLICATION

☐ Active duty military based in Texas OR ☐ Dependent of active service member based in Texas COMPLETE PART III ON THE BACK OF THIS APPLICATION

13. SEMESTER YOU PLAN TO BEGIN AT DCCCD COLLEGE:

☐ Fall

☐ Spring

☐ 1st Summer

☐ 2nd Summer

☐ Check here if you plan to attend **only** in the summer

14. PERSON TO BE NOTIFIED IN THE EVENT OF SERIOUS ILLNESS OR ACCIDENT: Name: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

**READ, COMPLETE AND SIGN THE REVERSE SIDE**

# DOCUMENTATION & OATH REQUIREMENT

As a state supported college we are required to collect documentation evidence of your Texas residency immediately prior to your enrollment. The Admissions/Registrar's Office reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with state residency requirements.

## DOCUMENTS SUBMITTED TO MEET ADMISSIONS REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND WILL NOT BE RETURNED.

### PART I

If claim for residency is based upon self, please answer the following questions:

How long have you resided in Texas? \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

Previous State or Country of residence \_\_\_\_\_

If you came here within the past 5 years, why did you move to Texas? \_\_\_\_\_ Education \_\_\_\_\_ Employment

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State issued \_\_\_\_\_ Exp. Date \_\_\_\_\_

Address on Driver's License: \_\_\_\_\_

Is this a new or renewed license? \_\_\_\_\_ New \_\_\_\_\_ Renewed

Have you been employed in Texas for the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: (\_\_\_\_\_) \_\_\_\_\_

Period of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time

### PART II

If claim for residency is based upon parent or legal guardian, please answer the following questions:

Name of the person upon whom claim is based: \_\_\_\_\_ (parent or guardian)

How long has this person resided in Texas? \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

Previous state or country of residence: \_\_\_\_\_

If this person came here within the past 5 years, why did this person move to Texas? \_\_\_\_\_ Education \_\_\_\_\_ Employment

\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Is this person a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will this person claim you for the current tax year? \_\_\_\_\_ Yes \_\_\_\_\_ No

### PART III

If claim for residency is based upon active duty military assignment in Texas (of you or your parent/legal guardian), please answer the following questions:

Person on active duty: \_\_\_\_\_ Self \_\_\_\_\_ Spouse \_\_\_\_\_ Parent/Legal Guardian

Home Of Record (State of legal residence): \_\_\_\_\_ Has proof of military assignment in Texas been provided to the College's office of admissions/Registrar? \_\_\_\_\_ Yes \_\_\_\_\_ No\*

\*Proof of military assignment in Texas must be provided upon each subsequent enrollment into the college.

### OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by the College officials to determine my status for admissions and residency eligibility. I authorize the College to verify the information provided. I agree to notify the proper officials of the College of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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

