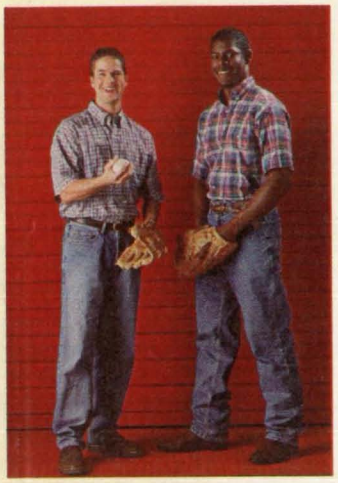
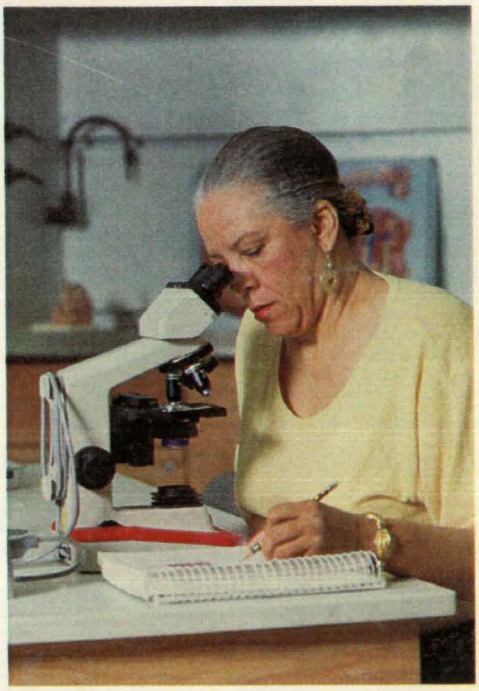
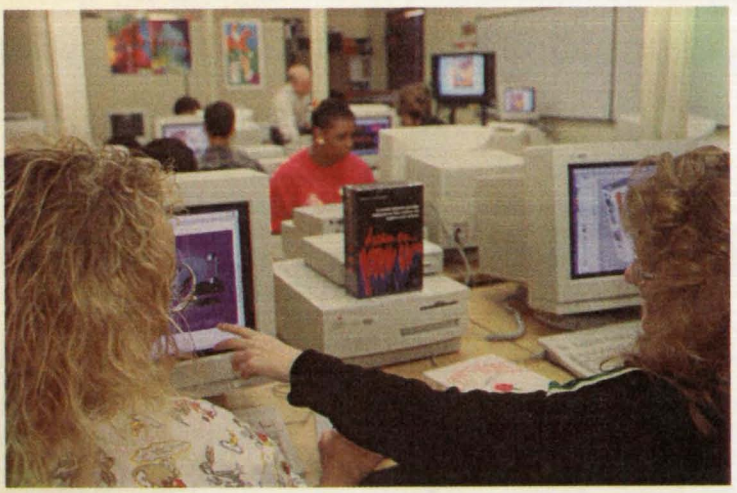
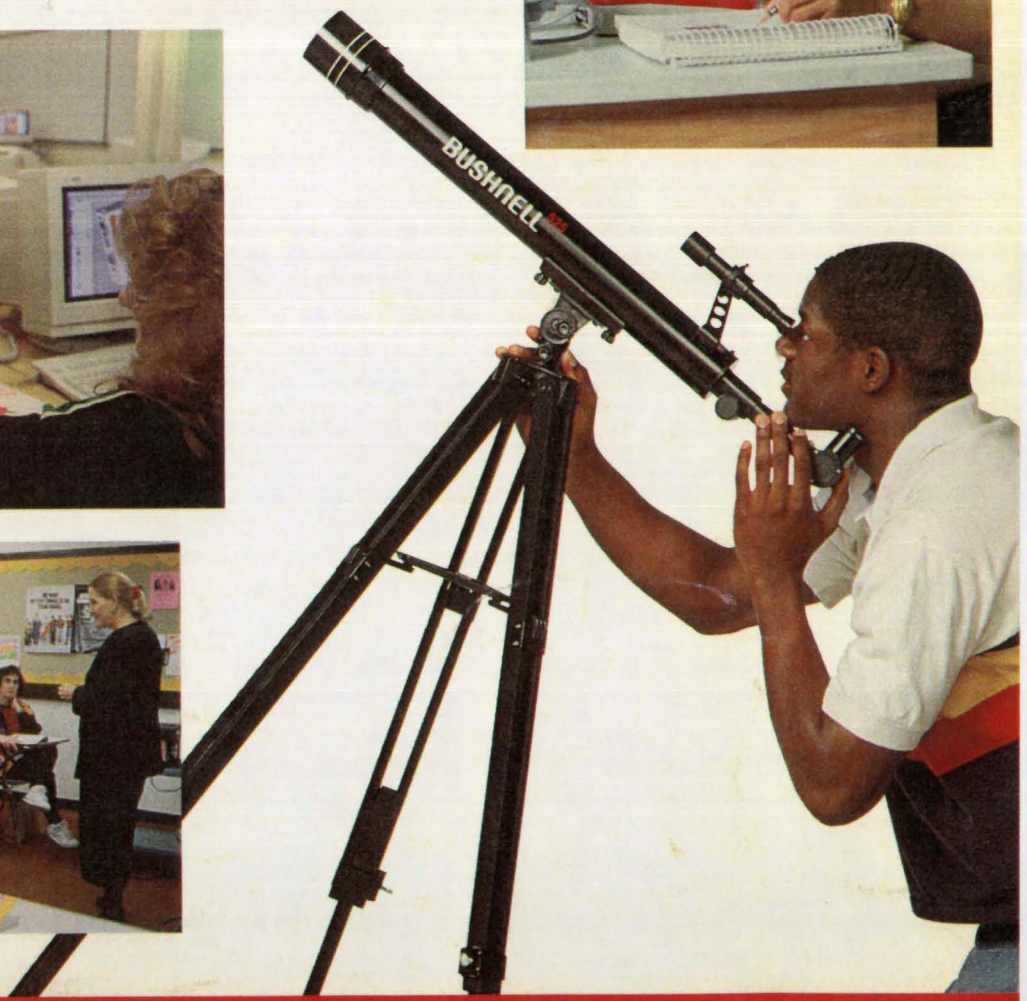
1999-2000 Catalog
Dallas County Community College District









DO SOMETHING WITH YOUR LIFE

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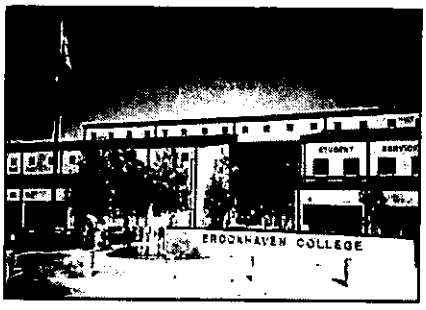
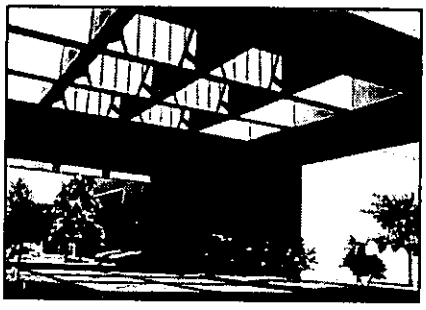
1999-2000 Dallas County Community College District Catalog



Brookhaven College
3939 Valley View Lane
Farmers Branch, Texas 75244

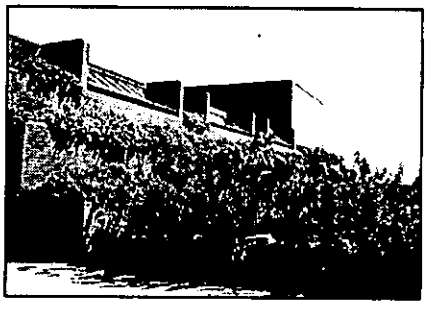


Cedar Valley College
3030 North Dallas Avenue
Lancaster, Texas 75134

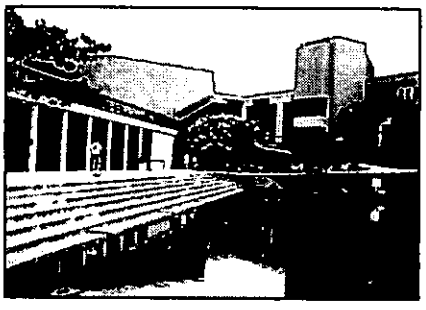
Eastfield College
3737 Motley Drive
Mesquite, Texas 75150

El Centro College
Main & Lamar Streets
Dallas, Texas 75202

Mountain View College
4849 West Illinois Avenue
Dallas, Texas 75211



North Lake College
5001 North MacArthur Boulevard
Irving, Texas 75038



Richland College
12800 Abrams Road
Dallas, Texas 75243

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This publication prepared by the Dallas County Community College District Office of Public Information of the Office of Planning and Development Affairs.

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--DCCCD

As a result of State law, ALL students entering any Texas public college Fall 1998, or thereafter, must have either TASP, QuickTASP or state approved Alternate Assessment test scores on file prior to enrolling for college-level courses. Deaf students entering Fall 1995, or thereafter, are subject to all TASP regulations with the exception that they must take the Stanford Achievement Test rather than TASP, QuickTASP or Alternate Assessment.

1. **What is TASP?** TASP is both a test and a program to ensure Texas college students have the academic skills to be successful in college.
2. **Who must take TASP?** All students, unless otherwise exempt or waived, must participate in the TASP program.
3. **Who is exempt or waived from TASP requirements?** The following are exempt or waived: (1) Students who earned at least three hours of college-level credit prior to Fall 1989; (2) Students enrolled in certain certificate programs are Awaived@ from the requirements as long as they maintain such enrollment; (3) Students who already have a baccalaureate degree; (4) Students who have ACT/SAT/or TAAS scores which meet state approved standards; (5) Students who are enrolled in private or out-of-state institutions and who wish to remain only for one term/semester within the DCCCD; (6) Students who are not seeking a degree AND are at least 55 years of age; (7) International students who are not seeking a degree; (8) Students with either certifiable math disorders or dyslexia may be exempt when approved by The Texas Higher Education Coordinating Board as only that agency may grant such an exemption; and (9) Out-of-state students involved in official distance education courses.
4. **What happens if a student fails a section of TASP, QuickTASP or Alternate Assessment?** Students who fail either a section of the TASP, QuickTASP, or the DCCCD Alternate Assessment test must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students who take and fail a section of TASP, QuickTASP or DCCCD Alternate Assessment will not be required to take developmental courses as long as they are in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP (please note that the DCCCD Alternate Assessment tests cannot be used for retesting purposes), or (2) they have completed the required developmental coursework at which time the college **may** release the student from further developmental courses.
5. **When must all TASP requirements be met?** Students must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree *OR* before taking junior/senior courses at a Texas public university.
6. **How can the TASP requirements be met?** Students may meet the TASP requirements in several ways:
   (1) Pass all sections of TASP or QuickTASP;
   (2) Pass all sections of the state approved DCCCD Alternate Assessment on the initial attempt;
   (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or
   (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required development coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP Coordinator to learn of all required steps to be met.
7. **How is the test administered?** The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year during various dates and times. Please contact your DCCCD campus Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. Students MUST register on forms available in the college Assessment/Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is $29. A TASP study guide is available for purchase.
8. **Will other institutions have my DCCCD Alternate Assessment scores?** TASP, QuickTASP, and Alternate Assessment scores will be printed on an official Texas public college or university transcript. DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

DCCCD TASP Coordinators who can assist you with information about TASP requirements:

Brookhaven College	Brenda Dalton	972-860-4677
Cedar Valley College	Carolyn Ward	972-860-8204
Eastfield College	Jennie Banks	972-860-7028
El Centro College	Charlie Morgan	214-860-2077
Mountain View College	Carolyn Carney	214-860-8557
North Lake College	Aditi Samarth	972-273-3127
Richland College	Teddy Krekula	972-238-6115
District Office	Velma Hargis	214-860-2406

It is the student's responsibility to be aware of ALL TASP requirements and to meet them.
***Please note:* TASP rules are always subject to change.**
Additional TASP information can be found at The Texas Higher Education Coordinating Board's website: **WWW.thecb.state.tx.us/**

Academic Calendar for 1999-2000

May Term, 1999

Contact Colleges for availability and schedules.

Summer Sessions, 1999

Note: Early Registration for both Summer Sessions begins Spring, 1999; contact colleges for schedules. Individual colleges may offer variations of this summer schedule.

First Summer Session:
(Based on 4 day class week plus 1st Friday)

May 31 (M)	Memorial Day Holiday
June 7 (M)	Classes Begin
June 10 (R)	4th Class Day
June 11 (F)	Class Day (Only Friday class meeting)
June 19 (S)	TASP Test Administered
June 29 (T)	Last Day to Withdraw with a Grade of "W"
July 5 (M)	Fourth of July Holiday
July 8 (R)	Final Exams
July 8 (R)	Semester Closes
July 12 (T)	Grades due in Registrar's office by 10 am

Second Summer Session:
(Based on 4 day class week plus 1st Friday)

July 15 (R)	Classes Begin
July 16 (F)	Class Day (Only Friday class meeting)
July 20 (T)	4th Class Day
July 24 (S)	TASP Test Administered
August 9 (M)	Last Day to Withdraw with a Grade of "W"
August 17 (T)	Final Exams
August 17 (T)	Semester Closes
August 19 (R)	Grades due in Registrar's office by 10 am

Fall Semester, 1999

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Fall registration begins June 16.

August 23 (M)	Faculty Reports
August 30 (M)	Classes Begin
September 6 (M)	Labor Day Holiday
September 13 (M)	12th Class Day
September 18 (S)	TASP Test Administered
November 13 (S)	TASP Test Administered
November 18 (R)	Last Day to Withdraw with a Grade of "W"
November 25 (R)	Thanksgiving Holidays Begin
November 29 (M)	Classes Resume
December 13-16 (M-R)	Final Exams
December 16 (R)	Semester Closes
December 20 (M)	Grades due in Registrar's office by 10 am
December 23 (R)	College Buildings and Offices Closed for the Holidays at end of workday

Winter Term, 1999/2000

Contact Colleges for availability and schedules.

Spring Semester, 2000

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration times.

January 3 (M)	College Buildings and Offices Open
January 10 (M)	Faculty Reports
January 17 (M)	Martin Luther King, Jr. Day Holiday
January 18 (T)	Classes Begin
January 31 (M)	12th Class Day
March 2 (R)	Dist. Conference Day, Faculty & Admin.
March 3 (F)	Faculty Professional Devel. (TCCTA)
March 5 (S)	TASP Test Administered
March 13 (M)	Spring Break Begins
March 16 (R)	District Conference Day, Prof. Sup. Staff
March 17 (F)	Spring Holiday for All Employees
March 20 (M)	Classes Resume
April 13 (R)	Last Day to Withdraw with a Grade of "W"
April 21 (F)	Holidays Begin
April 24 (M)	Classes Resume
April 29 (S)	TASP Test Administered
May 8-11(M-R)	Final Exams
May 11 (R)	Semester Closes
May 11 (R)	Graduation
May 15 (M)	Grades due in Registrar's office by 10 am

May Term, 2000

Contact Colleges for availability and schedules.

Summer Sessions, 2000

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Check the colleges for registration times.

First Summer Session:
(Based on 4 day class week plus 1st Friday)

May 29 (M)	Memorial Day Holiday
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day (Only Friday class meeting)
June 17 (S)	TASP Test Administered
June 27 (T)	Last Day to Withdraw with a Grade of "W"
July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (T)	Grades due in Registrar's Office by 10 am

Second Summer Session:
(Based on 4 day class week plus 1st Friday)

July 13 (R)	Classes Begin
July 14 (F)	Class Day (Only Friday class meeting)
July 18 (T)	4th Class Day
July 22 (S)	TASP Test Administered
August 7 (M)	Last Day to Withdraw with a Grade of "W"
August 15 (T)	Final Exams
August 15 (T)	Semester Closes
August 17 (R)	Grades due in Registrar's office by 10 am

Mini-semesters, flexible-entry classes, and other alternative schedules may be offered between or during regular semester by some of the Dallas County Community Colleges. Please contact individual college schedules for availability.

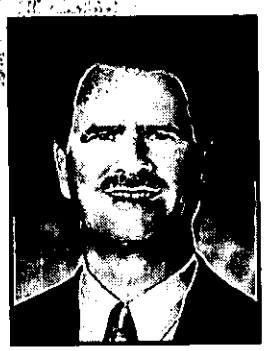
Dallas County Community College District
Board of Trustees

Pattie T. Powell
Chair

J. D. Hall
Vice Chair

Kitty Boyle

Diana Flores



Randy Leake

Carla C. McGee

Jerry Prater

J. William Wenrich
Chancellor

Dallas County Community College District Administrators

Chancellor	J. William Wenrich
Vice Chancellor of Business Affairs	Bob Brown
Vice Chancellor of Educational Affairs	Robert Aguero
Vice Chancellor of Planning and Development Affairs	Bill Tucker
Executive Assistant to the Chancellor	Jackie Caswell
Assistant Chancellor, Educational Telecommunications	Pamela K. Quinn
Assistant Vice Chancellor, Finance	Brian Gutierrez
District Director of Development/Executive Vice President, DCCCD Foundation, Inc.	Betheny Reid
Legal Counsel	Robert Young
Executive Director, Academic and Student Programs	Richard McCrary
Executive Director, Educational Partnerships	Angie Runnels
Director of Computer Services	Joe Ward
Director of Facilities Management and Planning	Clyde Porter
Director of Internal Audit	Rafael Godinez
Director of Personnel Services and Development	Susan Hall
Director of Planning and Organizational Development	Barbara Corvey
Director of Public Information	Claudia Robinson
Director of Purchasing	Phillip Todd
Director of Resource Development	Lyndon McClure
Director of Technical Services	Paul Dumont
Director of Workforce Education	A. Don Perry

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.

Core: 48 hours which a student must successfully complete in order to receive an
Associate of Arts and Sciences Degree

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

Credit: The numerical value assigned to a course (see "CREDIT HOURS/SEMESTER HOURS").

Credit hours/semester hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 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 and The LeCroy Center.

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.

Distance Learning: Classes which are delivered to students through television, the Internet, or other types of technology.

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 year.

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, E 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.

Registration Number: A number indicating the course, 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 52 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: An educational process where the DCCCD and the public high school districts cooperatively develop and implement a planned sequence of course work to prepare students for technologically advanced careers. Tech Prep programs are endorsed and approved by The Texas Education Agency (TEA) and The Texas Higher Education Coordinating Board (THECB). Through the Tech Prep process students earn college credit while in high school and advance to college programs after graduation.

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 ensures that all persons who can profit from post-secondary education have an opportunity to enroll. Unless an admitted student is TASP exempt, prospective students must present TASP (Texas Academic Skills Program) scores or take the college assessment tests. Assessment is not used to determine admission except for students 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 poliomyelitis. 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 or TASP 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 or TASP 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.
G. Admitted students must present TASP scores or take the college assessment program prior to registration.

Students Concurrently Enrolled in High School and the DCCCD

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 TASP 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 upon meeting all the following conditions:
   (1) The written recommendation of the high school principal;
   (2) Presentation of scores on the TASP 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 TASP 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.
   (4) Approval of the Vice President of Instruction or designate.
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 TASP 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; and
   (4) Approval of the Vice President of Instruction or designate.
C. High school students may enroll in remedial courses only if a contract for such services exists between the colleges and the school.

High School Students Enrolled in Dual Credit Programs

Dual Credit Programs are instructional partnerships approved by the governing boards or designated authorities of both the public school district or private secondary school and the DCCCD where instructional concurrent course credit is provided to high school students for the awarding of both high school and college certificate and associate degree credit.

Student eligibility requirements:

(1) To enroll in courses of an associate degree or level two certificate (TASP eligible) program, the high school student must present a passing score on TASP or the approved alternate-assessment in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course

in which the student wishes to enroll. Students who are exempt from TASP are also exempt for purposes of concurrent course credit.

(2) All sections of TAAS must have been passed by students wishing to enroll in concurrent credit classes.

(3) Students in private or home-schools must meet #1 above.

(4) High school students are generally limited to enrollment in two concurrent courses per semester. Such students may be permitted to enroll in more than two courses if recommended to do so by the high school principal AND under one of the following conditions:

(a) Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or

(b) Proof of having passed all sections of TASP or alternateassessment;or

(c) Proof of eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these scores often are altered by the THECB and the currently approved scores must be utilized.)

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

(6) High school students must fulfill all prerequisite requirements to enrolling in a concurrent credit course.

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 should be submitted before enrollment of the semester in which the student first enrolls and should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment can be blocked from a number of courses which require taking certain 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. After being admitted, meet all TASP require ments as shown below.

(1) Transfers from other Texas public college/universities and who are not TASP exempt must present TASP scores or scores for the college=s assessment program if they wish to enroll in any college-level coursework; and

(2) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, must present TASP scores or college assessment scores.

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.

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) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit.
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 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version 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 ap proved by the DCCCD through an estab lished 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. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college.
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.
After admission, international students will need to present TASP scores or take the college assessment program. 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.

American English and Culture Institute

For international students preparing to study in American colleges and universities or planning to work in fields where English is the primary language, the DCCCD offers an intensive English program called the American English and Culture Institute (AECI). The AECI is a year around program of English and culture study that is offered in eight week sessions and is divided into proficiency levels from one through six. It is located at the Universities Center of Dallas in downtown Dallas.

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.

B. Test Scores: Students who have ACT or SAT test scores taken within the last five (5) years, TAAS test scores taken within the last three (3) years or TASP test scores must 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 should submit official transcripts of all college work attempted before enrollment 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 prior to enrollment, students can be blocked from a number of courses which require taking certain prerequisites, 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.
After being admitted but prior to registration, students must either present TASP scores or take the college assessment program.

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	BHC
Service Technician	BHC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Management	MVC
Professional Pilot	MVC
Fixed Base Operations	MVC
Commercial Music	CVC
Computer Information Systems	CVC
Construction Technology	NLC
Construction Management	NLC
PROGRAM	*CAMPUS*
Diagnostic Medical Sonography	ECC
Local Area Network Administrator	EFC, NLC, RLC
Lan Server Operator	EFC, NLC, RLC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
Electronic Wireless Communications	EFC
Electronics Computer Technology	EFC
Automated Manufacturing	MVC
Engineering Technology	RLC
Food and Hospitality Service	ECC
Hotel/Motel Management	NLC
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	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

Technical courses from 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
Diagnostic Medical Sonography	ECC
Food and Hospitality Service	ECC
Digital Imaging Technology	EFC
PROGRAM	*CAMPUS*
Educational Personnel	ECC, RLC
Electrical Technology	NLC
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Multimedia Technology	RLC
Pattern Design	ECC
Physical Fitness Technology	NLC
Postal Service	MVC
Radiologic Sciences	ECC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Welding Technology	MVC

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.

Tuition Installment Pay Plan (TIPP)

A law passed by the Texas State Legislature permits students registering at community colleges to pay their tuition and fees in installments. Installment plan must be initiated before the first class day. One-half of the payment is required in advance of the official institutional first day of classes; one-quarter is due prior to the start of the sixth class week; and the final one-quarter payment must be made prior to the eleventh class week. Promissory notes must be signed at the time the first payment is made. Late fees will be assessed ($10 per payment not to exceed $20) for late installments. If courses are dropped, the refund, if any, will be applied to the balance of the installment plan. If courses are dropped and no refund is due, the balance of the installment plan must still be paid in full. Course credit may be denied to students who have not made payment in full by the end of the semester. Tuition installment pay plans are allowed only during the fall and spring semesters and do not apply to flex classes. A $15 fee is charged to all TIPP participants.

HOPE and Lifetime Learning Tax Credits

The HOPE tax credit, based upon federal law, is available for eligible taxpayers enrolling in the first two years of postsecondary education. Students must be enrolled at least half time in a degree, certificate or other program leading to a recognized educational credential. This tax credit applies only to tuition and fee expenses paid after December 31, 1997 for enrollment occurring after that date.

The Lifetime Learning tax credit is available for eligible taxpayers who are college juniors, seniors, graduate students, adults returning to college and students enrolled less than half time. This tax credit applies only to tuition and fee expenses paid after June 30, 1998 for enrollment occurring after that date.

For additional information on the two tax credits, students may contact the local Internal Revenue Service, their tax preparer, or the following website: http://www.tec.nh.us/htmls/hopetax.htm.

Additional Fees

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

Special Fees and Charges

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

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 Load 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 of 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, or if payment was originally made by credit card, the refund will be applied back to the same credit card.

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

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

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

Continues following tuition & fees schedule

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

TUITION AND STUDENT SUPPORT FEES

All Semesters

Semester Credit Hours	DALLAS COUNTY				OUT-OF-DISTRICT				OUT-OF-STATE OR COUNTRY			
	Tuition	Regis. Fee	Tech. Fee	Total	Tuition	Regis. Fee	Tech. Fee	Total	Tuition	Regis. Fee	Tech. Fee	Total
1	$ 25	$5	$10	$ 40	$ 41	$5	$10	$ 56	$ 200	$5	$10	$ 215
2	42	5	10	57	82	5	10	97	200	5	10	215
3	63	5	10	78	123	5	10	138	213	5	10	228
4	84	5	10	99	164	5	10	179	284	5	10	299
5	105	5	10	120	205	5	10	220	355	5	10	370
6	126	5	12	143	246	5	12	263	426	5	12	443
7	147	5	14	166	287	5	14	306	497	5	14	516
8	168	5	16	189	328	5	16	349	568	5	16	589
9	189	5	18	212	369	5	18	392	639	5	18	662
10	210	5	20	235	410	5	20	435	710	5	20	735
11	231	5	22	258	451	5	22	478	781	5	22	808
12	252	5	24	281	492	5	24	521	852	5	24	881
13	273	5	26	304	533	5	26	564	923	5	26	954
14	294	5	28	327	574	5	28	607	994	5	28	1,027
15	315	5	30	350	615	5	30	650	1,065	5	30	1,100
16	336	5	32	373	656	5	32	693	1,136	5	32	1,173
17	357	5	34	396	697	5	34	736	1,207	5	34	1,246
18	378	5	36	419	738	5	36	779	1,278	5	36	1,319
19	399	5	38	442	779	5	38	822	1,349	5	38	1,392
20	420	5	40	465	820	5	40	865	1,420	5	40	1,465

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

SPECIAL FEES AND CHARGES

The Chancellor shall be authorized to set the fees and charges for specialized services and programs provided by the District colleges. Other special fees may be assessed as new services or programs are developed with special laboratory costs. These fees will be kept to a basic, practical minimum for the program or service involved.

SEMESTER TUITION

Tuition for all semesters is as follows:

1. **Dallas County Residents** $21.00 per credit unit or a minimum of $25.00
2. **Out-of-District Residents** $41.00 per credit unit or a minimum of $41.00
3. **Out-of-State Residents** $71.00 per credit unit; minimum of $200.00
4. **Out-of-Country Residents** $71.00 per credit unit; minimum of $200.00

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

Effective Date: Summer Semester I, 1999

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.

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, 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 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, RSAT, 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 or an approved TASP alternate test prior to enrollment in any college-level course work. Should students fail either the reading, writing, or mathematics section of TASP or a TASP alternate test, they will be required, as mandated by Texas State Law, to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed.

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.

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 and by some circumstances 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)

Effective with the Fall 1998 semester, there are many changes being made to the TASP program as required by state law and/or The Texas Higher Education Coordinating Board.

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

Effective Fall 1998, all entering students must have either DCCCD Alternate Assessment, TASP or QuickTASP tests scores on file prior to enrolling for college-level courses. Students meeting the following conditions are exempt or waived from the TASP requirements:

-Have at least 3 hours of college credit prior to Fall, 1989;

-Are blind/deaf and have at least 3 hours of college credit prior to Fall, 1995

- Enroll in certain certificate programs;

-Have a baccalaureate or higher degree;

- Have ACT/SAT or TAAS scores which meet state standards for an exemption;

-Enroll as a transient student from an out-of-state or private institution;

-Are not seeking a degree AND are at least 55 years of age;

-Are not seeking a degree AND are international students;

-Have been certified by the Texas Higher Education Coordinating Board as being dyslexic or having a related disorder OR as having a math disorder. Students seeking this exemption must check with the college TASP Coordinator to ascertain what documentation must be submitted to The Texas Higher Education Coordinating Board as only that agency may grant such an exemption;

-Be an out-of-state student enrolled in official distance education courses.

All other students are subject to TASP requirements.

Students who fail a section of either the DCCCD Alternate Assessment, TASP or QuickTASP must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP test, (please note that the DCCCD Alternate Assessment cannot be used for retesting purposes) or (2) They have completed the developmental coursework required, at which time the college may release the student from such coursework. The college is not required to release the student from further developmental coursework.

Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required.developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP Coordinator to learn of all required steps to be met.

Deaf students entering Fall 1995 and thereafter are subject to all TASP regulations with the exception that they must take the Stanford Achievement Test rather than TASP, QuickTASP, or Alternate Assessment.

DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

No student may receive a degree or certain certificates without having met the TASP requirements. No student may take junior or senior level courses at a Texas public university without having met the TASP requirements.

TASP rules are always subject to change.

Additional Tasp information can be found at the Texas Higher Education Coordinating Board's website: WWW.thecb.state.tx.us/

IV. ACADEMIC INFORMATION

Scholastic Standards: Grades & Grade Point Average

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

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

*Used only with developmental studies courses.

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

$$\frac{35}{12} = 2.93$$

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-enroll-

ment, 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.

Students on Federal Financial Aid need to check with Financial Aid Officer concerning E grade(s) and any impact on benefits.

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 REQUIREMENTS 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 requirements 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.

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

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

The title of this degree may be changed during 1999-2000.

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/Advisement Center. However, in keeping with Texas State law, students who complete the 48 hour credits of the DCCCD core curriculum are assured that the core in its entirety will transfer to any Texas public college or university, in such instances, the DCCCD core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing this degree, students are encouraged to complete the entire core within the DCCCD. Students transferring into the DCCCD from another Texas public college or university who have completed that institution's core requirements are assured that the DCCCD will accept the completion of that core in lieu of its own toward the requirements for the Associate of Arts and Sciences degree.

In order to receive this degree, students should successfully complete 61 credit hours including the 48 credit hour core of the DCCCD plus an additional 13 hours of electives, normally courses designed for the selected major. This 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS--9 credit hours
Students must successfully complete all courese listed
English 1301 and 1302

MATHEMATICS--9 credit hours
Students must successfully complete one of the courses listed:
Math 1314, 1324, 1333, 1335, 1342, 1414, 2412, or higher level

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed:
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1403, 1404, 1445
Physics 1401, 1402, 1407, 1411, 1412, 1415, 1417, 2425, 2426
Students may NOT use the following combinations to meet this requirement: Biology 1406 and 1408; Chemistry 1405 and 1411, Physics 1401 and 1405; Physics 1401 and 2425; Physics 1405 and 2425.

SOCIAL/BEHAVIORAL SCIENCES--15 credit hours
Students must successfully complete all of the courses listed
History 1301 AND 1302
Government 2301 AND 2302
Students must successfully complete one of the courses listed:
Anthropology 2346, 2351
Economics 1303, 2301, 2302, 2311
Psychology 2301, 2314, 2316
Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one of the courses listed in each category:
Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
Category II
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
Category III
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion 1304

OTHER--4 credit hours
Students must successfully complete Physical Education 1164 AND one of the courses listed:
Computer Science 1300 OR any foreign language course numbered 1300 or higher

ELECTIVES--13 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 college-level 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 1175, and Drama 1170.

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

The title of this degree may be changed during 1999-2000.

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 plan includes the DCCCD core of 48 hours, and students who complete this core are assured that the core in its entirety will transfer to any Texas public college or university; in such instances, the DCCCD core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing this degree, students are encouraged to complete the entire core with the DCCCD.

This plan also includes courses designed for business majors. Students planning to transfer must consult the transfer institution's catalog to ensure selected courses in this area will both transfer and apply toward their degree at the receiving institutution. 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 for those hours beyond the DCCCD core.

In order to receive this degree, students should successfully complete 61 credit hours including the 48 hour core of the DCCCD, the required business courses, and any elective courses to bring the total to 61 credit hours. These 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS--9 credit hours
Students must successfully complete all courses listed:
English 1301 AND English 1302
Speech Communications 1311

MATHEMATICS--3 credit hours
Students must successfully complete
Math 1324

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1403, 1404, 1445
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

Students may NOT use the following combinations to meet this requirement: Biology 1406 and 1408; Chemistry 1405 and 1411; Physics 1401 and 1405; Physics 1401 and 2425; Physics 1405 and 1425.

SOCIAL /BEHAVIORAL SCIENCE--15 credit hours
Students must successfully complete all the courses listed
History 1301 and 1302
Government 2301 and 2302
Economics 2301

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one of the courses listed in each category
Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
Category II
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333
Category III
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion

OTHER--6 credit hours
Students must successfully complete both courses listed
Physical Education 1164
Computer Science 1300

REQUIRED BUSINESS COURSES--12 credit hours
Students must successfully complete all courses listed
Accounting 2301 AND 2302
Economics 2302
Math 1325

ELECTIVES--1 credit hour

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 college-level 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 1175, and Drama 1170.

Associate of College/University Transfer Degree

The title of this degree may be changed during 1999-2000.

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 point average of at least "C" (2.00) based upon GPA (2), and have met all TASP requirements (if students are not TASP Exempt) to receive this degree. These 61 hours may be earned at any DCCCD college and must include:

History 1301 and 1302 (6 credit hours)
Government 2301 and 2302 (6 credit hours)
English 1301 (3 credit hours)
A math course numbered 1000 and above
A speech communications course (3 credit hours) IF a speech course is required.

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

This degree may be attractive to students who wish to transfer to a private or out-of-state college or university. Students who wish to transfer to another Texas public college or university should follow the Associate of Arts and Sciences degree because that degree pattern includes the DCCCD 48 credit hour core requirements. Other Texas public colleges and universities must accept the DCCCD core requirements in place of their own core requirements.

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/workforce development programs.

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 Workforce/Technical 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 1175, 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 a Technical 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 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 Workforce/Technical 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. Some certificate programs do not require students meet TASP requirements in those programs which do require TASP, students in such programs 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 Filing 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.

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

Tuition Rebate Program

The State has established a tuition rebate program for students who graduate with a baccalaureate degree from a

Texas public university. Such students may qualify to receive a total of $1,000 from the baccalaureate-granting institution if they meet the following criteria: (1) must have enrolled in a Texas public institution of higher education in Fall 1997 or thereafter; (2) Must have been a resident of Texas and entitled to pay in-state tuition at all times while pursuing the degree; (3) must have received a baccalaureate degree from a Texas public university; and (4) must have attempted no more than three hours in excess of the minimum number of semester hours required to complete the degree under the catalog under which they were graduated. Hours attempted include transfer credits, course credits earned exclusively by examination, courses that are dropped after the official census date, and for-credit developmental/remedial courses.

Texas public universities are required to provide their students with appropriate forms and instructions regarding this program. Please note this rebate applies only to baccalaureate degree, and therefore, such a rebate cannot by state law, be offered by the DCCCD.

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

Core Curriculum

Every Texas public college and university is required by Texas law to have a core curriculum of no less than 42 credit hours. The DCCCD has a core of 48 credit hours. Students who wish to transfer from the DCCCD to another Texas public college or university are *highly encouraged* to begin and complete the core within the DCCCD because the receiving institution *must* accept the DCCCD core in its entirety and substitute the DCCCD core for its own core requirements. It is to the advantage of students that they remain and complete the DCCCD core prior to transferring because of this guarantee that the core will transfer as a whole.

Students who take some of the DCCCD core but do not complete it are assured that core courses will transfer and apply to the receiving institution's core *if* that institution also requires the same course(s) within its own core requirements. Students should work closely with a DCCCD advisor to ensure they are completing the courses needed for the core requirements.

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

The DCCCD core of 48 credit hours is composed of the following courses:

COMMUNICATIONS--9 credit hours
Students must successfully complete all courses listed:
English 1301 AND 1302
Speech Communications 1311

MATHEMATICS--3 credit hours
Students must successfully complete one of the courses listed:
Math 1314, 1324, 1332, 1333, 1335, 1342, 1414, 2312, or higher

LAB SCIENCES--8 credit hours
Students must successfully complete two of the courses listed:
Biology 1406, 1407, 1408, 1409
Chemistry 1405, 1407, 1411, 1412
Geology 1401, 1402, 1404, 1445
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426
Students MAY NOT use the following combinations to meet this requirement: Biology 1406-1408, Chemistry 1405-1411, Physics 1401-1405, Physics 1401-2425, or Physics 1405-2425.

SOCIAL/BEHAVIORAL SCIENCES--15 credit hours
Students must successfully complete all courses listed:
History 1301 AND 1302
Government 2301 AND 2302
Students must successfully complete one of the courses listed:
Anthropology 2346, 2351
Economics 1303, 2301, 2302, 2311
Psychology 2301, 2314, 2316
Sociology 1301, 1306 2319

HUMANITIES/VISUAL AND PERFORMING ARTS--9 credit hours
Students must successfully complete one course listed in each category:
Category I
Arts 1301, 1303, 1304
Dance 2303
Drama 1310, 2366
Humanities 1301
Music 1306, 1308, 1309
Category II
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III
Cultural Studies 2301
History 2321, 2322, 2380, 2381
Philosophy 1301, 2306, 2307, 2316, 2317
Religion 1304

OTHER--4 credit hours
Students must successfully complete Physical Education 1164 and one of the courses listed:
Computer Science 1300 OR any foreign language course numbered 1300 or higher.

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 Articulation and Transfer Services (telephone 214/860-2453 or 2185) 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 ADCCCD 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 Articulation and Transfer Services 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
Advertising
Agriculture
American Studies
Anthropology
Architecture
Art
Biological Science
Botany
Business Administration
Chemistry

Computer Science
Dance
Dental Hygiene
*Dentistry
Dietetics
Drama
Economics
Engineering
English
Entomology
Finance
Fine Arts
Foreign Languages
Forestry
Geography
Geology
Health Sciences
History
Industrial Arts
Interior Design

Journalism
*Law

Legal Science
Liberal Arts
Life Sciences
Management
Marine Biology
Marketing
Mathematics
Medical Tech
*Medicine
Meteorology
Microbiology
Music
Music Education
Nursing
Occupational Therapy
Oceanography
Optometry
Pharmacy
Philosophy
Photojournalism
Physical Education
Physical Science
Physical Therapy
Physics
Political Science
Psychology
Public Relations
Radio/TV/Film
Recreation
Social Work
Sociology
Speech Commun.
Speech Pathology
Teacher Prep.
Telecommunications
Theatre
*Veterinary Medicine
Wildlife Mgt.
Zoology

**These fields require studies beyond a 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 Amost-commonly-asked@ transfer questions.
3. Transfer guides for specific majors at approximately 25 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program.

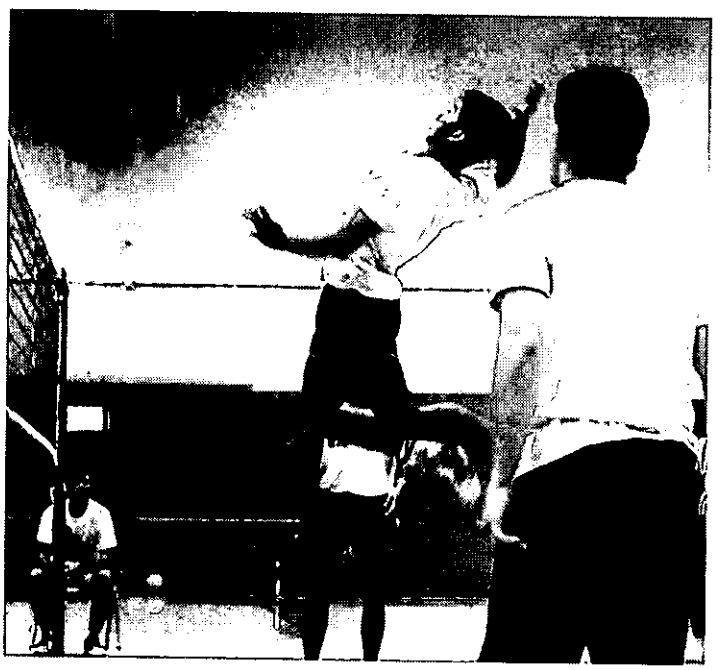
The Counseling/Advisement Center

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

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. For specific course options, please see the ADistance 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 one hundred different distance learning courses are offered, including accounting, anthropology, business, computer science, economics, English, health, history, humanities, government, management, mathematics, nutrition, philosophy, physical education, psychology, science, sociology, Spanish, and speech.

What Is Distance Learning?

Distance Learning classes are delivered to students through television, the Internet, 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 is the same for distance learning courses as for courses on campus. Students who apply and register through the distance learning website will pay an additional distance learning fee. For information about tuition assistance, contact the Financial Aid Office.

What Kinds of Distance Learning Courses Are Available?

Telecourses, Online courses, Telecourse Plus Online courses, Live TV courses, and other 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.

*An **ONLINE 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, an Internet connection, an e-mail account and Netscape Navigator 3.1 or Internet Explorer 3.02 or higher. Some courses also require other specific software packages.

*A **TELECOURSE PLUS ONLINE COURSE** includes:*

- Elements of both Telecourses and Online Courses.

*A **LIVE TV COURSE** includes:*

- Live classes on television which must be watched at the time of broadcast. Students' interaction with the instructor during the class is done 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.

***OTHER distance learning** courses may include some or all of the elements of other types of courses plus:*

!Participation in special activities related to the course.

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 the Distance Learning Hotline at 972-669-6400.

Visit our home page at http://dallas.dcccd.edu

For recorded voice mail information, please call 972-669-6410 (touch-tone telephone only!) and follow the directions to access the information you need.

VII. OTHER EDUCATIONAL PROGRAMS

Workforce/Technical 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 workforce/technical programs offered by the College. These programs are established only after studies verify that employment opportunities exist in business and industry.

Workforce/technical 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 workforce/technical 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 workforce/technical programs. A continuous liaison is maintained with local and regional industries to keep students informed of employment opportunities.

Workforce Education Course Manual (WECM)

The Workforce Education Course Manual (WECM) is a statewide inventory of workforce education courses offered for Semester Credit Hours and Continuing Education Units that community colleges can use to respond rapidly to the needs of business and industry. Instead of each institution creating courses and programs from scratch,@ the WECM offers a means for the continual design and updating of high quality workforce courses through collaboration with business/industry and the combined expertise of community college faculty from across Texas.

Courses cited in the WECM are approved from the Texas Higher Education Coordinating Board for use by all Texas public community and technical colleges. Therefore, students who earn semester credit hour and Continuing Education Units by successfully completing the requirements for the course(s) will be able to transfer the credits or CEU's to another Texas public community or technical college that also offers the same course(s).

Tech-Prep

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

Tech Prep prepares students for direct entry into the workplace as technically skilled employees. Each program also provides students with opportunities to earn an advanced skills certificate or transfer to area universities.

High school students can follow these **PREP** steps to participate in Tech Prep:

1. **P**ick a Tech Prep career program offered at your high school.
2. **R**egister to take the high school Tech Prep course work.

After high school graduation

3. **E**nroll in the Tech Prep program at one of the DCCCD colleges.
4. **P**etition to articulate high school Tech Prep course work into the program degree plan and complete the college course work.

For more information about Tech Prep career preparation programs contact the counselor or career and technology teacher at your high school **or** call the DCCCD District Tech Prep office at (214)-860-2324.

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 ensure 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 ACR@ 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)

Test	DCCCD Courses
Intro. Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
General Biology	BIOL 1406, 1407
Intro. Business Law	BUSI 2301
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 French Language	FREN 1411, 1412
College German 1-2	GERM 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. I	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 (1979)	MATH 1314
College Algebra (1993)	MATH 1314
Trigonometry	MATH 1316
Calculus w/ Elementary Functions (1995)	MATH 2513
Intro. Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro. Sociology	SOCI 1301
College Spanish 1-2	SPAN 1411, 1412 and 2311, 2312
College Level Spanish Language	SPAN 1411, 1412, and 2311, 2312

DANTES (Additional DANTES tests may be approved)

TEST	DCCCD Courses
Principles of Financial Accounting	ACCT 2301
Introduction to Business	BUSI 1301
Basic Technical Drafting	CADD 1272

Introduction to Computers w/ Programming in BASIC	CISC 1373
Lifespan Developmental Psychology	PSYC 2314

Advanced Placement Examination

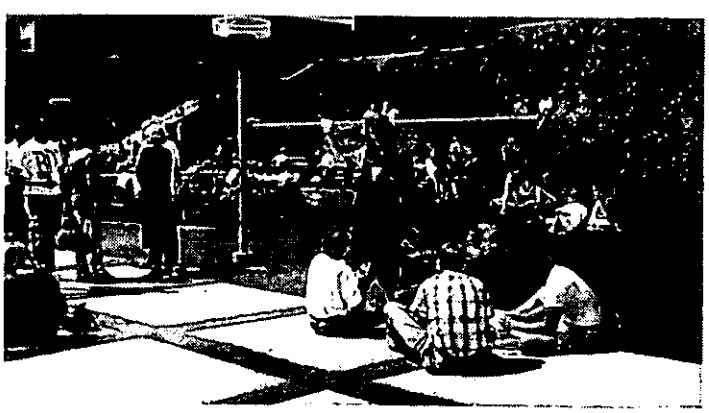
Test	DCCCD Courses
Biology	BIOL 1406, 1407
Chemistry	CHEM 1411, 1412
Computer Science AB	COSC 1315 and COSC 2318, or COSC 1315
English Language/Composition	ENGL 1301, 1302
Math-Calculus AB	MATH 2412
Math-Calculus BC	MATH 2513
Physics B	PHYS 1401, 1402

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 that 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 require ment 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.

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

Human Development courses transfer to many four year institutions as elective credit. These courses use an experiential model that 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 under prepared 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 MAY find print, non-print materials, electronic full-text resources, the Internet and database services to supplement classroom learning. The library has a growing collection of books on a wide variety of general information areas 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.

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 transcripted upon successful completion of approved vocational 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 assists individuals and organizations in creating jobs and improving business performance.

The Institute's program areas include:

Business Performance Improvement Services — assessment services and non-credit customized contract training and to business and industry.

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

Dallas Small Business Development Center — free one-on-one counseling, affordable training, and resources to small businesses throughout Dallas County.

International Small Business Development Center — training and free counseling to businesses interested in international trade, located at the World Trade Center.

Center for Government Contracting — free counseling and affordable training and resources to businesses seeking government contracts at municipal, county, state or federal levels.

Technology Assistance Center — counseling services and training seminars focusing on technology transfer, product development and commercialization, intellectual property protection, the invention process and licensing and the Internet.

Business Incubation Center — cost-shared office facilities and services to small businesses.

North Texas Small Business Development Center — one of four regional offices in Texas, oversees SBDC activities in 49 counties.

Testing Center — 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 214-860-5809.

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, diversity training, 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.

Assessment/Testing Center

The Assessment/Testing 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-Nettesting
2. Assessment Testing – Assessment/Testing Centers provide an approved alternate TASP test that meets both TASP and placement requirements.
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 Assessment/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 Assessment/Testing 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.

Career Planning and Job Placement Services

The Dallas County Community College District provides career planning and job placement services free of charge to DCCCD students, alumni, former students, and those in the process of enrolling. Although services may vary among DCCCD colleges, most Career Planning and Job 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.

In addition, some Career Planning and Job Placement centers offer services such as career testing, and computerized career guidance programs are provided to assist with the career decision making process.

Job listing services are provided on each campus, and all DCCCD colleges participate in a computer-assisted job bank which contains full and part-time opportunities in the Metroplex. All Career Planning and Job 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.

Disability Services/Special Services Offices

The Disability Services/Special Services Offices offer a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are coordinated to fit the individual needs of the student and may include the following: sign language interpreting, note-taking, tutoring, mobility assistance, reading/audio taping, and loan of specialized equipment such as audio tape recorders, talking calculators, raised-line drawing kits, and large print materials. Academic and career advisement services, testing accommodations, registration assistance, and extensive information and referral services are also available. Students with disabilities and/or special needs who wish to request accommodations are responsible for documenting their needs and should initiate their request with the Disability Services/Special Services Offices, preferably one month prior to registration. Orientation and registration information will be provided.

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 Disability Services/Special Services Offices 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.

Phi Theta Kappa

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

Who's Who Among Students in American Community Colleges

Selections to Who's Who Among Students in America Community Colleges are made each fall at each of the Dallas County Community College District campuses. Who's Who is a highly regarded honor reserved for outstanding second-year college students eligible for the program. In general, students are recognized at Graduation and at a convocation in the spring.

Intercollegiate Athletics

The purpose of the intercollegiate athletic program is to provide opportunities for female and male 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, sportspersonship 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 women and men 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. In the last several years, the DCCCD institutions have been the national champions in basketball, taken second place in the national baseball tournament, have been regional champions and participated in the district tournament in both men's and women=s soccer. 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 Clinton on October 7, 1998 which provides financial aid to eligible students.

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 students, 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. In addition, you may apply electronically through the Internet at http://www.fafsa.ed.gov. 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 additional 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.

The Department of Education matches data 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, universities, vocational or trade schools, a Financial Aid Transcript may be required from each previous institution, even if no aid was received from a previous school.

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.

Priority Processing Dates

YOU MUST APPLY FOR ADMISSION TO THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BEFORE YOU CAN BE CONSIDERED FOR FINANCIAL AID. 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 that 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. (See How to Apply). 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. The application process takes approximately 6-8 weeks. In response to the Federal Pell Grant application, the Department of Education will provide a Student Aid Report (SAR) to the student. The student should immediately review the SAR to make sure it is correct. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR 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. 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 eligible students who also meet additional criteria of the scholarship funds. Information and application forms are available in the Financial Aid Office of 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 are the same as noted for the DCCCD Foundation Scholarships, and application forms are available in the Financial Aid office. Information and application forms are available in the Financial Aid Office of each College.

Loans

Federal Stafford Loans

The Department of Education provides loans from private commercial lending agencies such as banks, savings and loan associations, credit unions, and insurance compa-

nies. To be eligible, students must demonstrate financial need, make satisfactory academic progress toward their educational goal, be enrolled for at least six (6) credit hours and attend a loan entrance counseling session.

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 below half-time enrollment. 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 is available for all students regardless of income. 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 drops below half-time enrollment.

Federal Parent Loan for Undergraduate Students (FPLUS)

Under the Federal Parent Loan for Undergraduate Students, parents may 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 parent's 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. The student pays no interest or payments 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 that 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 and collection costs will be added for payments made after the due date. Students must not have any outstanding debts with the DCCCD to receive these funds.

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

Total Loan Amount	*# Of Payments*	*Monthly Interest Payment*	*Total Charges*	*Repaid*
$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

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. Most students work 15 to 20 hours per week. 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 community service positions are also available. Students must apply each academic year for Federal Work-Study.

Student Assistants Employment Program (Non-Work Study)

Part-time employment for students who do not demonstrate 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 Afinancial 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
- Early High School Graduation

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 Texas Rehabilitation Commission, (817) 467-8400, FAX (817) 467-8449.

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 may 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.

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 VA 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 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 VA 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.

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.

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 numbers 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 CPGA 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 in a minimum of six (6 credit hours) for one semester at a District college, pay the expenses related to that enrollment, and complete all courses attempted with a GPA of 2.0 or better. It is the students responsibility to inform the Financial Aid Office of the completion of this requirement to facilitate reinstatement.

E. If failure to meet satisfactory progress in a second semester (or any subsequent) results in suspension from financial aid, the student must be enrolled in a minimum of 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 of 90 attempted hours 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", AE@ or "I" will be counted towards hours attempted but 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.

PURPOSE

The purpose of Policies about student conduct and discipline are to provide guidelines for the educational environment of the 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.

POLICIES, RULES, AND REGULATIONS

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.

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

Student Participation: Students are asked to assume positions of responsibility in the 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.

Standards of Due Process: Students who allegedly violate District policy are entitled to fair and equitable proceedings. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

Accountability: Students may be accountable to both civil authorities and to 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.

DEFINITIONS

Definitions to be used in this policy are as follows:

1. "Designated administrator" shall mean an administrator or the officer or officers directy responsible for student affairs in the District.
2. A "student shall mean one who is currently enrolled in the District. These policies and regulations shall also apply to any prospective or former student who has been accepted for admission or readmission to any component institution while he or she is on the campus of any component institution.
3. "College-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
4. A "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
5. "College premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
6. "Published college regulation or policy" means standards of conduct or requirements located in the:
   a. College catalog.
   b. Board of Trustees policies and administrative procedures manual.
   c. Student handbook.
   d. Any other official publication.

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The Provost of the Bill J. Priest Institute for Economic Development and College President are 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 or College regulations should be designed to foster good work habits, promote skills desired by local employers, and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the code of student conduct as well as JTC or College regulations; however, the remainder of the code is not applicable to such students. A JTPA student who allegedly violates the code and/or JTC or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Provost or College President. JTPA students may file grievances with the private industry council only.

RESPONSIBILITY

Each student shall be charged with notice and knowledge of the contents and provisions of the District's policies, procedures, and regulations concerning student conduct.

All students shall obey the law, show respect for properly constituted authority, and observe correct standards of conduct. In addition to activities prohibited by law, the following types of behavior shall be prohibited:

1. Intentionally causing physical harm to any person on 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 District policies, regulations, and procedures.
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. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

    "Cheating on a test" shall include:

    a. Copying from another student's test paper.
    b. Using test materials not authorized by the person administering the test.
    c. All forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
    d. Collaborating with or seeking aid from another student during a test without permission from the test administrator.
    e. Knowingly using, buying, selling, stealing, or soliciting, in whole or in part, the contents of an unadministered test.
    f. The unauthorized transporting or removal, in whole or in part, of the contents of the unadministered test.
    g. Substituting for another student, or permitting another student to substitute for one's self, to take a test.
    h. Bribing another person to obtain an unadministrered test or information about an unadministered test.

"Plagiarism" shall be defined as the appropriating, buying, receiving as a gift, or obtaining by any means another's work and the unacknowl-edged submission or incorporation of it in one's own written work.

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.

12. Intentionally and substantially interfering with the freedom of expression of others on 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 demonstra-tions, 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 VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
    a. specific beverage-related courses with the El Centro food service program, or
    b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

Any student violating this policy shall be subject to disciplinary sanctions including suspension, in accordance with The Student Code of Conduct. A "violation" means an act or omission which is contrary to a published college regulation or policy.

Sanctions for violations of prohibited conduct for (1) through (6) may result in expulsion; for (7) through (20) may result in sanctions other than expulsion or suspension.

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

"Aggravated violation" means a violation which resulted or foreseeable could have resulted in sugnificant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.

DISCIPLINARY PROCEEDINGS

When the Vice President of Student Development (VPSD) or officer directly responsible for student affairs or discipline receives information that a student has allegedly violated a published college regulation or policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or
2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

The VPSD will notify the complainant of the disposition of the complaint. If the VPSD dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.

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:

1. The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
2. Whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions.

After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

SUMMONS

The VPSD shall summon a student regarding an alleged violation of this code by sending the student a letter. The letter shall be sent by certified mail, return receipt requested, addressed to the student at his or her last known address as it appears in the records of the Registrar's Office or shall be delivered personally to the student.

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.

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.

DISPOSITION

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.

1. If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.
2. If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.
3. Administrative disposition means:
    a. The voluntary acceptance of the penalty or penalties provided in this code.
    b. Other appropriate penalties administered by the VPSD.
    c. Without recourse by the student to hearing procedures provided herein.

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.

HEARING COMMITTEE

When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the VPSD (or officer directly responsible for student affairs or discipline) in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on the basis of availability. The committee chair will be selected from the administration or faculty.

The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.

The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

The VPSD shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations.

NOTICE

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the 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.

The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

1. To a private hearing or a public hearing (as he or she chooses);
2. To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
3. To have a parent or legal guardian present at the hearing;
4. To know the identity of each witness who will testify;
5. To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
6. To cross-examine each witness who testifies.

FAILURE TO COMPLY WITH NOTICE

A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against the student. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.

ROLE OF LEGAL COUNSEL

Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

PRELIMINARY MATTERS

Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.

There will be disclosure of all evidence to both sides prior to the hearing.

At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:

1. The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
2. An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing.
3. The name of the legal counsel, if any, who will appear with the student.
4. A request for a separate hearing, if any, and the grounds for such a request.

HEARING PROCEDURE

The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.

If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.

If the hearing is a **private hearing**, the committee shall proceed generally as follows:

1. Persons present shall be the complainant, the VPSD, and the student with a parent or guardian if desired.
2. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
3. The VPSD shall read the complaint.
4. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
5. The VPSD shall present the college's case.
6. The student may present his or her defense.
7. The VPSD and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

If the hearing is a **public hearing**, the committee shall proceed generally as follows:

1. 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:
   a. Faculty Association
   b. College Newspaper
   c. College President

   Other persons may attend based on the seating available. The

Chairman may limit seating accommodations based on the size of the facilities;

2. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
3. The VPSD shall read the complaint.
4. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
5. The VPSD shall present the college's case.
6. The student may present his or her defense.
7. The VPSD and the student may present rebuttal evidence and argument.
8. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
9. The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
10. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

EVIDENCE

Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.

The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling 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.

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.

All evidence shall be offered to the committee during the hearing.

A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

RECORD

The hearing record shall include: a copy of the notice of hearing; all documentary and other evidence offered or admitted in evidence; written motions, pleas, and other materials considered by the committee; and the committee's decisions.

PETITION FOR ADMINISTRATIVE REVIEW

A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.

A student is entitled to appeal in writing to the Board 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).

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

The President, the Chancellor, and the Board in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.

The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:

1. In violation of federal or state law or published college regulation or policy;
2. Clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
3. Capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

AUTHORIZED DISCIPLINARY PENALTIES

The VPSD (or office directly responsible for student affairs or discipline) or the student discipline committee may impose one or more of the following penalties for violation of a Board policy, college regulation, or administrative rule:

1. An "admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
2. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
3. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to, the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises, and gambling.
4. "Withholding of transcript or degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
5. "Bar against readmission" may be imposed on a student who has left the college on enforced withdrawal for disciplinary reasons.
6. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
7. "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restructions to fit the particular case.
8. "Suspension of eligibility for official athletic and nonathletic extracurricular activities" prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited, to the following: having intoxicating beverages in any college facility, with the exception of specific beverage-related courses within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale, or purchase of illegal drugs on or off campus;

any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.

9. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
10. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
11. "Expulsion" is permanent severance from the college.

A sanction imposed at one college shall apply to all colleges of the College District.

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

DEFINITION

A student grievance is a College-related problem or condition which a student believes to be unfair, inequitable, discriminatory, or a hindrance to the educational process. A grievance also includes discrimination on the basis of race, color, religion, national origin, sex, disabiltiy of age.

SCOPE

The student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the College. This student grievance procedure is designed to provide the student with the opportunity to file a grievance, as defined above, and to provide a process for resolution of the grievance. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate vice-president. If still not satisfied, the student may pursue the appeal to the College President whose decision is final.

SEXUAL HARASSMENT

The student grievance procedure is not applicable to complaints of sexual harassment. All students shall report complaints of sexual harassment informally to location Human Resources personnel or location representatives selected by the highest level administrator at the location or formally to the Vice-Chancellor of Educational Affairs as provided in the sexual harassment procedure.

INFORMAL PROCEDURES

Students who wish to file a College-related grievance should, but are not required to discuss it with the College employee most directly responsible for the condition which brought about the alleged grievance. If the grievance is not resolved to the student's satisfaction, the student may appeal to the next level of authority. The student may consult with the administrative offices to determine the next level of authority. If an appeal does not resolve the grievance, the student may proceed to the appropriate vice-president with a written presentation of the grievance. If the vice-presidential level of appeal does not prove satisfactory to the student, the student may seek review under the formal procedures below.

OTHER PROCEDURAL MATTERS

If a student files a grievance informally by discussing it with the college employee most directly responsible, etc., the following procedures apply. The student shall discuss the grievance fully at each level in the process. At each level of authority, a decision shall be made based on common sense and good judgment of a reasonable person. Each level may seek the appropriate authority, if necessary, to resolve the grievance. The entire informal procedure should take no longer than 30 days.

FORMAL PROCEDURES

Procedures for appeals are as follows:

1. A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice-president of student development (VPSD) or employee who is responsible for student development.
2. The VPSD or responsible employee will convene and chair the appeal committee.
3. The appeal must be heard by the committee within ten class days of the request unless extended with the agreement of both the student and the VPSD or responsible employee.
4. The committee will be ad hoc and will consist of two students, two faculty members, and one staff member who is either an administrator or a noncontractual employee. It is the responsibility of the College President or designee to appoint all committee members and the appointor shall examine each member to ensure their impartiality.
5. The appeal committee will make findings and send its decision to the College President. A grievant may seek review of an adverse decision through the President. The decision of the President shall be final.

BOARD ACTION

By law, the Board of Trustees is not required to take any action concerning a grievance, but is required to listen if the grievance is presented at a public meeting.

APPEAL COMMITTEE PROCEDURES

1. If a student requests a hearing by an appeal committee, a grievance must be in writing and contain:
   a. the student's name and address;
   b. the nature of the grievance, including the date it occurred;
   c. the corrective action sought;
   d. any other relevant information.
2. A grievance filed, either informally or formally, will not be considered unless it is filed not later than 120 days after the event or occurrence giving rise to the grievance or knowledge of the event or occurrence. The entire formal procedure should take no longer than 30 days.
3. In conducting the appeal committee hearing, the VPSD or responsible employee is authorized to:
   a. require any student or employee to provide a written statement along with any documents concerning the events and circumstances that may have given rise to the grievance;
   b. require any student or employee to appear and testify;
   c. question each individual who testifies; and
   d. copy all documents.

This is not an adversarial proceeding. A VPSD or responsible employee shall conduct a hearing in a professional and cooperative manner and all participants are expected to do likewise.

4. Failure to comply with a summons or order from the VPSD or responsible person may result in disciplinary action.
5. The appeal committee shall base its decisions during a hearing and make a recommendation upon the common sense and good judgement of a reasonable person.
6. The VPSD or responsible employee shall ensure that all relevant evidence is obtained from parties during the hearing.
7. An attorney or other representative of a grievant may present a grievance to the appeal committee, but this presentation does not include questioning or cross-examining witness (including the grievant), objecting to testimony or documents, or similar actions undertaken by an attorney to represent a client.

COORDINATORS

Coordinator(s) for the Rehabilitation Act of 1973 (Section 504), Americans with Disabilities Act of 1990 (Title II) and Education Amendments of 1972 (Title IX)

Cedar Valley College
Claire Gauntlett - Dean of Institution Effectiveness & Research
Section 504, Title II, and Title IX Coordinator

Brookhaven College
Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator

Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College
Mike Burke - Vice-President of Finance & Planning
Section 504, Title II, and Title IX Coordinator

El Centro College
Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator

Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College
Dr. Margot Hirsch - Executive Dean of Learning Support Services
Section 504, Title II Coordinator, and Title IX Coordinator

North Lake College
Mary Ciminelli - Interim Dean of Student, Enrollment, Development & Student Retention
Section 504, Title II, and Title IX Coordinator

Richland College
Oscar Lopez - Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators

Tom McLaughlin - Dean of Students
Title IX Coordinator

PURPOSE OF COMPUTER USE POLICY

The District is committed to providing an educational and work climate that is conducive to the personal and professional development of each individual. To fulfill its multiple missions as an institution of higher learning, the District encourages a climate that values and nurtures collegiality, diversity, pluralism and the uniqueness of the individual within our state, nation and world. The District also strives to protect the rights and to enhance the self-esteem of all its members. Faculty, staff and students should be aware that any form of illegal harassment or discrimination against any individual is inconsistent with the values and ideals of our community.

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a

variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computing use.

The Chancellor is authorized to promulgate policies and procedures to implement this policy. Refer to the Business Procedures Manual for additional information.

USE OF DISTRICT RESOURCES

Use of District computing resources and facilities requires that individual users act in compliance with District policies and procedures, and failure to comply may result in restriction or revocation of access to District resources. Computing "resources and facilities" include, but are not limited to District and college-owned host computer systems, networks, peripheral equipment (such as modems, terminals and printers), computers and workstations, software, data sets, storage devices (such as CD-ROMS, hard and soft disks and the like), and all computer communications controlled, administered, or accessed directly or indirectly by the District or by any user. The District provides users with an account that permits use of the computing resources and facilities within policies and procedures established by the District. Any person who uses District computing resources and facilities through District-owned equipment (such as public access computers at the libraries and computer labs) is also a user and is permitted to use the computing resources and facilities within policies and procedures established by the District. Users must respect the integrity of computing resources and facilities, respect the rights of other users, and comply with all relevant laws (local, state, federal and international), District policies and procedures, and contractual agreements. The District reserves the right to limit, restrict or deny computing resources and facilities for those who violate District policies, procedures, or local, state or federal laws.

FREEDOM OF EXPRESSION

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

PRIVACY

The general right to privacy is extended to the electronic environment to the extent possible. Users have a lessened expectation of privacy when using computer resources and facilities owned by public institutions such as the District. Issuance of a password or other means of access is to assure appropriate confidentiality of District files and information. It is not a guarantee of privacy nor a license for abuse or improper use of the District's computing resources and facilities. Privacy is mitigated by the Texas Public Information Act, administrative review, computer system administration, audits, and the nature of the electronic medium itself. Contents of electronic files will be examined or disclosed only when authorized by the user, approved by designated District officials, or required by law.

INTELLECTUAL PROPERTY

All members of the District community should be aware that property laws apply to the electronic environment. Users must abide by all software licenses. District copyright and software policies and procedures, and applicable federal and state law. Users should assume that works communicated through a network are subject to copyright unless specifically stated otherwise. Unless permission of the author is obtained, utilization of any electronically transmitted information must comply with the "fair use" principle found in federal copyright law.

CRIMINAL AND ILLEGAL ACTS

Computing resources of the District, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

AUTHORIZED USE

Computing resources are provided by the District to accomplish tasks related to the District's mission. Some computers may be dedicated to specific enterprises or teaching missions that limit their use. Incidental personal use of computing resources is acceptable if the use:

1. imposes no measurable cost on the District;
2. is not harmful to the District;
3. is not a hindrance to the daily operations of the District; and
4. has no adverse effect upon an individual's job or educational performance.

UNAUTHORIZED USE

Unauthorized use of the District's computing resources and facilities includes but is not limited to: illegal activities; failure to comply with laws, license agreements, and contracts governing network software and hardware use; abuse of communal resources; use of computing resources for unauthorized commercial purposes or personal gain; failure to protect the user's password or use of the user's account; breach of computer security, harmful access or invasion of privacy; use of computing resources for anonymous or identity-masked messages to other District users; or unauthorized encryption. Refer to the Business Procedures Manual for additional information.

INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES AND FACILITIES

All members of the District community will use these resources and facilities in accordance with District policies and procedures as well as all laws. Failure to fulfill these responsibilities may lead to the cancellation of computer access, other disciplinary action by the District and/or referral to legal and law enforcement agencies, in accord with existing District policies and procedures. Individuals using the District's computing resources or facilities shall:

1. Use District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.
2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.
5. Report improper use of computer resources and facilities which may include:
   a. breach of computer security
   b. unauthorized access to computing resources
   c. release of password or other confidential information on computer security

d. harmful access
e. alteration, damage, or destruction of data
f. injection of a destructive computer virus
g. invasion of privacy
h. reading files without authorization
i. criminal and illegal acts

6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:
   a. is unwelcome;
   b. interferes with the user's ability, or the ability of others to work or study;
   c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.
8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

COMPUTER SOFTWARE AND COPYRIGHT LAW

The District respects the copyrights of others. With very few exceptions, all computer software and documentation is protected by federal copyright law. The unauthorized or unlicensed use, duplication, or copying of computer software or documentation is contrary to District policy and is a violation of the law. Violators of any copyright are subject to both civil and criminal penalties and/or disciplinary action. District regulations and procedures will establish guidelines for the use of computer resources and local area networks.

COMPUTER SOFTWARE POLICY

It is the policy of the 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.

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.

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

ALERT!!

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

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

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

TETANUS (aka. Lockjaw)

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

POLIOMYELITIS

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

SECTION 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.

BROOKHAVEN COLLEGE

Brookhaven College, the seventh member institution of the Dallas County Community College District, is conveniently located north of the city of Dallas in Farmers Branch. Its primary service area is northwest Dallas County -- the core of one of the fastest growing business communities in the nation. Celebrating its 20th birthday this year, Brookhaven College has experienced phenomenal growth and is now an integral part of the North Dallas communities it serves.

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

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

Counseling and advisement are available for all students enrolling in courses for academic credit. Brookhaven College also offers career counseling and job placement assistance as well as special programs and services for women, veterans, returning adults, students for whom English is a second language, and those with disabilities.

A variety of student and community cultural enrichment offerings complement Brookhaven College's academic programs. Through the Fine Arts Division, the Brookhaven College Center For the Arts makes a variety of cultural and entertainment events available to the Dallas community. Offerings include visual arts exhibits, concerts, dance and theatrical performances by students. National talent who have been showcased include writer/poet Maya Angelou; guitarist Chet Atkins; jazz great Maynard Ferguson; and actors Ed Asner and Ossie Davis.

The Brookhaven College campus is situated on a 200-acre site at 3939 Valley View Lane just north of LBJ Freeway (IH-635). The campus architecture and design emphasize open spaces and encourage outdoor activities. State-of-the-art facilities include a 65,000-square-foot Student Services Center, a computing/ communi-cations center, a 750-seat performance hall, a fully-equipped Center for Business Studies, a top-notch day-care facility, and an automotive shop with the latest technical equipment. The new Brookhaven College Education Center, located at Marsh Lane and Frankford Road, serves the educational needs of the population of far northwest Dallas. The Brookhaven campus is fully accessible to those with physical disabilities.

Accreditation

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

Institutional Memberships

- American Association of Community Colleges
- Texas Public Community/Junior College Association
- The Texas Association of Colleges and Universities
- The League for Innovation in the Community College

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

BROOKHAVEN COLLEGE ADMINISTRATION

President	Alice W. Villadsen	972-860-4803
Executive Vice President, Instruction & Student Support Services	H. Eugene Gibbons	972-860-4802
Vice President, Business Services	Maxine Rogers	972-860-4634

INSTRUCTIONAL DIVISIONS

Automotive & Technical Preparation.	972-860-4189	Physical Education	972-860-4120
Business Studies	972-860-4160	Science	972-860-4750
Communications	972-860-4770	Mathematics	972-860-4750
Continuing & Workforce Education	972-860-4715	Nursing	972-860-4754
Fine Arts	972-860-4730	Social Science	972-860-4130
Human Development	972-860-4830	Child Development	972-860-4130

STUDENT & CAMPUS SERVICES

Admissions Office	972-860-4883	Cashier's Office	972-860-4819
Athletics Department	972-860-4121	Career Development Center	972-860-4894
Bookstore, Wallace's	972-484-7652	Economic Development	972-860-4857
Box Office (Center For the Arts)	972-860-4118	Education Center, 18106 Marsh Lane	972-862-0825
Business Office	972-860-4814	EXCEL Office	972-860-4626
Facility Services	972-860-4798	Police Department	972-860-4190
Financial Aid Office	972-860-4110	Public Information	972-860-4700
Health Center	972-860-4195	Senior Adult Education Office	972-860-4150
Human Resources	972-860-4813	Student Programs & Resources (SPAR)	972-860-4115
Library	972-860-4863	Special Services	972-860-4847
Media Distribution	972-860-4860	Testing Center	972-860-4865
Multicultural Center	972-860-4845		

BROOKHAVEN COLLEGE FACULTY AND ADMINISTRATORS

Alt, William Joe.....Faculty, Automotive
Citrus College, A.A.S.

Ames, Lois..... Faculty, A.D. Nursing
Michigan St. Univ., B.S.N.; Univ. of Texas/Arlington, M.S.N.

Attner, Raymond E., Jr...... Faculty Dean, Business Studies
California State Univ./Long Beach, B.S.; N.E. Louisiana Univ., M.B.A.

Austin, Robert F...... Faculty, Music
Univ. of North Texas, B.Mus., M.Music., D.M.A.

Avera, Mary Lou.....Faculty, Management
Illinois Institute of Technology, B.S.; Governor's State Univ., M.B.A.

Barnes, Ben..... Dean, Administrative & Educational Technology
Indiana Univ., B.M.E., M.A.

Barlow, Nancy..... Faculty, Developmental Writing/English
Univ. of Texas at Dallas, B.A., M.A.

Barrientos, Mary..... Director, Business Operations
El Centro, A.A.S.

Becker, Joan..... Faculty, A.D. Nursing
Hunter College, B.S.N.; New York Univ., M.A.

Beecham, Jessie..... Faculty, A.D. Nursing
Univ. of Texas Health Science Center/San Antonio, B.S.N., M.S.N.

Bennett, Rodger.....Dean, Fine Arts/Physical Education & Athletics
Southern Methodist Univ., B.M., B.M., M.M.

Biegler, Peggy..... Special Assistant to the President
Northwestern Oklahoma State Univ., B.S., and M.Ed.

Blake, Judi..... Program Director, Continuing & Workforce Education
Univ. of North Texas, M.A.T., Univ. of Texas, Dallas

Brisley, Pete.....Faculty, Automotive
Wayland Baptist College, B.S.O.E.

Brumbach, Mary A...... Faculty/Exec. Director, Resource and Economic Devel.
Mary Hardin-Baylor College, B.A.; Univ. of N. Texas, M.A., Ph.D.

Burke, Barbara..... Director, Admissions/Registrar
Missouri Valley College, B.M.; Amber Univ., M.A.

Burnette, Sherie.....Sr. Training Consultant, Continuing & Workforce Education
Murray State Univ., B.S., M.S.Ed.

Burton, Sharon LaVerne.....Faculty, Office Technology
Lamar Univ., B.B.A.; Univ. of North Texas, M.B.E.

Caffee, Claude..... Faculty, Communications/Speech
East Texas State Univ., B.S., M.E., Ed.D.

Carlos, Hazel.....Faculty, English
Jackson State Univ., B.A.; Western Michigan Univ., M.A.

Carpenter, Beverly Anne..... Faculty, Developmental Studies
Oklahoma State Univ., B.S.; Univ. of Oklahoma, M.L.S.

Chandler, Sandra..... Program Coordinator/Instructor, A.D. Nursing
Univ. of N.W. Louisiana, B.S.N., Texas Women's Univ., M.S.

Chapoton, Jean..... Faculty, A.D. Nursing
Univ. of Maryland, B.S.N., M.S.N.

Cheng, Elaine L...... Faculty, Mathematics
Univ. of Southwestern Louisiana, B.S., McNeese State Univ., M.S.

Cinclair, Carol L......Faculty, Developmental Studies/English
Mount Mary College, B.S.; Northern State College, M.S.

Clarke, Winifred.....Director, Testing Center
William Woods College, B.A.; Lincoln Univ., M.Ed.

Cofer, Don E......Faculty, Automotive
Brookhaven College, A.A.S.

Coffey, Sylvia.....Director, Multicultural Center
Catholic University of Puerto Rico, B.S.

Collins, Laurie.....Faculty, Visual Communications
Univ. of North Texas, B.F.A., M.F.A.

Collins, Vanneise..... Executive Dean, Student Support Services
State Univ. of New York-Buffalo, B.A., Ed.M., Ph.D.

Cross, Sue H...... Lab Director/Faculty, Communications
Univ. of North Texas, B.A.; Southern Methodist Univ., M.A.

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

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

Diaz, Rafael..... Executive Dean, Continuing, Workforce Ed. & Business Studies
Univ. of South Carolina, B.A., M.E.; Univ. of Texas/Austin, Ph.D.

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

Dwyer, James.....Director, Facilities Services

Edrich, Teresa.....Director, Human Resources

Ehrich, Lisa..... Faculty, Art
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Ferguson, Sarah A...... Dean, Educational Resources
Texas Women's Univ., B.A., M.L.S.

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Forsyth, Patty S...... Program Director, Continuing & Workforce Education
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Univ. of North Texas, B.M., Texas State Univ., M.D.

Garland, W.G......Counselor/Instructor, Human Development
East Texas State Univ., B.S., M.S.; Licensed Prof. Counselor

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

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Univ. of Missouri, B.S., M.A.

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Reagan, David .....Director, Campus Police Dept.
B.S., Univ. of Texas/Arlington

Reding, Diana L...... Faculty, A.D. Nursing
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Rowe, E. Jane..... Faculty, Child Development
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East Texas State Univ., Ph.D.

Rogers, Maxine P...... Vice President, Business Services
Prairie View A&M Univ., B.A., Amber University, M.B.A.

Rountree, Rhuwan C. (Rudy) .....Faculty, Government
East Texas State Univ., B.A., M.A.

Routh, Brenda F...... Faculty, A.D. Nursing
California State Univ., B.S., M.S.

Schmitt, Justine ..... Faculty, A.D. Nursing
Univ. of Michigan, B.S.N.; Texas Women's Univ., M.S.N.

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

Schweitzer, Carrie..... Director, Student Programs and Resources
Univ. of Texas/Austin, B.A.

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

Shirey, Jack Raymond.....Faculty, Accounting
North Texas State Univ., B.B.A.; Univ. of Dallas, M.B.A.

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

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

Smith, Shirley G. ..... Faculty, Child Development
Univ. of Texas/Austin, B.A.; State Univ. of N.Y./Brockport, M.A.

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Incarnate Word College, B.S.N.; Texas Women's Univ., M.S.N.;
Nova Univ., Florida, Ed.D.

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Stewart, W. Gene.....Faculty, Management
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Univ. of North Texas, Ed.D.

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Stroman, Jamileh.....Faculty, English as a Second Language
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Sullivan, Marilyn..... Faculty, Fashion Marketing
Kansas State Univ., B.S., M.S.

Taliaferro, Monica .....Dir., Public Information & Technological Communication
Abilene Christian Univ., B.A.

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

Todd, Susan..... Faculty, Geology
Univ. of Texas/Austin, B.S.; Univ. of Dallas, M.A.T.

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

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

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

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

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

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

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

Weston, Joan Laveson .....Faculty, Sociology
Univ. of Michigan, B.A.; Southern Methodist Univ., M.A.;
Univ. of North Texas, Ph.D.

Whitson, Kathleen K. .....Director, EXCEL Program
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Univ. of North Texas, Ph.D.

Wickham, Sheri .....Faculty, English as a Second Language
Pars College/Tehran, B.A.; Texas Women's Univ., M.Ed.;
Southern Methodist Univ., M.A.

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

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

CEDAR VALLEY COLLEGE

A rewarding educational experience awaits students at Cedar Valley College, where a dedicated faculty, innovative programs, functional campus design and the beauty of nature combine to create an exciting learning environment.

Cedar Valley was among the last of seven colleges to open in the Dallas County Community College District, enrolling its first students in 1977. It is a small and inviting campus enrolling approximately 2,500 college credit students and a similar number of non-credit continuing education students each fall semester.

A comprehensive curriculum with a variety of flexible formats is offered at Cedar Valley including academic transfer programs, career programs including work force development training for area employers, and non-credit continuing education courses. In addition, the college offers:

- Mini-mesters between the traditional fall and spring semesters
- Special services (such as tutoring and note-taking) for disabled students
- A host of distance learning opportunities that can be taken at home by telecourse, computer, and live TV, as well as the DCCCD's only completely on-line biology course
- A nationally recognized Music and Fine Arts program with two internationally known artists on the faculty
- A Law Enforcement Academy
- A Student Resource Center equipped with state-of-the-art computers with internet access
- A Career and Job Placement Center
  Programs for high school students including Tech Prep, Concurrent Credit, and TAAS/TASP preparation
- A Kiddie Kollege.

The Campus

Cedar Valley is located on 353 acres in southern Dallas County just south of I-20. The campus plan enhances the natural beauty of the site. Campus facilities are linked by a pedestrian walk along two sides of a 17-acre lake. Cedar Valley has a gazebo that extends into the lake, a 400-seat performance hall, a gymnasium, baseball field, and a surgery and barn for the Veterinary Technology program.

Statement of Purpose

The purpose of DCCCD and Cedar Valley College 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 the 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. In all our efforts, Cedar Valley strives to meet the needs and exceed the expectations of those the college serves.

Cedar Valley's specific mission is to enrich the potential and increase the productivity of people in the southern part of Dallas County by providing quality educational experiences in a caring and innovative environment.

Accreditation

Cedar Valley, one of seven colleges of the Dallas County Community College District, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097: telephone number 404-697-4501) to award the Associate of Arts and Sciences degree and the Associate of Applied Sciences degree.

CEDAR VALLEY COLLEGE ADMINISTRATION

President	Carol Spencer	972-860-8250
Executive Vice President of Academic & Student Affairs	Andrew C. Jones	972-860-8261
Dean of Liberal Arts	Wallace Clarkson, Interim	972-860-8120
Dean of Business/Science/Technology	Catherine Chew	972-860-8160
Dean of Student Support Services	Mary Bookman	972-860-8263
Dean of Educational Support & Marketing	Kathryn Tucker	972-860-8080
Dean of Institutional Effectiveness & Research	Claire Gauntlett	972-860-8128
Dean of Continuing Education	Rhonda Jackson	972-860-8021
Instructional Dean	Jerry Cotton	972-860-8019
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 Veterinary Technology	Brian Heim	972-860-8019
Registrar	John Williamson	972-860-8203
Asst. Director Admissions/Registrar	Carolyn Boswell-Ward	972-860-8204

INSTRUCTIONAL DIVISIONS

Business/Science/Technology	972-860-8160
Continuing Education/Workforce Training	972-860-8210
Human Development	972-860-8262
Liberal Arts	972-860-8120

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
Library	972-860-8140
Police	972-860-8286
Special Services	972-860-8119
Student Programs & Resources (SPAR)	972-860-8236
Testing/TASP Information	972-860-8118
Tutoring	972-860-8119
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EASTFIELD COLLEGE

Eastfield College serves the eastern part of Dallas County, including East Dallas, Garland and Mesquite. Sometimes known as the "Educational Village" because of its unique architecture, it is located on 244 acres at the intersection of Interstate 30 and Motley Drive in Mesquite. Eastfield began operation in 1970 and has continually strived to assess the educational and cultural needs of students and the community in order to provide the finest in educational services.

Eastfield provides a full range of academic transfer programs balanced with technical/occupational programs that are designed to equip students for rewarding careers in Metroplex businesses and industries. In addition, thou-sands of people each semester find rewarding growth opportunities through the extensive continuing education course offerings.

Mission Statement

The mission of Eastfield College is to provide educational opportunities through high-quality instruction, services and programs in an environment conducive to student success in academic, technical, occupational, and continuing education. Our purpose is to develop respon-sible citizenship, to value diversity and cultural enrich-ment, and to be accountable and adaptable in our changing world.

The Campus

The Eastfield campus rises impressively from the plains of eastern Dallas County. Functional building clusters give students easy access to classrooms and labs and the overall aesthetic effect has earned Eastfield several architectural awards of excellence. The careful landscape planning includes terraced areas throughout the campus, a heated outdoor exercise pool, gymnasium, baseball field, jogging trail and tennis courts. In addition, the campus boasts an outstanding Performance Hall which serves the college and community for a variety of fine arts events.

Accreditation

Eastfield 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 Associates degree.

Institutional Memberships

- The American Association of Community Colleges
- The League for Innovation in the Community College

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

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Carr, Laura V. ..... Interpreter Training Program
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EL CENTRO COLLEGE

El Centro, a college of the Dallas County Community College District, is centrally located in downtown Dallas and has played a vital role in its educational advancement for the past 30 years.

El Centro's central location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. There is no typical student at El Centro. Students are of all ages and come from all walks of life.

The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classrooms, laboratories, computer technology, student center, learning center, and administrative offices, as well as labs, arts facilities, gymnasium, and library. Nestled between the two wings is an inviting green space which has been commended for beautifying the downtown area.

Accreditation

El Centro College is accredited by the Commission of 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 of Arts and Sciences Degree and the Associate of Applied Science Degree.

Institutional Memberships

El Centro belongs to The American Association of Community Colleges, The Association of Texas Colleges and Universities, and The League for Innovation in the Community College.

El Centro College is recognized and sanctioned by the Texas Higher Education Coordinating Board and the Texas Education Agency and is an affirmative action, equal opportunity institution.

DCCCD Statement of Purpose

The purpose 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 develop-ment 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.

El Centro's Mission

Valuing the student as its primary commitment, El Centro College provides educational opportunity for all individuals, recognizing that they bring diversity of purpose, circumstance, background, skills and ability. Innovative professional and academic curricula offer quality instruction to enhance the mind and equip students with the knowledge and skills required to reach their fullest potential. The faculty and staff of El Centro College join with students and the community in a partnership of learning to serve the educational needs of a diverse population drawn together in an urban setting.

El Centro College offers counseling, advisement and instruction -- as well as a time and place for students to develop, reflect, learn and grow according to their intellectual and career goals. The college cultivates in students an understanding of our local and global community and promotes civic responsibility and leadership development.

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Prairie View A&M Univ., B.S.; Teachers College, Columbia Univ., M.A.

Wilson, Sonia..... Instructional Associate, Office Technology
El Centro College, A.A.S.

Woolridge, Sharon K......Interior Design
El Centro College, First Professional Degree Level Certificate, Interior Design; Southern Methodist Univ., B.A.

Youmans, Linda A......AD Nursing
John Peter Smith Hospital School of Nursing, R.N.; Univ. of Florida, B.S.N.

Young, Duane.....Program Director, CPTPD, Continuing/Workforce Education
University of Washington, C.D.P.

Young, Jerry.....Instructional Associate, Microbiology
Southwestern Oklahoma State Univ., B.S., R.Ph.; West Texas A&M Univ., M.S., M.Ed.

MOUNTAIN VIEW COLLEGE

Dallas County Community College District Statement of Purpose

The purpose of the Dallas County Community College District is to equip students for successful living and responsible citizenship in a rapidly changing local, national and world community. The District does 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, the District furthers cultural, economic and workforce development in the communities served. In all our efforts, the District strives to meet the needs and exceed the expectations of those the District serves.

Mountain View College Mission Statement

Mountain View College is a comprehensive community college dedicated to delivering excellence in education, encouraging intellectual and personal growth, and fostering new ideas which meet the aspirations of students and communities.

Since beginning in 1970 as the second of seven Dallas County Community College District campuses, Mountain View College has continued to serve as the center of learning for thousands of people in southwestern Dallas County including Oak Cliff, Duncanville, Cedar Hill, and parts of Grand Prairie. Mountain View meets a broad range of educational needs by providing a variety of academic, technical, cultural, and recreational programs.

The Mountain View student body is comprised of a cross-section of the community represented by different ages and backgrounds. Students enjoy an enriching academic atmosphere surrounded by the natural setting of a 200-acre campus. The college's long, horizontal buildings gracefully blend in with the campus' natural environment of rocky ravines, native plants and trees, and a winding creek. Two glassed-in pedestrian bridges connect the east and west complexes and provide a spectacular view of the area.

Programs

Mountain View offers associate degrees in arts and sciences which meet freshmen and sophomore course requirements for a bachelor's degree at four-year colleges and universities. Additionally, Mountain View provides technical and occupational preparation training for individuals entering the workforce. The college also offers hundreds of Continuing Education programs for students of all ages to enrich their lives through workshops, seminars and short-term classes in pursuit of cultural awareness, leisure-time activities, and personal and professional growth.

Mountain View addresses the educational needs of business and industry through its Contract Training Services Office. Seminars, workshops, and courses are tailored to a company's requirements, either on campus or at the workplace. Training can be provided at a time that is convenient for employees, in either a credit or non-credit format.

Mountain View also offers the following:

- Honors courses and an Honors Scholar Program;
- Life Transitions Program for adults returning to college;
- Intercollegiate athletics for the student athlete;
- Learning Skills Center to assist with tutorial services in developmental reading, writing, math, and study skills;
- Student Programs and Resources to enhance the total college experience with numerous student clubs and organizations, performing arts presentations, vocal and instrumental concerts, art exhibits, lecture series, intramural sports, and many other opportunities for cultural and recreational experiences.

Accreditation and Institutional Membership

Mountain View College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (SACS) to award associate degrees, and is recognized and sanctioned by the Texas Higher Education Coordinating Board and the Texas Education Agency. Mountain View College is a member of numerous organizations, including the American Association of Community Colleges, COMBASE, and the League for Innovation in the Community College.

MOUNTAIN VIEW COLLEGE ADMINISTRATION

President	Monique Amerman	214-860-8700
Assistant to the President (Grants)	Olga Flores	214-860-8711
Assistant to the Executive Deans	Jamie Templeton	214-860-8755
Associate Dean, Continuing Education/Contract Training	David Hardy	214-860-8575
Evening and Weekend College	David Hardy	214-860-8610
Associate Dean, Learning Resources	Sharron Colburn	214-860-8525
Director, Administrative Instructional Computing	Jim Corvey	214-860-8520
Director, Enrollment Management/Registrar	Juan Torres	214-860-8600
Director, Financial Aid	Glenda Hall	214-860-8688
Director, Institutional Effectiveness/Staff Development	Barbara Jones	214-860-8735
Director, Public Information	Sharron Colburn	214-860-8680
Director, Student Programs and Resources	Guy Gooding	214-860-8685

CONTRACTED SERVICES

Business Administrator	Brian Gutierrez	214-860-8705
Business Services	Rose Brazier	214-860-8706
Facilities	Allan Knott	214-860-8670
Human Resources	Susan Hall	214-860-2431

EXECUTIVE AREA DEANS

Arts & Sciences	Allatia Harris	214-860-8736
Learning Support Services	Margot Hirsch	214-860-8588
Workforce Development		214-860-8616

DEPARTMENT CHAIRS

Business and Technology	Jamie Templeton	214-860-8755
Cultures and Communication	Wayne Cook	214-860-8831
Development Studies	Spencer Olesen	214-860-8783
English	Geoff Grimes	214-860-8783
Fine Arts	Larry Felty	214-860-8632
Math	Greg Chancey	214-860-8649
Science	Bill McLoda	214-860-8649
Physical Education	Chris Holland	214-860-8649
Social Science	Larry Pool	214-860-8671

MOUNTAIN VIEW COLLEGE FACULTY AND ADMINISTRATORS

Alfers, Kenneth G. ..... History
Creighton Univ., B. A., M.A.; George Washington Univ., M.Ph., Ph.D.

Allen, Gemmy ..... Management
Univ. Of Texas, Arlington, B. B. A.; Univ. of North Texas, M. B. A.

Amerman, Monique ..... President
Colorado College, B.A., M.A.; University of Colorado, Ph. D.

Baldor, Juan A. ..... Spanish
Mountain View College, A.A.; Univ. of North Texas, B.A.;
Univ. of Dallas, M.A.

Battles, Fred ..... Physical Education
Kilgore Jr. College, A.A.; Baylor Univ., B.S., M.S.;
Univ. of North Texas, Ed. D.

Beaty, Cathy ..... Director/Faculty, Health Information Program
Southwest Texas Junior College, A.A.; Texas Woman's Univ. B.S.

Benson, Paul F. ..... English/Religion
Pacific Lutheran Univ., B.A.; Colorado State Univ., M.A.;
Univ. of North Texas, Ph.D.

Brazier, Rose ..... Business Services
Northwood University, B.B.A.

Bruenjes, Ronald P. ..... Drafting
Concordia Teachers College, B.S.; Univ. of North Texas, M.S.

Caldwell-Kennedy, Leleonia E. ..... Reading
Bishop College, B.S.; Southwestern State College, M.Ed.

Castilla, Nancy Jones ..... English
Texas A&M Univ. at Commerce, B.A., M.A.; Univ. of North Texas, Ph.D.

Chancey, Greg ..... Mathematics
Univ. of Texas, Arlington, B.S., M.S.

Clarke, Curtis R. ..... Economics
Southern Methodist Univ., B.B.A., M.B.A.

Coad, Bruce ..... English
Wittenburg Univ., B.A.; Univ. of North Carolina, M.A.; Duke Univ., Ph.D.

Colburn, Sharron ..... Associate Dean, Learning Resources & Public Information
Dallas Baptist Univ., B.A.B.A.; Southern Methodist Univ., M.L.A.

Cook, E. Wayne ..... Philosophy/English
Hardin-Simmons Univ., B.A.; Texas Tech Univ., MA., Ph. D.

Cortez, Lionel, M., Jr. ..... Counselor
Univ. of Texas, Austin, B.A.; Our Lady of the Lake College, M.Ed.;
Nova Univ., Ed.D.

Corvey, Jim ..... Director, Computing
Florida Atlantic Univ., B.A., M. Ed.;
State Univ. of New York, Geneseo, M.L.S.

Curtis, Ed ..... Aviation Technology
Southeastern Oklahoma State Univ., B.S., A.T.P,
Flight Instructor, Ground Instructor, Pilot Examiner

Dean, Sherry ..... French/Speech Communication
Asbury College, B.A.; Univ. of Texas, Arlington, M.A.

Duvall, Johnny W. ..... Mathematics
East Texas State Univ., B.S.; Univ. of Illinois, M.A.

Dye, Arch F. ..... Electronics Technology
Mountain View College, A.A.A.S.; Univ. of Texas, Dallas, B.S.;
Texas A&M, Commerce, M.S.

Felty, Larry T. ..... Art
East Texas State Univ., B.S., M.S.

Ferguson, Susan French ..... English
Univ. of Dallas, B.S.; Univ. of North Texas, M.A., Ph.D.

Fletcher, Ann ..... Counselor
DePauw Univ., B.A.; Univ. of Houston, M.Ed.

Flores, Olga ..... Assistant to the President
St. Mary's Univ., B.A., M.A.

Franklin, Janice ..... Music/Theatre
Stephen F. Austin Univ., B.M.A., M.A.

Fulton, Stan ..... Electronics
Univ. of Arkansas, B.S.E., M.Ed.; East Texas State Univ., Ed. D.

Glenn, Sharon L. ..... Program Director, Continuing Education
Univ. of North Texas, B.S.Ed.; East Texas Univ. M.S. Ed.

Gomez, Angie ..... Assistant Director, Enrollment Management
Cook County Community College, A.A.S.

Gooding, Guy ..... Director, Student Programs and Resources
Texas Tech. Univ., B.A.; Univ. of North Texas, M. Ed.

Goss, Raye ..... Counselor
Prairie View A&M College, B. S.; East Texas State Univ., M.S.

Grimes, Geoffrey A. ..... English
Austin College, B. A; Texas Tech Univ., M.A., Ph.D.

Grissom, Anne ..... Speech Communication
Baylor Univ., B.A., M.A.; Univ. of North Texas, Ph.D.

Guerra, Martin ..... English for Speakers of Other Languages
University of Dallas, B.A.,<IS>Developmental Studies

Gutierrez, Brian ..... Business Administrator
Univ. of Texas at Austin, B.B.A., C.P.A.

Hall, Glenda ..... Director, Financial Aid
Univ. of North Texas, B.S.

Hall, J. ..... Dance
Studies: Mountain View College; Southern Methodist Univ.;
American Univ.; Univ. of Texas, Dallas

Hall, Susan ..... Human Resources
Dallas Baptist Univ., B.A.

Hamilton, Ramona ..... Office Careers
Hardin-Simmons Univ., B.B.A; Univ. of North Texas, M.B.E.

Hardy, David ..... Associate Dean, Continuing Education
Southern Methodist Univ., B.F.A.

Harris, Allatia ..... Executive Area Dean, Arts & Sciences
Univ. North Texas, B.A., M.A.

Hawkins, Vernon ..... Computer Information Systems
Oklahoma State Univ., B.S.; Amber Univ., M.B.A.

Hegar, Kathryn W. ..... Management
Univ. of North Texas, B.B.A, M.B.E., Ph.D.

Hettle, Mark ..... Music
Univ. of North Texas, B.M., M.Ed.

Hirsch, Margot ..... Executive Area Dean, Learning Support Services
Univ. of Texas, Austin, B.A.; Univ. of North Texas, M. Ed.;
Univ. of North Texas, Ph.D.

Holland, Chris ..... Physical Education
Northeastern State College, B.S.; East Texas State Univ., M. Ed.

Jones, Barbara ..... Director, Institutional Effectiveness/Staff Development
Texas Christian Univ., B.S.; Amber Univ., M.A.

Jones, Jim ..... Administrator, Contracted Services
Univ. of Texas, Arlington, B.B.A.

Kavaller, Jim ..... Counselor
Univ. of Oregon, B.S., M.S.

Keenan, Douglas ..... Electronics Technology
Eastern Kentucky Univ.,B.S., M.S.; Univ. of North Texas, Ph.D.

Knott, Allan ..... Director, Facilities
University of Iowa, A.A.

Korman, Frank ..... Accounting
Texas Christian Univ., B.B.A.; Univ. of Texas, Austin, M.A., Ph.D., C.P.A.

Legg, Larry ..... Biology
Univ. of Southern Mississippi, B.S.; Northwestern Louisiana
State Univ., M.S.; Texas A&M at Commerce, Ed.D.

Lewis, Jacquelyn ..... Computer Information Systems
Spelman College, B.S.; Univ. of Dallas, M.B.A.

Lovelace, Curtis ..... Electronics
Studies: Univ. of Texas, Arlington; Mountain View College, A.A.S.

McLoda, William S. ..... Geology/Geography
Ohio State Univ., B.S.; Indiana Univ., M.A.T.

Means, Richard L. ..... History
Henderson State Teachers College, B.A.; Univ. of Arkansas, M.A.

Melkus, Roger A. ..... Counselor
St. Thomas Seminary College, B.A.; Creighton Univ., M.S.;
Univ. of North Texas, Ph.D.

Moeck, Pat ..... Teaching/Administrator, Medical Assistant
Baylor, B.A.; Univ. of Dallas, M.B.A.

Mount, George ..... Psychology
Univ. of Texas, Arlington, B.A.; Univ. of North Texas, Ph. D.

Olesen, Spencer ..... Developmental Writing/English
Stephen F. Austin State Univ., B.A.; East Texas State Univ., M.Ed.

Oliver, Gwendoyn L. ..... Library Director
Texas Woman's Univ., B.A.; Univ. of North Texas, M.L.S.;
Nova Univ., Ed.D.

Ortega, Diana L. ..... Office Careers
Univ. of New Mexico, B.S.

Oxsheer, Billy W. ..... Sociology
Texas Christian Univ., B.A., M.A.

Payne, John ..... Aviation
Univ. of Texas, Arlington, B.B.A.; East Texas State Univ., M.B.A.;
Univ. of North Texas, Ph.D.; F.A.A. Airline Transport Pilot;
Single and Multi-Engine, Basic, Advanced and Instrument
Ground Instructor

Pool, Larry ..... History/Government
Stephen F. Austin State Univ., B.S., M.A.

Robinson, Wilma W. ..... Developmental Reading/Writing
Savannah State College, B.S.; East Texas State Univ., M.S.

Rodgers, Samuel A. ..... Mathematics
Univ. of North Texas, B.A., M.S.; Univ. of Kentucky, Ph.D.

Roy, Dewayne ..... Welding
Studies: Oscar Rose Junior College, Eastfield College

Salter, M. Jo ..... Counselor
Southwestern Univ., B.A.; East Texas State Univ., M.S.

Sayers, Lew C. ..... Developmental Writing/English
Dartmouth College, B.A.; Reed College, M.A.T.

Singleton, Emma ..... Office Careers
Texas Southern Univ., B.S., M.B. Ed.

Sink, D. Michael ..... English
Ball State Univ., B.S., M.A.; Auburn Univ., Ed.D.

Skinner, Ted R. ..... Librarian
East Texas State Univ., B.S., M.S.L.S.

Strain, Jimmie F. ..... Government/History
Univ. of Texas, Austin, B.S.; East Texas State Univ., M.A.;
Southern Methodist Univ., M.L.A.

Tarpley, Joyce K. ..... Developmental Writing/English
Rutgers Univ., B.A.; Univ. of Texas, Dallas, M.A.

Templeton, Jamie ..... Assistant to the Executive Deans
Univ. of Texas at Arlington, B.S.; Texas Woman's Univ., M.S.

Terry, Joanne ..... Psychology
Texas Luthern College, B. S.; Texas Tech Univ., M.A.

Thompson, Darrell H. ..... Management
Sam Houston State Univ., B.B.A., M.B.A.

Torres, Juan C. ..... Director, Enrollment Management/Registrar
Pan American Univ., B.A.

Vance, Pamela ..... English
Mountain View College, A.A.; Univ. of Dallas, Irving, B.A., M.A.

White, Marjorie A. ..... Chemistry
Our Lady of the Lake College, B.A.; Univ. of Texas, Austin, M.A., Ph.D.

Wickersham, Charles H. ..... Developmental Mathematics
Kilgore College, A.A.; Univ. of North Texas, B.B.A.;
East Texas State Univ., M.S.

Willis, John A. ..... Management
Univ. of Arkansas, B.S.; Univ. of North Texas, M.B.A.

Wilson, William A. ..... Counselor
The City College of the City Univ. of New York, B.A.;
Teachers College, Columbia Univ., M.A., Ed.D.

Wolfe, David J. ..... Photography/Developmental Writing
Southern Methodist Univ., B.A.; Univ. of California, Los Angeles, M.A.

NORTH LAKE COLLEGE

North Lake College makes educational and cultural opportunities available to all area citizens with its accessible location and active involvement in the community. This commitment to serve the community has resulted in a balance of academic courses, technical programs and continuing education offerings.

Outstanding facilities provide a stimulating and pleasant environment for students, faculty and staff. This combination makes North Lake an exciting center for personal growth for each of its nearly 10,000 students.

North Lake College Mission Statement

North Lake College, created as a part of the Dallas County Community College District in 1977, is a public community college which anticipates and responds to the educational, training, and employment needs of the community. The college prepares people for successful living and responsible citizenship through quality educational programs. We invite dynamic partnerships with all our constituencies: students, community, business and industry, and government; we celebrate a supportive environment in all aspects of the college experience. We are committed to providing equal access and quality learning experiences to a diverse student population in an environment characterized by excellence in service and responsible use of resources.

To accomplish its mission, North Lake College has established the following goals:

- Prepare students to succeed in earning a baccalaureate degree by offering freshman and sophomore transfer courese.
- Provide comprehensive support services and appropriate accommodations to promote the educational, personal, and professional development of all students.
- Prepare students to compete in the workforce through the development of programs that respond to the needs of business and industry.
- Provide life-long learning for occupational, cultural, and personal enrichment.
- Provide literacy and other skills necessary for successful citizenship in a global community.
- Develop partnerships with business, industry, and government entities to help ensure a quality workforce, enhance fiscal responsibility, and promote economic development.
- Increase access to and make optimal use of current technology for students, faculty, and staff.
- Continuously improve systems and processes to more effectively and efficiently utilize human and material resources.

The Campus

Opened in the fall of 1977, North Lake occupies 276 wooded acres in the Las Colinas area of Irving, at 5001 N. MacArthur Boulevard. This architecturally remarkable college is surrounded by gently rolling hills accentuated by a beautiful nine-acre lake. The energy-efficient buildings are designed in a series of terraces which follow the natural elevations of the building site.

North Lake's excellent facilities include a 450-seat Performance Hall, a 2,000 seat gymnasium, and a covered natatorium, complemented by exceptionally well-equipped laboratories, studios, and learning centers.

Accreditation

North Lake 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 Memberships:

The American Association of Community and Junior Colleges

The Texas Public Community/Junior College Association

The Texas Association of Colleges and Universities

The League for Innovation in the Community College

North Lake College 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.

NORTH LAKE COLLEGE ADMINISTRATION

President	David England	972-273-3010
Vice President of Academic & Student Affairs	Martha Hughes	972-273-3590
Vice President of Administrative Services	John Tuohy	972-273-3390
Vice President of Institutional Advancement	Candace Castillo	972-273-3013
Assistant to the President	Sue Lee	972-273-3021
Special Assistant to the President for Economic Services	Tom Morton	972-273-3463
Dean of Financial Affairs	Christa Martens	972-273-3316
Dean, Instructional and Staff Development	Lynda Edwards	972-273-3130
Dean of Instruction & Student Support Services	Lee Crowley	972-273-3406
Dean of Student Enrollment, Development & Retention Services	Mary Ciminelli	972-273-3135
Assistant Dean for Institutional Research	Teresa Isbell	972-273-3392
Director of Admissions/Registrar	Steve Twenge	972-273-3109
Director/Chief of Campus Police	Larry Trujillo	972-273-3301

NORTH LAKE COLLEGE ADMINISTRATION (Cont'd)

Director of ESL Programs	Tom Fox	972-273-3368
Director of Facilities Services	John Hughling	972-273-3353
Director of Financial Aid	Paul Felix	972-273-3326
Director of Human Resources	Ella Barber	972-273-3307
Director of Job Placement & Adult Center	Zena Jackson	972-273-3140
Director of Public Information	Julia Benitez Sullivan	972-273-3005
Director of the South Irving Center	Vacant	972-438-6235
Director of Student Programs & Resources and Health Services	Virginia Jones	972-273-3171
Director of Student Technology Center	Judy Keller	972-273-3424
Director of Testing	Susan Littlejohn	972-273-3161
Director of Academic Advising	John Pruitt	972-273-3120
Coordinator of TRIO Program	Mildred Porchia	972-273-3150
Special Populations Advisor	Carolee Byrd	972-273-3165

INSTRUCTIONAL DIVISION DEANS

Technology	Paul Kelemen	972-273-3450
Liberal Arts	Rene Castilla	972-273-3480
Math/Natural Sciences/Sports Sciences	Bob Agnew	972-273-3500
Visual and Performing Arts	David Evans	972-273-3560
Business	Zena Jackson	972-273-3202
Community and Workforce Education	Jacqueline Maki	972-273-3013

NORTH LAKE COLLEGE FACULTY AND STAFF

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North Texas State Univ., B.A., M.A., Ph.D.

Agulefo, Uzo ..... Economics
Polytechnic of North London, B.A.; University of North Texas, M.S.

Ates, Clarence ..... Counselor
Oakwood College, B.S.; Oklahoma State Univ., M.S.;
Univ of Texas at Austin, Study

Barr, Alvin ..... Mathematics
Louisiana Tech, B.S., M.S.; University of Mississippi, Ph.D.

Bishop, Joe R. ..... English/Developmental Writing
North Texas State Univ., B.A.; East Texas State Univ., Study;
Univ. of Texas at Dallas, Study; Texas Women's Univ., Study

Blankenship, Patsy ..... Office Careers
North Texas State Univ., B.B.A., M.B.E.

Blevins, Larry G. ..... Electrical Technology
Cooke County College, A.A.; Wayland Baptist College, B.S.O.E.

Bravo, Luis ..... Accounting
Univ. of Arizona, B.A.; Univ. of Texas, B.B.A.; Univ. of Houston
at Clear Lake City, M.S.; Univ. of Houston, M.S.; Texas C.P.A.

Briggs, Cathy ..... French/Spanish
Oklahoma State Univ., B.S.; Univ. of Oklahoma, M.A., Ph.D.

Brink, Lynn ..... Government
Southwestern Univ., B.A.; North Texas State Univ., M.A.; Nova, Ph.D.

Burns, Robert ..... Electronics Technology
Southwest Texas State Univ., B.S.; Univ. of North Texas,, M.A.

Butler, Alice ..... Theater
North Texas State Univ., B.S.; Stephen F. Austin Univ., M.A.

Castilla, Rene ..... Dean, Liberal Arts
New Mexico State Univ., B.S.; East Texas State Univ., M.A.

Castillo, Candace ..... Vice President of Instructional Advancement
North Texas State, B.S.; East Texas State, M.Ed.

Chamberlain, Enrique K. ..... Head Librarian
North Texas State Univ., B.A.; East Texas State Univ., M.L.S., Ed.D.

Cherry, Grady ..... English
Stephen F. Austin Univ., B.A., M.A.; Texas A&M Univ., Ph.D.

Chiles, Andy ..... Video Technology
Univ. of North Texas, B.A., M.A.

Ciminelli, Mary ..... Dean, Student Enrollment, Development, & Retention Svcs.
State Univ. of New York at Buffalo, B.S.; North Texas State Univ., M.S.

Connolly, Melinda ..... Dance
Butler Univ., B.A.; Texas Woman's Univ., M.A.

Crowley, Lee ..... Dean, Instructional & Student Support Services
Lamar Univ., B.S.; Texas A&M Univ., M.Ed., Ph.D.

Davis, Jeanne ..... Psychology
Univ. of Texas, B.A., M.A.

Edwards, Lynda ..... Dean, Institutional and Staff Development
Howard Univ., B.A.; Univ. of Pennsylvania, M.A.;
Texas Southern Univ., Study

England, David ..... President
Univ. of Texas Permian Basin, B.A.; Univ. of Texas
Permian Basin, M.A.; Texas A&M, Ed.D.

Elmore, Phyllis ..... English/Developmental Writing
Winthrop College, B.A.; Texas Woman's Univ., M.A., Ph.D.

Evans, David ..... Dean, Visual & Performing Arts
North Texas State Univ., B.S.; M.S.; East Texas State Univ., Ed.D.

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Univ. of Northern Iowa, M.A.

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Ohio State Univ., B.A.; Indiana Univ., M.A.

Franklin, George Lynn ..... Video Technology
Univ. of Oklahoma, B.A.; University of North Texas, M.S.

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Gottleber, Tim ..... Computer Infor. Systems
Michigan State Univ., B.S.; University of North Texas, Ph.D.

Huddleston, Mike ..... Biology
East Texas State University, B.S., M.S.

Hughes, Martha ..... Vice President of Academic & Student Affairs
Texas Tech Univ., B.A., M.A.; Univ. of North Texas, Ed.D.

Hughling, John ..... Director, Physical Plant
Univ. of Texas-Austin, B.S.

Hunter, Paul ..... English
Univ. of Texas, B.A.; Univ. of Florida, M.A.;
Univ. of Texas at Arlington, Study

Ice, Pamela ..... English
Fisk Univ., B.A.; Univ. of Texas at Arlington, M.A.

Ironside, Robert ..... Management
U.S. Military Academy, B.S., Univ. of Arizona, M.B.A.;
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed., Study

Isbell, Teresa ..... Assistant Dean, Institutional Research
Texas A&M University, B.S., M.S.

Jackson, Zena ..... Dean, Business
Univ. of North Texas, B.A.; Univ. of Texas at Arlington, M.A.

Jones, Virginia ..... Director, Student Programs & Resources
Baptist Memorial School of Nursing, R.N.; Southwestern Univ., B.S.;
Texas Woman's Univ., M.S.

Kelemen, Paul ..... Dean, Technology
Univ. of Texas, B.A., Univ. of Houston at Clear Lake City, M.A.;
North Texas State Univ., Ph.D.

Keller, Judy ..... Director, Student Resource Center
Kennesaw College, B.S.; Univ. of North Texas, M.S.

King, Floyd.....Chemistry
Colorado College, B.S., M.A.T.
Knowles, Jim.....Physics
Texas Christian Univ., B.S., Ph.D.
Kosarek, Debra.....Program Director
Texas Women's Univ., B.S., M.B.A.
Kubicek, Leonard.....Geology/Environmental Science
Lamar Univ., B.S.; Southern Illinois Univ., M.S.;
Univ. of Northern Colorado, Ed.D.
Lee, Sue.....Assistant to the President
Texas Woman's Univ., B.A., B.S.; Univ. of Texas at Arlington, M.A.;
Texas Woman's Univ. and Univ. of North Texas, Ph.D. Study
Lindsey, Paul.....Air Conditioning/Refrigeration
Eastfield College, A.A.A.S., U.S. Air Force Training Program, AC/R
Littlejohn, Susan.....Director, Testing
Univ. of Texas, Arlington, B.S.; Univ. of North Texas, M.Ed.
Logan, Ralph.....Chemistry
Univ. of North Dakota, B.S.; Univ. of Texas, Austin, M.A.
Long, Linda.....Speech
El Centro College, A.A.; Southern Methodist Univ., B.F.A.;
North Texas State Univ., M.S.; East Texas State Univ., Ed.D.;
Texas Woman's Univ., Post Doctoral Studies
Madewell, D'Ann.....English
Kansas State College of Pittsburgh, B.A.;
North Texas State Univ., M.A., Ph.D.
Magee, Paul.....Sociology
Harding College, B.A., M.A.; Washington Univ., M.A., Ph.D.
Maki, Jacqueline.....Dean, Community & Workforce Education
Michigan State University, B.A.; Eastern Kentucky University, M.A.
Martens, Christa.....Dean, Financial Affairs
Univ. of North Texas, B.B.A.; Amber Univ., M.S.
Matthews, Karen.....Associate Registrar
Univ. of Missouri, Columbia, B.S.Ed.
Mayfield, Jerry.....Mathematics
North Lake College, A.A.A.S.; North Texas State Univ., B.A. in Ed.
Mays, Marilyn.....Mathematics
Texas Tech Univ., B.A., M.S.; Univ. of North Texas, Ph.D.
McClung, Rachel.....Art
Univ. of Dallas, B.A., M.A.
McKee, Michael.....Director of Tech., Theatre
Austin College, B.A.
Miller, Ellen.....Math
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Miller, Harvey.....Physical Education
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Woods-Felix, Peggy.....Program Director, Continuing Education
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RICHLAND COLLEGE

A challenging educational experience awaits students at Richland College, where a dedicated faculty, innovative programs, functional campus design and the beauty of nature combine to create an exciting learning environment.

Richland was the fourth of seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 12,000 college credit students and 8,000 non-credit continuing education students each semester.

A comprehensive curriculum with a variety of flexible formats is offered at Richland including academic transfer programs, career programs and non-credit continuing education courses. In addition, the college offers:

- Fast-track degree program
- Honors courses and an Honors Scholar program
- Global Studies and Global Scholar program
- World Language Division
- Multicultural Center
- Adult Resource Center
- Career Information & Placement Services
- Center for Independent Study
- Disability Services
- American English & Culture Institute

The Campus

Richland is located on 243 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with a demonstration garden, and a planetarium. The campus athletic complex includes an outdoor swimming pool and a fitness center.

Richland College Statement of Purpose

The purpose of Richland College/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 the 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. In all our efforts, Richland strives to meet the needs and exceed the expectations of those the college serves.

Accreditation

Richland College, of the Dallas County Community College District, 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 of Arts and Sciences degree and the Associate of Applied Science degree.

STUDENT SERVICES

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Advising Center	972-238-3767
Student Records Office	972-238-6111
Accounting Services	972-238-6277
Adult Resource Center	972-238-6331
Career Information & Placement Center	972-238-6921
Cashier Services	972-238-6206
College Police	972-238-6911
Center for Independent Study	972-238-6226
Crisis Counseling	(pager) 214-332-0794
Disability Services (Voice/TTY)	972-238-6180
Emeritus Program	972-238-6393
English as a Second Language Lab	972-238-6901
American English & Culture Institute	214-915-4800
Financial Aid	972-238-6188
Global Studies	972-238-6110
Health Center	972-238-6135
High School & Community Relations	972-238-6161
Honors Program	972-238-6322
International Programs/Studies Abroad	972-238-6301
Library (LRC)	972-238-6081
Multicultural Center	972-238-6900
Student Programs (SPAR)	972-238-6130
Testing/TASP Information	972-238-6160
TRIO Grant	972-238-6159

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Tian, Jimin.....Mathematics
Nanjing University, B.S.; Washington State University, M.S., Ph.D.

Tinnin, Joe.....Psychology
Southern Methodist University, B.A.; Texas Christian University, M.A.

Tinsley, Sam.....Developmental Math
Ouachita Baptist University, B.S.; University of Mississippi, M.S., Ph.D.

Trickel, John A......American History
University of Tulsa, B.A., M.A.; University of North Texas, Ed.D.

Vera, Fonda.....Assistant Dean, Research & Planning
Univ. of Texas at Arlington, B.A., M.A.

Verett, Gary D......History/Psychology
Abilene Christian Univ., B.S., M.Ed.; University of North Texas, Ph.D.

Vines, Martha.....Director, Learning Skills
East Texas State University, B.A.; Amber University, M.S.

Walker, Donna.....Dean of Admissions & Registration
Texas Tech Univ., B.S., M.A.

Wallace, Jerry D......Music
Texas Christian University, B.M., M.A.; University of North Texas, Ph.D.

Warwick, Noreen M......Political Science
Southern Methodist University, B.A., M.A.

Waterman, Randy T......Business
University of North Texas, B.S., M.B.E.

Weaver, Melinda.....Program Director, Skills Training Center
Wooster College, B.A.Ed.; Butler University, M.S.Ed.

White, Bill D......Physical Education
Texas Wesleyan College, B.S.; University of North Texas, M.Ed.

Williams, Joselle.....Computer Information Systems
University of Texas, Austin, B.A.; Amber University, M.B.A.

Williams, Joyce.....Associate Dean, Continuing Education
Mississippi Valley College, B.S.; Delta State University, M.Ed.

Williams, Rebecca.....Chemistry
Louisiana State University, B.S.; Southern Methodist University, M.S.

Wood, Hugh G......Western Civilization/U.S. History
Western State College, B.A.; University of Colorado, M.A., Ph.D.

Yates, Kathryn.....Government/Studies Abroad
Midwestern State University, B.A., M.A.

Young, Gordon D......Art
University of Nebraska, B. F.A.; Tulane University, M.F.A.

Zimmermann, Patricia.....Computer Science
University of Texas, Austin, B.A., M.A.

ASSOCIATE OF ARTS AND SCIENCES DEGREE

The title of this degree may be changed during 1999-2000

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 as shown below;
(2) Receive a GPA (2) of at least 2.00 ("C"); and
(3) Meet all TASP requirements.

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

	CREDIT HOURS TO BE COMPLETED
COMMUNICATION	9
*Select **each** of the following:*	
English 1301	
English 1302	
Speech 1311	
MATHEMATICS	3
Select one course:	
Math 1314	
Math 1324	
Math 1332	
Math 1333	
Math 1335	
Math 1342	
Math 1414	
Math 2412	
Or higher level	
LAB SCIENCES	8
Select two courses:	
Biology 1406, 1407, 1408, 1409;	
Chemistry 1405, 1407, 1411, 1412;	
Geology 1401, 1403, 1404, 1445;	
Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	

	CREDIT HOURS TO BE COMPLETED
SOCIAL/BEHAVIORAL SCIENCES	15
History 1301, 1302	
Government 2301, 2302	
Select one course from the following:	
Anthropology 2346, 2351;	
Economics 1303, 2301, 2302, 2311;	
Psychology 2301, 2314, 2316;	
Sociology 1301, 1306, 2319	
HUMANITIES/VISUAL AND PERFORMING ARTS	9
Select one course from each of the three groupings:	
I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309	
II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	
III. Cultural Studies 2301; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
INSTITUTIONAL OPTIONS	4
Physical Education 1164,	
***and** select one of the following:*	
Computer Science 1300 or higher *OR*	
Foreign Language 1311 or higher	
ELECTIVE CREDITS	13

TOTAL CREDIT HOURS	61

ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

The title of this degree may be changed during 1999-2000

This degree plan is designed to meet the needs of students who plan to major in business but are unsure of where they wish to transfer. This is a general plan and may/may not satisfy the requirements of a specific transfer university. Students should work closely with an advisor.

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

(1) Complete a minimum of 61 credit hours including the courses listed below;
(2) Receive a GPA (2) of at least 2.00 ("C"); and
(3) Meet all TASP requirements.

	CREDIT HOURS TO BE COMPLETED
COMMUNICATION *Select **each** of the following:* English 1301 English 1302 Speech 1311	9
MATHEMATICS Math 1324	3
LAB SCIENCES *Select two courses:* Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426	8
SOCIAL/BEHAVIORAL SCIENCES *Take **all** courses below:* History 1301, 1302 Government 2301, 2302 Economics 2301	15
HUMANITIES/VISUAL AND PERFORMING ARTS *Select one course from each of the three groupings:* I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2301; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317, Religion 1304	9
INSTITUTIONAL OPTIONS *Take both courses below:* Physical Education 1164, AND Computer Science 1300	4
REQUIRED BUSINESS COURSES *Must take **all** courses below:* Accounting 2301 AND 2302 Economics 2302 Math 1325	
ELECTIVE CREDIT	1
TOTAL CREDIT HOURS	61

NOTE: Students who complete this plan are awarded the Associate of Arts and Sciences Degree.

ASSOCIATE OF ARTS AND SCIENCES DEGREE PLAN

The title of this degree may be changed during 1999-2000

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.

- Have a passing score on all sections of TASP.
- Students who plan to transfer to a four-year institution should consult an advisor of that institution to ensure that selected courses will both transfer and apply toward the intended major.
- **Veterans** and **Financial Aid** recipients should consult an advisor *before* enrolling in distance learning.

Distance Learning Course Options From the Dallas County Community Colleges

This chart shows how you can earn the entire A.A.S. degree with distance learning courses. However, you can also earn your degree with a combination of distance learning courses and on-campus courses. Talk to a counselor to see which options are right for you.

	CREDIT HOURS TO BE COMPLETED
COMMUNICATION	
9 credit hours – required:	
English 1301	3
English 1302	3
Speech Commun. 1311	3
MATHEMATICS	
3 credit hours – required:	
Math 1314	3
LAB SCIENCES	
8 credit hours – may be chosen from:	
Physics (Astronomy) 1411	4
Physics (Astromony) 1412	4
Biology 1408	4
Biology 1409	4
SOCIAL/BEHAVIORAL SCIENCES	
12 credit hours – required:	
History 1301	3
History 1302	3
Government 2301	3
Government 2302	3
SOCIAL BEHAVIORAL SCIENCES	
3 credit hours – may be chosen from:	
Anthropology 2351	3
Economics 2301	3
Economics 2302	3
Psychology 2301	3
Psychology 2314	3
Sociology 1301	3

	CREDIT HOURS TO BE COMPLETED
HUMANITIES/VISUAL & PERFORMING ARTS	
Category I – 3 cr. hours – may be chosen from:	
Humanities 1301	3
Music 1306	3
HUMANITIES/VISUAL & PERFORMING ARTS	
Category II – 3 credit hours – required:	
Literature (avail. Spring '00)	3
HUMANITIES/VISUAL & PERFORMING ARTS	
Category III – 3 credit hours – required:	
Philosophy (avail. Spring '00)	3
OTHER	
3 credit hours – may be chosen from:	
Spanish 1411	4
Spanish 1412	4
PHYSICAL EDUCATION	
1 credit hour – required:	
Physical Ed. 1164	1
(A maximum of 4 physical education activity hours may be counted toward graduation requirements.)	
ELECTIVES	
13 credit hours – may be chosen from:	
Physical Ed. 1304	3
Nutrition 1322	3
and any distance learning courses that are not used to fulfill other requirements.	

TOTAL CREDIT HOURS	61

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1999-2000 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Accounting AAS	●	●	●	●	●	●	●
Accounting Assistant Certificate	●	●	●	●	●	●	●
Accounting Clerk Certificate	●	●	●	●	●	●	●
Air Conditioning & Refrigeration – Residential AAS		●	●			●	
Profit Center Manager Enhanced Skills Certificate		●	●			●	
Technician I Skills Achievement Award			●				
Technician II Skills Achievement Award			●				
Technician III Certificate		●	●			●	
Air Conditioning & Refrigeration Technology AAS			●				
Associate Degree Nursing AAS	●			●			
Perioperative Nursing Int. Enhanced Skills Cert.				●			
LVN Option AAS				●			
Auto Body Technology AAS			●				
Auto Body Metal Technician Certificate			●				
Auto Body Painter Certificate			●				
Auto Body Shop Management Certificate			●				
Auto Body Technology Certificate			●				
Automotive Career Technician AAS		●					
Automotive Career Technician Certificate		●					
Technician I Certificate		●					
Automotive Technology AAS	●		●				
Automotive Technology Certificate			●				
Brakes and Front End Certificate			●				
Dealership-Sponsored Technician AAS	●						
Electronic Engine Control Technician Cert.	●						
Heat and Air Certificate			●				
Power Plant and Performance Certificate			●				
Power Transmissions Certificate			●				
Service Technician AAS	●						
Service Technician Certificate	●						
Automotive Technology/Diesel Equipment			●				
Construction Equipment AAS			●				
Heavy Truck AAS			●				
Maintenance Technician Certificate			●				
Aviation Technology					●		
Air Cargo Transport AAS					●		
Aircraft Dispatcher AAS					●		
Aircraft Dispatcher Certificate					●		
Airline Management AAS					●		
Fixed Base Operations/Airport Management AAS					●		
Professional Pilot Option AAS					●		
Business Administration AAS	●	●	●	●	●	●	●

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Associate	●		●				
Administrator Enhanced Skills Certificate	●		●				
Special Child Caregiver Enhanced Skills Cert.	●		●				
Infant and Toddler Specialist Enhanced Skills Cert.	●		●				
Administrative Certificate	●		●				
Early Childhood Training Certificate	●		●				
Infant-Toddler Certificate	●		●				
School-Age Caregiver Certificate	●		●				
Special Child Certificate	●		●				
Commercial Music		●					
Arranger/Composer/Copyist AAS		●					
Music Retailing AAS		●					
Music Retailing Certificate		●					
Performing Musician AAS		●					
Recording Technology AAS		●					
Recording Technology Certificate		●					
Computer Aided Design & Drafting AAS			●		●		
Junior CADD Specialist Enhanced Skills Cert.			●		●		
Advanced Computer-Aided Design Operator Cert.			●		●		
Computer-Aided Design Operator Certificate			●		●		
Integrated Circuit Design AAS			●				
Integrated Circuit Design Certificate			●				
Computer Information Systems	●	●	●	●	●	●	●
Business Computer Assistant Certificate				●			
Business Computer Information Systems AAS	●	●	●	●	●	●	●
Business Software Programmer/Developer AAS	●	●	●	●	●	●	●
C Programming Skills Achievement Award	●						
Intro. to Computers and Netwkg Skills Ach. Award	●						
Local Area Network Administrator AAS	●		●			●	●
LAN Server Operator Certificate	●		●			●	●
Midrange Computer Center Specialist AAS				●			
Midrange Computer Technician Certificate				●			
Personal Computer Support AAS			●	●	●		●
Personal Computer Technology Skills Ach. Award	●						
Unix and Operating Systems Skills Ach. Award	●						
Unix System Administrator Certificate						●	
Computer Networking AAS							●
Master CNE in Infra. & Adv. Acc. Enh. Skills Cert.							●
Master CNE in Network Mgmt. Enh. Skills Cert.							●
CNE-5							●
NT-4							●
Master CNE in Infrastructure and Adv. Access Cert.							●
Master CNE in Network Management Certificate							●
Construction Management and Technology AAS						●	

continued on next page

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
1999-2000 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Construction Technology AAS						o	
Construction Technology Certificate						o	
Criminal Justice AAS		o	o	o	o		
Human Services Enhanced Skills Certificate		o	o	o	o		
Law Enforcement Enhanced Skills Certificate		o	o	o	o		
Criminal Justice Certificate (45 hours)		o	o	o	o		
Criminal Justice Certificate (30 hours)		o	o	o	o		
Diagnostic Medical Sonography AAS				o			
Diagnostic Medical Sonography Certificate				o			
Digital Imaging Technology AAS			o				
Electronic Pre-Press Certificate			o				
Echocardiology Technology AAS				o			
Echocardiology Technology Certificate				o			
Educational Personnel AAS				o			o
Bilingual/ESL AAS				o			o
Educational Assistant Certificate				o			o
Electrical Technology AAS						o	
Electrical Technology Certificate						o	
Electronic Telecommunications AAS			o				
Convergence Technology AAS						o	
Convergence Technology Certificate						o	
Electronic Telecommunications Certificate			o				
Technical Platform Certificate			o				
Wireless Communications Technology Certificate			o				
Electronics/Computer Technology AAS			o				
Computer Technology Enhanced Skills Certificate			o				
Telecommunications Enhanced Skills Certificate			o				
Basic Electronics Technology Certificate			o				
Semiconductor Manufacturing Technology AAS			o				
Electronics Technology AAS					o	o	
Avionics Enhanced Skills Certificate					o		
Automated Manufacturing Enhanced Skills Cert.					o	o	
Computer Maintenance Enhanced Skills Cert.					o	o	
Avionics Certificate					o		
Semiconductor Manufacturing Technology AAS					o	o	
Engine Technology		o					
Motorcycle Mechanics Certificate		o					
Outboard Mechanics Certificate		o					
Small Engine Mechanics Certificate		o					
Engineering Technology							o
Automated Systems Technology							o
CAD/CAM Certificate							o
Computer-Aided Design AAS							o
Electronics Technology AAS							o
Electronics Technology Certificate							o
Robotics Certificate							o

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Fashion Design				o			
Apparel Design AAS				o			
Pattern Design AAS				o			
Food And Hospitality Service AAS				o			
Bakery/Pastry Certificate				o			
Food and Hospitality Certificate				o			
Health Information Management					o		o
Medical Records Technician AAS					o		o
Medical Records Coding Specialist Certificate					o		o
Hotel/Motel Management AAS						o	
Hotel/Motel Management Certificate						o	
Interior Design AAS				o			
First Professional Level Cert. in Interior Design				o			
International Business & Trade AAS							o
International Business & Trade Certificate							o
Internet Pub., Training & Commerce Tech. Cert.				o			
Internet Pub., Trng. & Commerce Tech. Adv. Cert.				o			
Interpreter Training Program AAS			o				
Invasive Cardiovascular Technology AAS				o			
Management AAS	o	o	o	o	o	o	o
Management Certificate	o	o	o	o	o	o	o
Marketing Careers	o	o					
Business Marketing AAS	o	o					
Department Manager Enhanced Skills Cert.	o	o					
Customer Service Representative Certificate	o	o					
Fashion Marketing AAS	o	o					
Department Manager Enhanced Skills Cert.	o	o					
Retail Sales Associate Certificate	o	o					
Showroom Manager Certificate	o	o					
Visual Merchandising Assistant Certificate	o	o					
Medical Assisting Certificate				o	o		
Medical Laboratory Technology AAS				o			
Medical Staff Services AAS				o			
Medical Transcription Certificate				o			
Mortgage Banking AAS						o	
Designate Certificate						o	
Internship Skills Achievement Award						o	
Multimedia Technology							o
Internet Communications Level I Certificate							o
Internet Communications Level II Certificate							o
Multimedia Authoring Level I Certificate							o
Multimedia Authoring Level II Certificate							o
Visual Design Level I Certificate							o
Visual Design Level II Certificate							o
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DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
1999-2000 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Office Technology	●	●	●	●	●	●	●
Medical Admin. Assistant Enhanced Skills Cert.	●	●	●	●	●	●	●
Administrative Assistant AAS	●	●	●	●	●	●	●
General Office Clerk Certificate	●	●	●	●	●	●	●
Office Assistant Skills Achievement Award	●						
Receptionist Certificate	●	●	●	●	●	●	●
Word Processing Typist Certificate	●	●	●	●	●	●	●
Ornamental Horticulture							●
Paralegal AAS				●			
Paramedic Certificate				●			
Physical Fitness Technology AAS						●	
Physical Fitness Technology Certificate						●	
Postal Service AAS					●		
Radiologic Sciences AAS				●			
Real Estate AAS		●				●	●
Real Estate Certificate		●				●	●
Building Property Management AAS						●	
Building Property Management Certificate						●	
Respiratory Care AAS				●			
Semiconductor Manufacturing							●
Equipment Technician AAS							●
Operator Certificate							●

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Social Work Associate-Generalist AAS			●				
Human Services Certificate			●				
Substance Abuse Counseling AAS			●				
Substance Abuse Counseling Certificate			●				
Surgical Technology Certificate				●			
Travel, Exposition and Meeting Management AAS							●
Exposition/Trade Show Mgmt. Enh. Skills Cert.							●
Meeting and Convention Mgmt. Enh. Skills Cert.							●
Travel Management Enhanced Skills Certificate							●
Travel and Tourism Management Certificate							●
Veterinary Technology AAS		●					
Video Technology AAS						●	
Multimedia Producer Enhanced Skills Certificate						●	
Multimedia Specialist Certificate						●	
Visual Communications AAS	●						
Computer Graphics Skills Achievement Award	●						
Design and Layout Certificate	●						
Vocational Nursing Certificate				●			
Welding Technology					●		

ACCOUNTING

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X40899

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [***http://www.dcccd.edu/admiss/dp.htm***] or from an academic advisor beginning June 1, 1999.

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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53879

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [***http://www.dcccd.edu/admiss/dp.htm***] or from an academic advisor beginning June 1, 1999.

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53889

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at [***http://www.dcccd.edu/admiss/dp.htm***] or from an academic advisor beginning June 1, 1999.

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X41359

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the 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

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

Degree Plan Number X37339

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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 I

Eastfield only

(Skills Achievement Award)

Degree Plan Number X37049

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL TECHNICIAN II

Eastfield only

(Skills Achievement Award)

Degree Plan Number X37059

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AIR CONDITIONING AND REFRIGERATION – RESIDENTIAL TECHNICIAN III

Cedar Valley, Eastfield and North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X51369

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 440109

This program furnishes both the theory and practice required to qualify a person for employment in the various areas of the air conditioning and refrigeration industry. Special emphasis is placed on commercial and industrial air conditioning and refrigeration during the second year. Hands-on experience stresses operation and trouble-shooting of medium and low temperature refrigeration and chilled water air conditioning systems.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

ASSOCIATE DEGREE NURSING

El Centro and Brookhaven only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 540439

The Associate Degree Nursing Program is a two-year, 72 credit hour program, leading to the Associate of Applied Science Degree. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, (333 Guadalupe, Suite 3-460, Austin, Texas 78701: Telephone number 512-305-7400) and the National League for Nursing Accrediting Commission (350 Hudson St., New York, New York 10014: Telephone number 404-679-4501).

The program combines classroom and skills laboratory experience with hospital clinical experience.

The program offered at Brookhaven is under the administration and accreditation of the El Centro College Associate Degree Nursing Program. Students apply for admission and attend classes at Brookhaven but receive their degrees from El Centro.

Contact the Assessment Center at El Centro College for the pre-entrance assessment and, Health Occupations Admissions to receive an information packet.

ADMISSION TO THE PROGRAM

Applicants are rank ordered for admission based on the G.P.A. earned on four prerequisite courses.

Applicants must:

1. Fulfill all requirements for admission to both the college and the Associate Degree Nursing Program.
2. Complete the designated assessment testing process and any required remediation.
3. Complete the four prerequisite courses in English, Biology, Psychology and Mathematics with a cumulative grade point average of 2.5 or better.
4. Submit a completed admission application packet to the nursing admission office at El Centro or Brookhaven on or before the enrollment period deadline. Information sessions are available to further discuss the application process to the program.

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

		CREDIT HOURS
PREREQUISITES TO PROGRAM ADMISSION		
BIOL 1470	Introduction to Human Anatomy and Physiology* **OR**	
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra**	3
PSYC 2301	Introduction to Psychology	3
		13
SEMESTER I		
NURS 1870	Introduction to Process and Practice of Nursing	8
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
PSYC 2314	Developmental Psychology	3
		15
SEMESTER II		
NURS 1971	Family Nursing	9
BIOL 2420	General Microbiology	4
SPCH 1311	Introduction to Speech Communication	3
		16
SEMESTER III		
NURS 2870	Nursing of Adults with Commonly Occurring Health Problems	8
NURS 2375	Mental Health Nursing	3
+Elective	Humanities/Fine Arts	3
		14
SEMESTER IV		
NURS 2972	Advanced Medical-Surgical Nursing/Synthesis	9
NURS 2270	Transition to Professional Nursing	2
++Elective		3
		14
Minimum Hours Required		72

+Humanities/Fine Arts Elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to Theatre	3
ENGL		(2000-level Literature Course)	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

++Elective may be selected from the following:

NURS	1370	Basic Pharmacology	3
NURS	1371	Introduction to Pathophysiology	3

Any other course above the 1000 level.

*Biology 1408 recommended prior to Biology 1470 if no previous high school biology.

**MATH 1414 may be substituted.

A "C" grade is required in all courses. Support courses must be completed before or during the semester indicated.

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

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Nursing Associate Degree and provides the student advanced skills required by the industry to specialize in Perioperative Nursing.

ASSOCIATE DEGREE NURSING– PERIOPERATIVE NURSE INTERNSHIP

El Centro only

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

Degree Plan Number 537289

The two-semester program is designed for registered nurses or graduate nursing pending NCLEX-RN examination. The perioperative approach to patient care is employed. Principles of surgical asepsis, patient care, use of surgical supplies and equipment, and ethical/legal aspects are presented. The emphasis of the program is on the scrub and circulating roles in perioperative nursing. Nurses enrolled in this program must hold a current license from the Board of Nurses Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination.

		CREDIT HOURS
SEMESTER I		
SGTC 1671	Perioperative Nurse Internship I	6
		6
SEMESTER II		
SGTC 1672	Perioperative Nurse Internship II	6
		6
Minimum Hours Required		12

ASSOCIATE DEGREE NURSING – LVN OPTION

El Centro only

(Associate Degree)

Degree Plan Number 542729

A Licensed Vocational Nurse in Texas may qualify to complete the Associate Degree Nursing program at an accelerated pace. Students must meet all entrance requirements for the Associate Degree Nursing Program, and complete twenty-seven hours of prerequisite courses to enter this articulation option. Upon completion of the "bridging" course, which focuses on the change in role from LVN to RN, the student is granted equivalency credit for the first two semesters of the Associate Degree Nursing Program. The student will then complete the second year of the curriculum. Graduates of this program will receive an Associate of Applied Science Degree, and they will be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (RN) in Texas.

ADMISSION TO THE PROGRAM:

Applications are rank ordered for admission based on the G.P.A. earned on four prerequisite courses.

Applicants must:

1. Fulfill any requirements for admission to both the college and the Associate Degree Nursing Program.
2. Complete the designated assessment testing process and any required remediation.
3. Complete the four prerequisite courses in English, Biology, Psychology and Mathematics with a grade point average of 2.5 or better. Complete the remaining prerequisite courses with a grade of "C" or better.
4. Submit a completed admission application packet to the nursing admission office at El Centro on or before the enrollment period deadline. Information sessions are available to further discuss the application process to the program.
5. Successfully complete a check-off procedure to validate proficiency in basic nursing skills and math.

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.

		CREDIT HOURS
PREREQUISITES TO PROGRAM ADMISSION		
BIOL 1470	Introduction to Human Anatomy and Physiology* **OR**	
BIOL 2401	Anatomy and Physiology I	4
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
BIOL 2420	General Microbiology	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra***	3
PSYC 2301	Introduction to Psychology	3
PSYC 2314	Developmental Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		27
SEMESTER I		
NURS 1570	Transition from Vocational to Professional Nursing**	5
		5
SEMESTER II		
NURS 2870	Nursing of Adults with Commonly Occurring Health Problems	8
NURS 2375	Mental Health Nursing	3
+Elective	Humanities/Fine Arts	3
		14
SEMESTER III		
NURS 2972	Advanced Medical-Surgical Nursing/Synthesis	9
NURS 2270	Transition to Professional Nursing	2
++Elective		3
		14
Minimum Hours Required		72

*Biology 1408 recommended prior to Biology 1470 if no previous high school biology.

**Upon successful completion of Nursing 1570, 12 hours of equivalency credit for Nursing 1870 and Nursing 1971 is awarded in addition to the 5 credit hours earned for Nursing 1570.

***MATH 1414 may be substituted.

+Humanities/Fine Arts Elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to Theatre	3
ENGL		(2000 Level Literature Course)	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

++Elective may be selected from the following:

NURS	1370	Basic Pharmacology	3
NURS	1371	Introduction to Pathophysiology	3

Any other course above the 1000 level.

A "C" grade is required in all courses. Support courses must be completed before or during the semester indicated.

AUTO BODY TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 441009

This program introduces the student to all facets of auto body repair and painting. Emphasis is placed upon the development of the necessary skills and knowledge required to function successfully in this industry. The program of study includes technical aspects of metal behavior combined with correct repair and refinishing procedures.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

AUTO BODY TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 450159

This program is designed to train a student in all facets of auto body repair and painting. Emphasis is placed upon those skills needed by the student to become a successful auto body repair person. This program offers the student a certificate in auto body technology upon successful completion of the program.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTO BODY TECHNOLOGY– AUTO BODY METAL TECHNICIAN

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454079

Preparation for positions in the auto collision industry in the area of metal and structural repair. Courses include metal repair, frame repair, and major panel replacement. Students receive training using lab modules, live projects, and cooperative work experience.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTO BODY TECHNOLOGY– AUTO BODY PAINTER

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454089

Instruction leading to positions in the auto collision industry in the area of paint refinishing. Courses include surface preparation, overall refinishing, and paint mixing and tinting. Students receive training using lab modules, live projects, and cooperative work experience.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTO BODY TECHNOLOGY--
AUTO BODY SHOP MANAGEMENT

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454099

Instruction leading to positions in management of auto collision facilities. Management positions include shop supervisors and managers, insurance estimators, supply sales, and factory product representatives. Classes are designed to provide a broad exposure to industry procedures and practices.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE CAREER TECHNICIAN

Cedar Valley only

(Associate Degree)

Degree Plan Number 342939

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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 meet all TASP requirements.)

Degree Plan Number 352979

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE CAREER TECHNICIAN–TECHNICIAN I

Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 354019

This program is designed to provide the student with the skills needed by an entry-level technician in the automotive field. Upon completion of this certificate, the student is encouraged to continue in this program to complete the advanced certificate, followed by completing all courses required for an Associate Degree in the Automotive Career Technician program.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 440169

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

AUTOMOTIVE TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 451819

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – DEALERSHIP-SPONSORED TECHNICIAN

Brookhaven only

(Associate Degree)

Degree Plan Number 242739

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

AUTOMOTIVE TECHNOLOGY – ELECTRONIC ENGINE CONTROL TECHNICIAN

Brookhaven only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 252749

The purpose of this program is to provide entry-level skills for individuals desiring to enter the field of automotive technology in the specialized area of engine performance diagnosis and analysis. Emphasis is placed on the development of knowledge and skills related to electronic engine controls. A certificate is issued upon successful completion of the program.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – BRAKES AND FRONT END

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454209

This certificate prepares the student as an entry-level brake and suspension technician. Areas of study include brake service and basic theory, anti-lock brakes, theory and repair of suspension systems.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – HEAT AND AIR

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454219

This certificate prepares the student as an entry-level heating and air conditioning technician. Areas of study include basic climate control principles, heat transfer theory, and computerized climate control systems.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – POWER PLANT AND PERFORMANCE

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454229

This certificate prepares the student as an entry-level engine repair and diagnostic technician. Areas of study include engine systems theory and operation, ignition systems theory and operation, and fuel systems theory and operation.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY— POWER TRANSMISSIONS

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454239

This certificate prepares the student as an entry-level power transmissions technician. Areas of study include manual and automatic transmission theory and repair, drive train theory and repair, and computer controlled transmissions diagnostics and repair.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – SERVICE TECHNICIAN

Brookhaven only

(Associate Degree)

Degree Plan Number 242759

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY – SERVICE TECHNICIAN

Brookhaven only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 252809

The purpose of this program is to provide entry level skills for individuals desiring to enter the field of automotive technology in specialized areas excluding automatic transmissions and areas dealing with engine performance, diagnosis and analysis. A certificate is issued upon successful completion of the program.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—CONSTRUCTION EQUIPMENT

Eastfield only

(Associate Degree)

Degree Plan Number 444249

Excavators, cranes, bulldozers, bob-cats, tractors, the monstrous yellow machines that busily construct. Our highways, shopping centers and homes are advanced instruments that require well-trained, highly skilled technicians to repair and maintain them. At Eastfield College, the Diesel and Heavy Equipment program provides an opportunity to train on the latest industry-standard equipment in the Heavy Equipment option.

After successful completion of Heavy Equipment course work, you may enter the field as an entry-level technician in the repair and maintenance of heavy construction equipment. Positions may be found in the following areas: equipment dealerships, construction contractors, mining, oil industries and other construction related industries.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT—HEAVY TRUCK

Eastfield only

(Associate Degree)

Degree Plan Number 444259

The Heavy Truck Specialization curriculum is designed to train future technicians in maintaining and repairing heavy trucks. Upon completion of the course work, you may enter the field as an entry-level diesel heavy truck technician, or as a technicians helpers.

The Heavy Truck specialization offers the training you will need, and helps develop your potential to reach a supervisory position with truck dealerships, freight companies, contractors, oil and mining industries, and other related fields.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

AUTOMOTIVE TECHNOLOGY/DIESEL AND HEAVY EQUIPMENT— MAINTENANCE TECHNICIAN

Eastfield only

(Certificate)

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

Degree Plan Number 454269

This certificate prepares the student as an entry-level maintenance technician. Maintenance procedures and basic systems operations are studied.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

AVIATION TECHNOLOGY

Mountain View only

Because of the varied and interrelated aviation career options available, Mountain View's Aviation Technology Program is designed to allow students to take a group of core courses which includes selected aviation, business, English, mathematics and human relations courses and then proceed with specialized courses in the specific career option they wish to enter.

The Associate of Applied Sciences degree options are (1) Professional Pilot; (2) Air Cargo Transport; (3) Airline Management; (4) Fixed Base Operations/Airport Management; and (5) Aircraft Dispatcher. A one-year certificate program is available in Aircraft Dispatcher.

AVIATION TECHNOLOGY – PROFESSIONAL PILOT OPTION

Mountain View only

(Associate Degree)

Degree Plan Number 643639

The Professional Pilot Option provides students with flight training and ground school through the flight instructor certificate. All ground school instruction and flight training conform to Part 61 and 141 of the Federal Aviation Administration Regulations. Prior to admission to the program, registration and payment of fees, consultation with and approval by an Aviation Technology instructor is necessary. Simulator fees, flight fees and fees for pre- and post-flight briefings are in addition to the regular tuition charge.

Students completing this option may find employment opportunities as an airline pilot, corporate pilot, flight engineer, flight instructor and other general aviation positions. It is recommended that students in the Professional Pilot Option schedule flight training during the summer months in addition to the Spring and Fall semesters to aid in completing the program within a two year period.

Graduation requirements--Students in the Professional Pilot Option must successfully complete all required courses in the Professional Pilot curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Private, Commercial (with the Instrument Rating), and Flight Instructor Certificates from the FAA.

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.

		CREDIT HOURS
SEMESTER I		
AVIA 1370	Introduction to Aviation	3
AVIA 1371	Private Pilot Ground School	3
AVIA 1372	Aviation Law	3
AVIA 1373	FAA Regulations, Airspace and Air Traffic Control	3
AVIA 1170	Flight Basic*	1
+Mathematics Elective		3
		16
SEMESTER II		
AVIA 1171	Flight Private Pilot*	1
AVIA 1374	Aero Engines and Systems	3
AVIA 2372	Aerodynamics	3
AVIA 2375	Instrument Ground School	3
AVIA 2377	Meteorology	3
AVIA 2272	Flight Commercial Primary*	2
ENGL 1301	Composition I	3
		18
SEMESTER III		
AVIA 2370	Commercial Pilot Ground School	3
AVIA 2273	Flight Commercial Intermediate*	2
AVIA 2274	Flight Commercial Advanced*	2
CISC 1470	Introduction to Computer Concepts and Applications	4
SPCH 1311	Introduction to Speech Communication	3
PSYC 2301	Introduction to Psychology	3
		17
SEMESTER IV		
AVIA 2371	Airport Management	3
AVIA 2379	Flight Instructor Ground School	3
AVIA 2271	Flight Instructor - Airplane*	2
AVIA 2275	Flight Commercial Pilot*	2
AVIA 2373	Advanced Navigation	3
++Elective	Humanities/Fine Arts	3
		16
Minimum Hours Required		67

+Mathematics Elective must be selected from the following:

MATH	1314	College Algebra OR	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3

++Humanities/Fine Arts Elective must be selected from:

Any Art, Humanities, Music or Philosophy Course 3

*Flight courses are flexible enrollment and must be taken in sequence regardless of semester. Students may not enroll in more than one flight course at a time.

ADDITIONAL COURSES AVAILABLE FOR PROFESSIONAL PILOT OPTION

		CREDIT HOURS
Instrument Flight Instructor		
AVIA 2170	Instrument Flight Instructor Airplane *	1
AVIA 2385	Instrument Flight Instructor Ground School	3
Multi-Engine Rating		
AVIA 2171	Flight Multiengine*	1
Flight Engineer		
AVIA 2383	Flight Engineer Ground School	3
Type Rating (small, multiengine, turbojet)		
AVIA 2380	Type Rating Turbojet/Turboprop Ground School	3
AVIA 2172	Flight Advanced II - Turbojet/ Turboprop Type Rating*	1
Air Transport Pilot		
AVIA 2384	Air Transport Pilot Ground School	3

*Flight courses are flexible enrollment and must be taken in sequence regardless of semester. Students may not enroll in more than one flight course at a time.

AVIATION TECHNOLOGY – AIR CARGO TRANSPORT OPTION

Mountain View only

(Associate Degree)

Degree Plan Number 641639

This option is designed to provide students with an overview of transportation methods and technology associated with the aviation industry. Upon completion of the program, students may be eligible to be employed in positions such as air cargo sales, air freight transportation and cargo loading.

	CREDIT HOURS
SEMESTER I	
AVIA 1370 Introduction to Aviation	3
AVIA 1371 Private Pilot Ground School	3
AVIA 1372 Aviation Law	3
AVIA 1373 FAA Regulations, Airspace and Air Traffic Control	3
+Mathematics Elective	3
	15
SEMESTER II	
BUSI 1301 Introduction to Business	3
ACCT 2301 Principles of Accounting I **OR**	3
ACCT 2401 Principles of Accounting I	(4)
ENGL 1301 Composition I	3
MGMT 1370 Principles of Management	3
PSYC 2301 Introduction to Psychology	3
	15
SEMESTER III	
AVIA 2371 Airport Management	3
AVIA 2374 Airline Management	3
CISC 1470 Introduction to Computer Concepts and Applications	4
SPCH 1311 Introduction to Speech Communication	3
ECON 2301 Principles of Economics I	3
	16
SEMESTER IV	
AVIA 2376 Aviation Marketing	3
AVIA 2378 Transportation, Traffic and Air Cargo	3
ACCT 2302 Principles of Accounting II **OR**	3
ACCT 2402 Principles of Accounting II	(4)
BUSI 2301 Business Law	3
++Humanities/Fine Arts Elective	3
	15
Minimum Hours Required	61

+Mathematics Elective must be selected from the following:

MATH	1314	College Algebra **OR**	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3

++Humanities/Fine Arts Elective must be selected from:

Any Art, Humanities, Music or Philosophy Course 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.

AVIATION TECHNOLOGY – AIRCRAFT DISPATCHER OPTION

Mountain View only

(Associate Degree)

Degree Plan Number 641939

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA knowledge examination for Aircraft Dispatcher and the practical examination for Aircraft Dispatcher.

Graduation requirements--Students in the Aircraft Dispatcher Option must successfully complete all required courses in the Aircraft Dispatcher curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Aircraft Dispatcher Certificate from the FAA.

	CREDIT HOURS
SEMESTER I	
AVIA 1370 Introduction to Aviation	3
AVIA 1371 Private Pilot Ground School	3
AVIA 1372 Aviation Law	3
AVIA 1373 FAA Regulations, Airspace and Air Traffic Control	3
+Mathematics Elective	3
	15
SEMESTER II	
AVIA 1374 Aero Engines and Systems	3
AVIA 2375 Instrument Ground School	3
AVIA 2377 Meteorology	3
CISC 1470 Introduction to Computer Concepts and Applications	4
ENGL 1301 Composition I	3
	16
SEMESTER III	
AVIA 2373 Advanced Navigation	3
AVIA 2370 Commercial Pilot Ground School	3
AVIA 2381 Aircraft Dispatcher*	3
BUSI 1301 Introduction to Business	3
SPCH 1311 Introduction to Speech Communication	3
	15
SEMESTER IV	
AVET 1370 Introduction to Aircraft Electrical Systems	3
AVIA 2382 Practical Dispatching*	3
PSYC 2301 Introduction to Psychology	3
MGMT 1370 Principles of Management	3
++Elective Humanities/Fine Arts	3
	15
Minimum Hours Required	61

+Mathematics Elective must be selected from the following:

MATH	1314	College Algebra **OR**	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3

++Humanities/Fine Arts Elective must be selected from:

Any Art, Humanities, Music or Philosophy Course 3

*AVIA 2381 must be completed prior to enrolling in AVIA 2382.

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.

AVIATION TECHNOLOGY – AIRCRAFT DISPATCHER

Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 651669

The job performed by an aircraft dispatcher is an integral part of the overall flight operations for airlines. An individual in this position works in conjunction with an airline pilot and is responsible for regulation compliance, weather and loading procedures prior to take-off. In the Aircraft Dispatcher Program students may earn a certificate after approximately one year or choose to complete the Associate in Applied Sciences Degree.

Entry into either program will be in accordance with Federal Aviation Administration regulations and with instructor approval. Upon completion of the courses in the desired program, students may be recommended to apply to take the FAA knowledge examination for aircraft dispatcher and the FAA Practical Examination.

	CREDIT HOURS
SEMESTER I	
AVIA 1370 Introduction to Aviation	3
AVIA 1371 Private Pilot Ground School	3
AVIA 1373 FAA Regulations, Airspace and Air Traffic Control	3
AVIA 2375 Instrument Ground School	3
AVIA 2377 Meteorology	3
AVIA 2381 Aircraft Dispatcher*	3
	18
SEMESTER II	
AVIA 1372 Aviation Law	3
AVIA 1374 Aero Engine and Systems	3
AVIA 2373 Advanced Navigation	3
AVIA 2370 Commercial Pilot Ground School	3
AVIA 2382 Practical Dispatching*	3
	15
Minimum Hours Required	33

*AVIA 2381 must be completed prior to enrolling in AVIA 2382.

Completion Requirements--Students in the Aircraft Dispatcher Option must successfully complete all required courses in the Aircraft Dispatcher curriculum. They must also complete all educational requirements imposed by the State of Texas. In addition, they must obtain the Aircraft Dispatcher Certificate from the FAA.

AVIATION TECHNOLOGY – AIRLINE MANAGEMENT OPTION

Mountain View only

(Associate Degree)

Degree Plan Number 643629

The Airline Management Option stresses the significance and functions of marketing from the airline viewpoint. Students completing the program may opt to enter a variety of marketing related positions in the areas of customer service, sales and promotion, crew scheduling or entry level management.

	CREDIT HOURS
SEMESTER I	
AVIA 1370 Introduction to Aviation	3
AVIA 1371 Private Pilot Ground School	3
AVIA 1372 Aviation Law	3
AVIA 1373 FAA Regulations, Airspace and Air Traffic Control	3
BUSI 1301 Introduction to Business	3
+Mathematics Elective	3
	18
SEMESTER II	
CISC 1470 Introduction to Computer Concepts and Applications	4
ENGL 1301 Composition I	3
MGMT 1370 Principles of Management	3
MRKT 2370 Principles of Marketing	3
SPCH 1311 Introduction to Speech Communication	3
	16
SEMESTER III	
AVIA 2371 Airport Management	3
AVIA 2374 Airline Management	3
ECON 2301 Principles of Economics I	3
ACCT 2301 Principles of Accounting I **OR**	3
ACCT 2401 Principles of Accounting I	(4)
PSYC 2301 Introduction to Psychology	3
	15
SEMESTER IV	
AVIA 2376 Aviation Marketing	3
AVIA 2378 Air Transportation, Traffic and Cargo	3
ACCT 2302 Principles of Accounting II **OR**	3
ACCT 2402 Principles of Accounting II	(4)
ECON 2302 Principles of Economics II	3
++Elective Humanities/Fine Arts	3
	15
Minimum Hours Required	64

+Mathematics Elective must be selected from the following:

MATH	1314	College Algebra	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3

++Humanities/Fine Arts Elective must be selected from:

Any Art, Humanities, Music or Philosophy Course	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.

AVIATION TECHNOLOGY – FIXED BASED OPERATIONS/AIRPORT MANAGEMENT OPTION

Mountain View only

(Associate Degree)

Degree Plan Number 641659

This option provides students with a general administrative overview combining aviation and business courses stressing terminology, management techniques and functions as they apply to the aviation industry. Students completing this program may qualify for support or training positions in airport management, as staff members to operations superintendents or aviation authority boards. Positions with fixed base operators such as aircraft dealers may include equipment and aircraft sales and service.

	CREDIT HOURS
SEMESTER I	
AVIA 1370 Introduction to Aviation	3
AVIA 1371 Private Pilot Ground School	3
AVIA 1372 Aviation Law	3
AVIA 1373 FAA Regulations, Airspace and Air Traffic Control	3
BUSI 1301 Introduction to Business	3
+Mathematics Elective	3
	18
SEMESTER II	
AVIA 2377 Meteorology	3
ACCT 2301 Principles of Accounting I **OR**	3
ACCT 2401 Principles of Accounting I	(4)
ENGL 1301 Composition I	3
MGMT 1370 Principles of Management	3
SPCH 1311 Introduction to Speech Communication	3
	15
SEMESTER III	
AVIA 2374 Airline Management	3
AVIA 2378 Air Transportation, Traffic and Cargo	3
CISC 1470 Introduction to Computer Concepts and Applications	4
ECON 2301 Principles of Economics I	3
PSYC 2301 Introduction to Psychology	3
	16
SEMESTER IV	
AVIA 2371 Airport Management	3
ACCT 2302 Principles of Accounting II **OR**	3
ACCT 2402 Principles of Accounting II	(4)
BUSI 2301 Business Law	3
ECON 2302 Principles of Economics II	3
++Elective Humanities/Fine Arts	3
	15
Minimum Hours Required	64

+Mathematics Elective must be selected from the following:

MATH	1314	College Algebra	3
MATH	1414	College Algebra	4
MATH	1324	Mathematics for Business and Economics	3

++Humanities/Fine Arts Elective must be selected from:

Any Art, Humanities, Music or Philosophy Course	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.

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43659

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).

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only

(Associate Degree, Tech Prep Enhanced Skills Certificates)

Degree Plan Number X40209

The Child Development Program offers students an in-depth study of young children from birth to twelve years of age in conjunction with the Parent/Child Study Center that provides students day-to-day involvement with young children. The program is designed to enable students to provide an optimal learning and caring environment for children.

		CREDIT HOURS
SEMESTER I		
CDEC 1411	Introduction to Early Childhood Education	4
CDEC 1454	Child Growth and Development	4
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
SOCI 1301	Introduction to Sociology	3
+Elective		3-4
		17-18
SEMESTER II		
CDEC 1413	Curriculum Resources for Early Childhood Programs	4
CDEC 1318	Nutrition, Health and Safety	3
CDEC 1319	Child Guidance	3
MATH 1332	College Mathematics I **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1314	College Algebra	(3)
+Elective		3-4
		16-17
SEMESTER III		
CDEC 1194	Special Topics in Early Childhood* **OR**	1
CDEC 2475	Student Teaching in Child Development/Early Childhood I	(4)
GOVT 2301	American Government	3
SPCH 1311	Introduction to Speech Communication	3
CISC 1470	Introduction to Computer Concepts and Applications	4
+Elective		3-4
		14-17
SEMESTER IV		
CDEC 1195	Special Topics in Early Childhood Provider/Assistant **OR**	1
CDEC 2476	Student Teaching in Child Development/Early Childhood II	(4)
CDEC 2375	Abuse within the Family	3
CDEC 1280	Cooperative Education-Early Childhood Provider/Assistant **OR**	2
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant	(3)
PSYC 2301	Introduction to Psychology **OR**	
PSYC 2302	Applied Psychology	3
CDEC 1303	Family and the Community	3
++Elective	Humanities/Fine Arts	3-4
		15-20
Minimum Hours Required		62-72

+Electives--must be selected from the following:

CDEC	1317	Child Development Associate Training I	3
CDEC	1359	Children with Special Needs	3
CDEC	1391	Special Topics in Family Life and Relations Studies	3
CDEC	1392	Special Topics in Child Development	3
CDEC	1393	Special Topics in Family Living and Parenthood	3
CDEC	1394	Special Topics in Early Childhood Development-School Age Growth and Development	3
CDEC	1395	Special Topics in Early Childhood Provider/Assistant	3
CDEC	1396	Special topics in Administration of Programs for Children	3
CDEC	1492	Special Topics in Child Development-School Age Recreation Leadership and Group Dynamics	4
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2326	Administration of Programs for Children I	3
CDEC	2328	Administration of Programs for Children II	3
CDEC	2373	Supportive Services for Exceptional Children	3
CDEC	2380	Cooperative Education-Early Childhood Provider/Assistant	3
CDEC	2421	The Infant and Toddler	4
CDEC	2441	The School Age Child	4
CDEC	2473	Learning Programs for Children with Special Needs	4
CDEC	2481	Cooperative Education-Early Childhood Provider/Assistant	4

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

ARTS	1301	Art Appreciation	3
MUSI	1306	Music Appreciation	3
SPAN	1411	Beginning Spanish***	4

***American Sign Language may not be substituted for this course.

CDEC 1194 and CDEC 1195 are taken as one hour courses concurrently with CDEC courses. CDEC 1194 and CDEC 1195 may be repeated for credit for a total of eight (8) hours and are equivalent to CDEC 2475 and CDEC 2476.

(Continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Child Development Associate Degree and provide the student advanced skills required by the industry to specialize as a Child Development Director in one of the following three categories:

ADMINISTRATOR

Brookhaven and Eastfield only

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

Degree Plan Number X37349

		CREDIT HOURS
SEMESTER I		
CDEC 2326	Administration of Programs for Children I	3
CDEC 2328	Administration of Programs for Children II	3
		6

Minimum Hours Required 6

SPECIAL CHILD CAREGIVER

Brookhaven and Eastfield only

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

Degree Plan Number X37359

		CREDIT HOURS
SEMESTER I		
CDEC 2373	Supportive Programs for Exceptional Children	3
CDEC 2473	Learning Programs for Children with Special Needs	4
		7

Minimum Hours Required 7

INFANT AND TODDLER SPECIALIST

Brookhaven and Eastfield only

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

Degree Plan Number X37369

		CREDIT HOURS
SEMESTER I		
CDEC 1392	Special Topics in Child Development	3
CDEC 2421	The Infant and Toddler	4
		7

Minimum Hours Required 7

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.

CHILD DEVELOPMENT – ADMINISTRATIVE CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52149

This certificate program will provide an opportunity for the student to study administrative procedures for child care facilities.

		CREDIT HOURS
SEMESTER I		
CDEC 1411	Introduction to Early Childhood Education	4
CDEC 1454	Child Growth and Development	4
CDEC 2326	Administration of Programs for Children I	3
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
+Elective		3
		17
SEMESTER II		
CDEC 1318	Nutrition, Health and Safety	3
CDEC 1319	Child Guidance	3
CDEC 2328	Administration of Programs for Children II	3
SPCH 1311	Introduction to Speech Communication	3
CISC 1470	Introduction to Computer Concepts and Applications **OR**	4
MATH 1332	College Mathematics I **OR**	
MATH 1324	Mathematics for Business and Economics I **OR**	
MATH 1373	Applied Mathematics	(3)
+Elective		3
		18-19

Minimum Hours Required 35

+Electives--must be selected from the following

CDEC	1194	Special Topics in Early Childhood 1
CDEC	1195	Special Topics in Early Childhood 1
CDEC	1303	Family and the Community 3
CDEC	1317	Child Development Associate Training I 3
CDEC	1391	Special Topics in Family Life and Relations Studies 3
CDEC	1396	Special Topics in Administration of Programs For Children 3
CDEC	2322	Child Development Associate Training II 3
CDEC	2324	Child Development Associate Training III 3
CDEC	2375	Abuse within the Family 3
CDEC	2380	Cooperative Education-Early Childhood Provider/Assistant 3

CHILD DEVELOPMENT -- EARLY CHILDHOOD TRAINING CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X54109

This certificate program provides general courses in early childhood for those wanting to increase their skills and knowledge for working with children.

		CREDIT HOURS
SEMESTER I		
CDEC 1411	Introduction to Early Childhood Education	4
CDEC 1454	Child Growth and Development **OR**	4
CDEC 1392	Special Topics in Child Development **AND**	
CDEC 1393	Special Topics in Family Living and Parenthood	(3)
CDEC 1318	Nutrition, Health and Safety	3
CDEC 1319	Child Guidance	3
PSYC 2301	Introduction to Psychology **OR**	
SOCI 1301	Introduction to Sociology	3
+Elective		3-4
		20-23
SEMESTER II		
CDEC 1413	Curriculum, Resources for Early Childhood Programs	4
CDEC 1280	Cooperative Education-Early Childhood Provider/Assistant **OR**	2
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant **OR**	(3)
CDEC 2481	Cooperative Education-Early Childhood Provider/Assistant	(4)
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
+Elective		6-8
		15-19
Minimum Hours Required		35-42

+Electives--must be selected from the following:

CDEC	1194	Special Topics in Early Childhood 1
CDEC	1195	Special Topics in Early Childhood 1
CDEC	1303	Family and the Community 3
CDEC	1317	Child Development Associate Training I 3
CDEC	1359	Children with Special Needs 3
CDEC	1391	Special Topics in Family Life and Relations Studies 3
CDEC	1395	Special Topics in Early Childhood Provider/Assistant 3
CDEC	1492	Special Topics in Child Development-School Age Recreation Leadership and Group Dynamics 4
CDEC	2322	Child Development Associate Training II 3
CDEC	2324	Child Development Associate Training III 3
CDEC	2326	Administration of Programs for Children I 3
CDEC	2328	Administration of Programs for Children II 3
CDEC	2373	Supportive Services for Exceptional Children 3
CDEC	2375	Abuse within the Family 3
CDEC	2421	The Infant and Toddler 4
CDEC	2441	The School Age Child 4
CDEC	2473	Learning Programs for Children with Special Needs 4
EITP	1470	American Sign Language I 4

CHILD DEVELOPMENT – INFANT-TODDLER CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52169

This certificate program provides for an in-depth study of infant-toddler growth and development, programs, and services.

		CREDIT HOURS
SEMESTER I		
CDEC 1411	Introduction to Early Childhood Education	4
CDEC 1392	Special Topics in Child Development	3
CDEC 1319	Child Guidance	3
COMM 1370 ENGL 1301	Applied Communications **OR** Composition I	3
+Elective		3
		16
SEMESTER II		
CDEC 1318	Nutrition, Health, and Safety	3
CDEC 2421	The Infant and Toddler	4
CDEC 1303	Family and the Community	3
CDEC 2375	Abuse within the Family	3
SPCH 1311	Introduction to Speech Communication	3
+Elective		3
		19

Minimum Hours Required 35

+Electives–must be selected from the following:

CDEC	1194	Special Topics in Early Childhood 1
CDEC	1195	Special Topics in Early Childhood 1
CDEC	1317	Child Development Associate Training I 3
CDEC	1391	Special Topics in Family Life and Relations Studies 3
CDEC	1395	Special Topics in Early Childhood Provider/Assistant 3
CDEC	2322	Child Development Associate Training II 3
CDEC	2324	Child Development Associate Training III 3
CDEC	2380	Cooperative Education-Early Childhood Provider/Assistant 3
SOCI	2301	Marriage, Family and Close Relationships 3

CHILD DEVELOPMENT – SCHOOL-AGE CAREGIVER CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X54199

This certificate program provides for an in-depth study of school-age growth and development, programs, and services. It is designed to enable students to provide an optimal learning environment for children in before- and after-school, recreational and summer programs.

		CREDIT HOURS
SEMESTER I		
CDEC 1394	Special Topics in Early Childhood-School-Age Growth and Development	3
CDEC 1319	Child Guidance	3
CDEC 1303 CDEC 2375	Family and the Community **OR** Abuse within the Family	3
CDEC 1318	Nutrition, Health, and Safety	3
ENGL 1301	Composition I	3
+Elective		3-4
		18-19
SEMESTER II		
CDEC 2441	The School-Age Child	4
CDEC 1492	Special Topics in Child Development-School Age Recreation Leadership and Group Dynamics	4
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant	3
CISC 1470	Introduction to Computer Concepts and Applications	4
+Elective		3-4
		18-19

Minimum Hours Required 36-38

+Electives–must be selected from the following:

CDEC	1194	Special Topics in Early Childhood 1
CDEC	1195	Special Topics in Early Childhood 1
CDEC	1303	Family and the Community 3
CDEC	1391	Special Topics in Family Life and Relations Studies 3
CDEC	2326	Administration of Programs for Children I 3
CDEC	2328	Administration of Programs for Children II 3
CDEC	2373	Supportive Services for Exceptional Children 3
CDEC	2375	Abuse within the Family 3
CDEC	2473	Learning Programs for Children with Special Needs 4

CHILD DEVELOPMENT – SPECIAL CHILD CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52159

This certificate program is planned to emphasize the needs of special children and their families.

		CREDIT HOURS
SEMESTER I		
CDEC 1454	Child Growth and Development	4
CDEC 1318	Nutrition, Health and Safety	3
CDEC 1359	Children with Special Child	3
CDEC 1319	Child Guidance	3
PSYC 2301	Introduction to Psychology **OR**	
SOCI 1301	Introduction to Sociology	3
		16
SEMESTER II		
CDEC 1303	Family and the Community	3
CDEC 2373	Supportive Programs for Exceptional Children	3
CDEC 2473	Learning Programs for Children with Special Needs	4
CDEC 1280	Cooperative Education-Early Childhood Provider/Assistant **OR**	2
CDEC 2380	Cooperative Education-Early Childhood Provider/Assistant **OR**	(3)
CDEC 2481	Cooperative Education-Early Childhood Provider/Assistant	(4)
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
+Elective		3-4
		18-21

Minimum Hours Required 34-37

+Elective--must be selected from the following:

CDEC	1194	Special Topics in Early Childhood	1
CDEC	1195	Special Topics in Early Childhood	1
CDEC	1317	Child Development Associate Training I	3
CDEC	1391	Special Topics in Family Life and Relations Studies	3
CDEC	1394	Special Topics in Early Childhood Development-School Age Growth and Development	3
CDEC	1413	Curriculum Resources for Early Childhood Programs	4
CDEC	2322	Child Development Associate Training II	3
CDEC	2324	Child Development Associate Training III	3
CDEC	2375	Abuse within the Family	3
CDEC	2421	The Infant and Toddler Needs	4
EITP	1470	American Sign Language I	4

COMMERCIAL MUSIC – ARRANGER/COMPOSER/COPYIST

Cedar Valley only

(Associate Degree)

Degree Plan Number 341249

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

		CREDIT HOURS
SEMESTER I		
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
SEMESTER II		
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
SEMESTER III		
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
		14
SEMESTER IV		
MUSI 9175	Recital	1
MUSI 1386	Composition	3
MUSI 2312	Music Theory IV	3
PSYC 2302	Applied Psychology	3
+Ensemble		1
++Applied Music		1
Elective	Any Natural Science Course	4
		16

Minimum Hours Required 64

+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 should 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 341259

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 HOURS
SEMESTER I		
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
SEMESTER II		
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
SEMESTER III		
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 2302	Applied Psychology	3
++Applied Music		1
		14
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 Natural Science Course	4
		17-18
Minimum Hours Required		65

+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 should 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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351269

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

		CREDIT HOURS
SEMESTER I		
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
SEMESTER II		
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 should 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 341239

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

		CREDIT HOURS
SEMESTER I		
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 Communication	3
+Ensemble		1
++Applied Music		1-2
		17-18
SEMESTER II		
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
+Ensemble		1
++Applied Music		1-2
		14-15
SEMESTER III		
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**	
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 2302	Applied Psychology	3
+Ensemble		1
++Applied Music		1-2
Elective	Any Natural Science Course	4
		16-17

Minimum Hours Required 64

+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 should 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 341909

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

		CREDIT HOURS
SEMESTER I		
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 Communication	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER II		
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**	
ENGL 1301	Composition I	3
+Ensemble		1
++Applied Music		1
		16
SEMESTER III		
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**	
MUSI 7371	Cooperative Work Experience	3
MUSI 2372	Recording Studio Practices	3
+Ensemble		1
++Applied Music		1
		17
SEMESTER IV		
MUSI 9175	Recital	1
MUSI 2371	Independent Study **OR**	
MUSI 7372	Cooperative Work Experience	3
MUSI 2373	Studio Production	3
PSYC 52302	Applied Psychology	3
+Ensemble		1
++Applied Music		1
Elective	Any Natural Science Course	4
		16

Minimum Hours Required 66

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 should 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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351899

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

		CREDIT HOURS
SEMESTER I		
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
SEMESTER II		
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
SEMESTER III		
MUSI 2372	Recording Studio Practices	3
		3
SEMESTER IV		
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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351899

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

		CREDIT HOURS
SEMESTER I		
MUSI 1272	Survey of Recording	2
MUSI 1173	Survey of Recording Laboratory	1
MUSI 9175	Recital	1
MATH 1373	Applied Mathematics	3
		7
SEMESTER II		
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
SEMESTER III		
MUSI 1374	Music in America	3
MUSI 2372	Recording Studio Practices	3
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
		9
SEMESTER IV		
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-AIDED DESIGN AND DRAFTING

Eastfield and Mountain View only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42869

This program prepares the student for employment in a wide range of industries as a CAD operator, printed circuit board designer or technician. Information in related fields is provided to enable the student to work effectively with engineers, technologists, architects and professional staff. Enrollment in CADD cooperative work experience courses (co-op) provides students with on-the-job experience while in the program.

		CREDIT HOURS
SEMESTER I		
DFTG 1373	CAD/Graphic Processes	3
DFTG 1405	Technical Drafting	4
COMM 1370	Applied Communications **OR**	
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
++++Elective	Technical Elective	3
		16-17
SEMESTER II		
DFTG 1271	CAD Operations	2
DFTG 1372	Manufacturing Fundamentals	3
DFTG 1309	Basic Computer-Aided Drafting	3
+Elective	DFTG Course **OR**	3
++Elective	Cooperative Education - Drafting	(4)
SPCH 1311	Introduction to Speech Communication	3
		14-15
SEMESTER III		
+Elective	DFTG Course	3
ENGR 1305	Descriptive Geometry **OR**	
++++Elective	Technical Elective	3
PSYC 2302	Applied Psychology	3
++++Elective	Technical Elective **OR**	
DFTG 2381	Cooperative Education - Drafting	3
+++Elective	Humanities/Fine Arts	3
		16
SEMESTER IV		
DFTG 1394	Special Topics in Electrical/Electronic Drafting **OR**	
DFTG 1395	Special Topics in Mechanical Drafting **OR**	
DFTG 1392	Special Topics in Architectural Drafting	3
+Elective	DFTG Course **OR**	
++Elective	Cooperative Education-Drafting	3
+++++Elective	Natural Sciences/Mathematics	4
GOVT 2302	American Government **OR**	
HIST 1302	History of the United States	3
++++Elective	Technical Elective	3
		16

Minimum Hours Required 61-63

+DFTG Elective courses must be selected from the following:

DFTG	1329	Electromechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1358	Electrical/Electronics - Drafting	3
DFTG	1391	Selected Topics in Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronics Drafting	3
DFTG	1395	Special Topics in Mechanical Drafting	3
DFTG	1417	Architectural Drafting - Residential	4
DFTG	2310	Structural Drafting	3
DFTG	2312	Technical Illustration	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2340	Solid Modeling Design	3
DFTG	2350	Geometric Dimensioning and Tolerancing	3

++ Cooperative Education - Drafting courses must be selected from the following:

DFTG	1480	Cooperative Education - Drafting	4
DFTG	1481	Cooperative Education - Drafting	4
DFTG	2380	Cooperative Education - Drafting	3
DFTG	2381	Cooperative Education - Drafting	3

(Continued on next page)

+++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	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World 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

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

DFTG	1224	Blueprint Reading and Sketching-Mechanical	2
DFTG	1225	Blueprint Reading and Sketching-Architectural	2
CISC	1470	Introduction to Computer Concepts and Applications	4
OFCT	1171	Keyboarding	1
GRPH	1305	Introduction to Graphic Arts and Printing	3

This elective may also be selected from other technical courses approved by the Computer Aided Design and Drafting Department.

+++++Elective must be selected from these disciplines: Biology, Chemistry, Geology, Physics and Mathematics.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Computer Aided Design and Drafting Associate Degree and provides the student advanced skills required by the industry to specialize as a Junior CADD Specialist.

JUNIOR CADD SPECIALIST

Eastfield and Mountain View only

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

Degree Plan Number X37379

		CREDIT HOURS
SEMESTER I		
DFTG 2336	Computer-Aided Drafting Programming **OR**	
DFTG 1391	Selected Topics in Drafting **OR**	
DFTG 2380	Cooperative Education - Drafting	3
CISC 2480	PC Hardware	4
CISC 2474	C Programming	4
CISC 1372	Data Communications and Operating Systems	3
		14

Minimum Hours Required 14

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.

COMPUTER-AIDED DESIGN AND DRAFTING -- COMPUTER-AIDED DESIGN OPERATOR

Eastfield and Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53059

This certificate program prepares a student to become certified as an entry-level CADD operator and enter the work force. Jobs performed would entail 2D and 3D CADD drawings using AutoCAD software.

		CREDIT HOURS
SEMESTER I		
DFTG 1405	Technical Drafting	4
DFTG 1309	Basic Computer-Aided Drafting	3
		7
SEMESTER II		
DFTG 2312	Technical Illustration	3
+Elective	DFTG Course	3
+Elective	DFTG Course	3
		9
Minimum Hours Required		16

+DFTG course - must be selected from the following:

DFTG	1329	Electromechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1358	Electrical/Electronic Drafting	3
DFTG	1391	Special Topics in Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronic Drafting	3
DFTG	1417	Architectural Drafting - Residential	4
DFTG	2310	Structural Drafting	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2340	Solid Modeling Design	3
DFTG	2350	Geometric Dimensioning and Tolerancing	3

COMPUTER-AIDED DESIGN AND DRAFTING -- ADVANCED COMPUTER-AIDED DESIGN OPERATOR

Eastfield and Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53069

This certificate program prepares a student to become certified as an advanced CADD operator and enter the work force. Jobs performed would include making 2D and 3D CADD drawings using AutoCAD software. In addition, the student would be capable of customizing the AutoCAD program and have additional skills in solid modeling and specific areas of CADD.

		CREDIT HOURS
SEMESTER I		
DFTG 1405	Technical Drafting	4
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1271	CAD Operations	2
CISC 1470	Introduction to Computer Concepts and Applications	4
		13
SEMESTER II		
DFTG 2336	Computer-Aided Drafting Programming	3
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra	(3)
ENGL 1301	Composition	3
DFTG 2312	Technical Illustration	3
+Elective		3-4
		16
Minimum Hours Required		29

+DFTG course - must be selected from the following:

DFTG	1329	Electromechanical Drafting	3
DFTG	1344	Pipe Drafting	3
DFTG	1348	Topographical Drafting	3
DFTG	1354	Architectural Drafting - Commercial	3
DFTG	1358	Electrical/Electronic Drafting	3
DFTG	1391	Special Topics in Drafting	3
DFTG	1392	Special Topics in Architectural Drafting	3
DFTG	1394	Special Topics in Electrical/Electronic Drafting	3
DFTG	1417	Architectural Drafting - Residential	4
DFTG	2310	Structural Drafting	3
DFTG	2336	Computer-Aided Drafting Programming	3
DFTG	2340	Solid Modeling Design	3
DFTG	2350	Geometric Dimensioning and Tolerancing	3

COMPUTER AIDED DESIGN AND DRAFTING--INTEGRATED CIRCUIT DESIGN

Eastfield only

(Associate Degree)

Degree Plan Number 444059

The Integrated Circuit Design program trains the student to prepare layout drawings and designs of integrated circuits from schematics using computer-aided design equipment. The program aids the student in developing the skills necessary to convert logic diagrams to cell drawings in accordance with design rules. Students will perform design rule checks and prepare databases for pattern generation. Emphasis is placed on working closely with all members of the semiconductor manufacturing design team.

		CREDIT HOURS
SEMESTER I		
ELET 2374	SMT Processes and Materials I	3
DFTG 1309	Basic Computer-Aided Drafting	3
ENGL 1301	Composition I	3
ELET 1470	DC Circuits and Electrical Measurements	4
DFTG 1358	Electrical/Electronics Drafting	3
		16
SEMESTER II		
MATH 1374	Technical Mathematics **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1314	College Algebra	(3)
DFTG 2304	Printed Circuit Board Design	3
CISC 1471	Problem Solving with the Computer	4
DFTG 2374	Integrated Circuit Design	3
+Elective	Social/Behavioral Science	3
		16
SEMESTER III		
DFTG 2375	Advanced Integrated Circuit Design	3
CISC 1480	UNIX Operating System I	4
ELET 1473	Digital Logic Principles	4
+++Elective	Technical Elective	3
SPCH 1311	Introduction to Speech Communications	3
		17
SEMESTER IV		
CISC 2474	C Programming	4
++Elective	Humanities/Fine Arts	3
++++Elective	Natural Science	4
+++Elective	Technical	3-4
DFTG 1394	Special Topics in Electrical/ Electronics Drafting	3
		17
Minimum Hours Required		66

+Elective - Social/Behavioral Science elective must be selected from the following:

ANTH	2351	Cultural Anthropology	3
GOVT	2301	American Government	3
GOVT	2302	American Government	3
HIST	1301	History of the United States	3
HIST	1302	History of the United States	3
HIST	2311	Western Civilization	3
HIST	2312	Western Civilization	3
HDEV	1370	Educational and Career Planning	3
PSYC	2302	Applied Psychology	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
PSYC	2316	Psychology of Personality	3
RELI	1370	Religion in American Culture	3
RELI	1372	The History and Literature of the Bible	3
RELI	1304	Major World Religions	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3

++Elective - Humanities/Fine Arts elective should be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
ENGL	2370	Studies in Literature	3
ENGL	2371	Studies in Literature	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
Foreign Language			3

+++Elective - Technical elective must be selected from CISC, DFTG, ELEC, GRPH, or other technical courses approved by the Computer-Aided Design and Drafting program.

++++Elective must be selected from these disciplines: Biology, Chemistry, Geology, Physics and Mathematics.

COMPUTER AIDED DESIGN AND DRAFTING--INTEGRATED CIRCUIT DESIGN

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 454129

This certificate program provides courses work to assist the student to prepare for entry-level positions in Integrated Circuit Design. Emphasis is placed on working closely with all members of the semiconductor design team.

		CREDIT HOURS
SEMESTER I		
DFTG 1309	Basic Computer-Aided Drafting	3
DFTG 1358	Electrical/Electronics Drafting	3
ELET 1470	DC Circuits and Electrical Measurements	4
DFTG 2374	Integrated Circuit Design	3
		13
SEMESTER II		
ELET 2374	SMT Processes and Materials I	3
DFTG 2375	Advanced Integrated Circuit Design	3
CISC 1471	Problem Solving with the Computer	4
ELET 1473	Digital Logic Principles	4
		14

Minimum Hours Required 27

COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER ASSISTANT

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 552659

This one-year certificate program is designed to develop skills and knowledge related to the use of personal computers for business. The graduate will be qualified to be a trainee in any number of categories: personal computer operator/software package user, data entry specialist, or information processing assistant. 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 HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications	4
CISC 1471 Problem Solving with the Computer	4
CISC 1473 Systems Management/Operations I[1]	4
BUSI 1301 Introduction to Business **OR** MGMT 1370 Principles of Management	3
ENGL 1301 Composition I	3
	18
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1474 Text Processing Applications	4
CISC 2476 Spreadsheet Applications	4
CISC 2478 PC Operating Systems and Utilities	4
CISC 7271 Cooperative Work Experience[2]	2
SPCH 1311 Introduction to Speech Communication	3
	20
Minimum Hours Required	38

[1] CISC 2484, AS/400 Concepts level I, may be substituted for CISC 1473.

[2] CISC 7371 or 7471 may be substituted for CISC 7271.

COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X42279

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 HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts 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 Economics I	3
	17
SEMESTER II	
CISC 1372 Data Communications and 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 Economics II	3
SPCH 1311 Introduction to Speech Communication	3
	16-17
SEMESTER III	
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
	16-18
SEMESTER IV	
CISC 2474 C Programming **OR**	
CISC 2475 Microcomputer Assembly Language **OR**	
CISC 2490 UNIX Operating Systems II	4
CISC 2479 Systems Analysis and Design	4
ECON 2302 Principles of Economics II	3
Elective Social/Behavioral Science	3
	14
Minimum Hours Required	63

+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 X42669

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 HOURS
SEMESTER I		
CISC 1470	Introduction to Computer Concepts 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 [1]	3
		17
SEMESTER II		
CISC 1372	Data Communications and Operating Systems	3
CISC 1476	Programming I	4
CISC 2470	Control Language and Operating Environments **OR**	
CISC 2478	PC Operating Systems and Utilities **OR**	
CISC 1480	UNIX Operating Systems	4
PSYC 2302	Applied Psychology [2]	3
SPCH 1311	Introduction to Speech Communication	3
		17
SEMESTER III		
CISC 2375	User Documentation and Training	3
CISC 2481	Database Applications	4
CISC XXXX	CISC Programming Course [3]	3-4
ACCT 2301	Principles of Accounting I **OR**	3
ACCT 2401	Principles of Accounting I	(4)
Elective	Humanities/Fine Arts	3
		16-18
SEMESTER IV		
CISC 2479	Systems Analysis and Design	4
CISC XXXX	CISC Programming Course [4]	3-4
CISC XXXX	Any CISC Programming **OR** Application Development Course	3-4
+Elective		3-4
		13-16
Minimum Hours Required		63

+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

[1] MATH 1324 may be substituted for MATH 1332.

[2] PSYC 2301 may be substituted for PSYC 2302.

[3] First in a two-course programming language series or CISC 1477 or CISC 2490.

[4] 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.

COMPUTER INFORMATION SYSTEMS – C PROGRAMMING

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237519

This sequence is for students who wish to learn the C programming language in depth. It includes instruction in writing, executing and checking C programs on a personal computer. Object oriented techniques (C++) are also covered in detail, providing a set of complete and well-rounded modern programming skills.

Prerequisites: CISC 1470 (Introduction to Computer Concepts and Applications) and CISC 1471 (Problem Solving with the Computer) or programming experience at an introductory level. The course sequence may not be entered without the approval of a CIS faculty member.

		CREDIT HOURS
SEMESTER I		
CISC 2474	C Programming	4
CISC 2486	Advanced C Programming	4
CISC 2487	Object Oriented Programming	4
		12

Minimum Hours Required 12

COMPUTER INFORMATION SYSTEMS – INTRODUCTION TO COMPUTERS AND NETWORKING

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237529

This sequence is for students who wish to learn about the use, operation, application and administration of personal networks. Upon completion, the student will have skills equivalent to that of a Novell CNA (Certified NetWare Administrator).

Prerequisites: CISC 1470 (Introduction to Computer Concepts and Applications) or basic computer skills.

		CREDIT HOURS
SEMESTER I		
CISC 2370	Fundamentals of Networking	3
CISC 2471	Network Software	4
		7

Minimum Hours Required 7

COMPUTER INFORMATION SYSTEMS – LOCAL AREA NETWORK ADMINISTRATOR

Brookhaven, Eastfield, North Lake and Richland only

(Associate Degree)

Degree Plan Number X43199

This program will provide training and education for individuals interested in developing their knowledge and skills as a local area network administrator. The program emphasizes practical skills required to perform duties in the work environment under the supervision of an experienced local area network administrator. The objectives of the program are to provide instruction that presents the fundamentals of computer networking, an in-depth look at fundamentals of designing and implementing computer-related local area networks, local area network software, network and hardware supply to local area networks, and instruction that will help the student build his background in the area of operation and management in the local area network environment. Additionally, practical experience and skills will be acquired through the student's participation in cooperative education work experiences. This course of study will allow the student to get work-related exposure for applying skills as a local area network administrator.

	CREDIT HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications	4
CISC 1471 Problem Solving with the Computer	4
ENGL 1301 Composition I	3
MATH 1324 Mathematics for Business and Economics I	3
PSYC 2302 Applied Psychology **OR** PSYC 2301 Introduction to Psychology	3
	17
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1474 Text Processing Applications	4
MGMT 1370 Principles of Management	3
SPCH 1311 Introduction to Speech Communication	3
Elective Humanities/Fine Arts	3
	16
SEMESTER III	
CISC 2370 Fundamentals of Networking	3
CISC 2471 Network Software	4
CISC 2478 PC Operating Systems and Utilities	4
+Electives	3-4
++Electives	3-4
	17-19
SEMESTER IV	
CISC 2375 User Documentation and Training	3
CISC 2480 PC Hardware	4
CISC 2485 Network Problems and Applications	4
CISC 2488 Network Hardware	4
	15
Minimum Hours Required	65

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

++Elective–must be selected from the following:

CISC	1476	Programming I	4
CISC	1479	Application Development Tools	4
CISC	1373	BASIC Programming	3
CISC	1480	UNIX Operating System I	4
CISC	2476	Spreadsheet Applications	4
CISC	2481	Database Applications	4
CISC	2374	Advanced BASIC Techniques	3
CISC	2490	UNIX Operating System II	4
CISC	2491	UNIX System Administration	4
CISC	7271	Cooperative Work Experience	2
CISC	7371	Cooperative Work Experience	3
CISC	7471	Cooperative Work Experience	4
CISC	7272	Cooperative Work Experience	2
CISC	7372	Cooperative Work Experience	3
CISC	7472	Cooperative Work Experience	4
MATH	1342	Introduction to Statistics	3

Students may obtain credit toward a degree for only one of each pair of courses below:

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

Students who wish to pursue a particular interest in connection with networking should select their elective courses accordingly. A student who has an interest related to network use of applications should select CISC 2476, CISC 2481, or appropriate work experience. A LAN student interested in programming skills should select CISC 1476, CISC 1479, CISC 1373 or CISC 2374.

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 – LAN SERVER OPERATOR

Brookhaven, Eastfield, North Lake and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53339

LAN server operators are prepared to perform the daily and routine tasks associated with maintaining a local area network server. These operators can set up new users on the system, create directories, perform daily backups of the server hard disk, scan for computer virus infections, manipulate printer operations, check for security problems, install applications on the server, and assist users in learning how to log in and out of the network and perform other routine user tasks on the network.

	CREDIT HOURS
SUMMER SEMESTER	
CISC 1470 Introduction to Computer Concepts and Applications	4
ENGL 1301 Composition I	3
	7
FALL SEMESTER	
CISC 1372 Data Communications and Operating Systems	3
CISC 1471 Problem Solving with the Computer	4
CISC 1474 Text Processing Applications	4
SPCH 1311 Introduction to Speech Communication	3
	14
SPRING SEMESTER	
CISC 2370 Fundamentals of Networking	3
CISC 2375 User Documentation and Training	3
CISC 2471 Network Software	4
CISC 2478 PC Operating Systems and Utilities	4
	14
Minimum Hours Required	35

Students who are not interested in completing the two-year program in Local Area Network Administrator have the option of completing in one year the certificate program for LAN Server Operator. All ten of the courses required for the LAN Server Operator certificate will apply if the student subsequently chooses to continue work on the two-year program in LAN Administrator.

COMPUTER INFORMATION SYSTEMS – MIDRANGE COMPUTER CENTER SPECIALIST

El Centro only

(Associate Degree)

Degree Plan Number 542839

This option is intended to prepare students to function in programmer/analyst/operator positions within a midrange computer center. It may also serve as a career path for those completing the Midrange Computer Technician certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. 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 HOURS
SEMESTER I		
CISC 1470	Introduction to Computer Concepts and Applications	4
CISC 1471	Problem Solving with the Computer	4
CISC 1473	Systems Management/Operations I [1]	4
BUSI 1301	Introduction to Business **OR**	
MGMT 1370	Principles of Management	3
ENGL 1301	Composition I	3
		18
SEMESTER II		
CISC 1372	Data Communications and Operating Systems	3
CISC 1475	Systems Management /Operations II[2]	4
CISC 2470	Control Language and Operating Environments	4
MATH 1332	College Mathematics I [4]	3
SPCH 1311	Introduction to Speech Communication	3
		17
SEMESTER III		
CISC 1474	Text Processing Applications	4
CISC 1476	Programming I **OR**	
CISC 1478	RPG Programming	4
CISC 2478	PC Operating Systems and Utilities	4
ACCT 1371	Elementary Accounting [5]	3
Elective	Humanities/Fine Arts	3
		18
SEMESTER IV		
CISC 2480	PC Hardware	4
CISC 1477	Programming II **OR**	
CISC 2492	RPG Interactive Subfile Processing	4
CISC 7271	Cooperative Work Experience [3]	2
PSYC 2302	Applied Psychology [6]	3
+Elective		3-4
		16
Minimum Hours Required		69

+Elective--Any CISC or COSC 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

[1] CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

[2] CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

[3] CISC 7371 or 7471 may be substituted for CISC 7271.

[4] MATH 1324 may be substituted for MATH 1332.

[5] ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

[6] PSYC 2301 may be substituted for PSYC 2302.

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 -- MIDRANGE COMPUTER TECHNICIAN

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 552299

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any midrange environment. The graduate will be qualified to be a trainee in entry-level midrange computing positions. 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 HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications	4
CISC 1471 Problem Solving with the Computer	4
CISC 1473 Systems Management/Operations I[1]	4
BUSI 1301 Introduction to Business **OR** MGMT 1370 Principles of Management	3
ENGL 1301 Composition I	3
	18
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1475 Systems Management/Operations II[2]	4
CISC 2470 Control Language and Operating Environments	4
CISC 2478 PC Operating Systems and Utilities	4
CISC 7271 Cooperative Work Experience[3]	2
SPCH 1311 Introduction to Speech Communication	3
	20
Minimum Hours Required	38

[1] CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

[2] CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

[3] CISC 7371 or 7471 may be substituted for CISC 7271.

COMPUTER INFORMATION SYSTEMS – PERSONAL COMPUTER SUPPORT

Eastfield, El Centro, Mountain View, and Richland only

(Associate Degree)

Degree Plan Number X42799

This program includes education/training to qualify students to provide support for personal computer users; to trouble-shoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses and providing training for users.

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 HOURS
SEMESTER I		
CISC 1470	Introduction to Computer Concepts 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 [1]	3
		17
SEMESTER II		
CISC 1372	Data Communications and Operating Systems	3
CISC 1474	Text Processing Applications	4
CISC 2476	Spreadsheet Applications	4
ACCT 1371	Elementary Accounting[2]	3
SPCH 1311	Introduction to Speech Communication	3
		17
SEMESTER III		
CISC 2370	Fundamentals of Networking	3
CISC 2478	PC Operating Systems and Utilities	4
CISC 2480	PC Hardware	4
PSYC 2302	Applied Psychology [3]	3
Elective	Humanities/Fine Arts	3
		17
SEMESTER IV		
CISC 2375	User Documentation and Training	3
CISC 2481	Database Applications	4
CISC 7371	Cooperative Work Experience **OR**	3
CISC 7471	Cooperative Work Experience	(4)
+Elective		3-4
		13-15
Minimum Hours Required		64

+Elective - Any CISC course.

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

[1] MATH 1324 may be substituted for MATH 1332.

[2] ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

[3] PSYC 2301 may be substituted for PSYC 2302.

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 -- PERSONAL COMPUTER TECHNOLOGY

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237539

This sequence is for those students interested in learning what goes on "under the cover" of a modern IBM-type PC. Completers will learn how a PC works and will be able to write specifications for PCs, perform routine maintenance and be able to troubleshoot and repair simple problems.

Prerequisites: CISC 1470 (Introduction to Computer Concepts and Applications) or basic computer skills.

		CREDIT HOURS
SEMESTER I		
CISC 2475	Microcomputer Assembly Language	4
CISC 2478	PC Operating Systems and Utilities	4
CISC 2480	PC Hardware	4
		12

Minimum Hours Required 12

COMPUTER INFORMATION SYSTEMS -- UNIX AND OPERATING SYSTEMS

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237549

This sequence is for those students interested in learning the UNIX operating system up to an intermediate level in a personal computer environment. After taking two courses in UNIX, a student may stop and receive a certificate or elect to take a third course which will further enhance their knowledge of fundamental personal computer operating systems software.

Prerequisite: CISC 1470 (Introduction to Computer Concepts and Applications) or basic computer skills. This course sequence may not be entered without the approval of a CIS faculty member.

		CREDIT HOURS
SEMESTER I		
CISC 1480	UNIX Operating System I	4
CISC 2490	UNIX Operating System II	4
CISC 2475	Microcomputer Assembly Language	4
CISC 2478	PC Operating Systems and Utilities	4
		16

Minimum Hours Required 16

COMPUTER INFORMATION SYSTEMS – UNIX SYSTEM ADMINISTRATOR

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 754139

This program is designed to train a person as a UNIX System Administrator. A UNIX System Administrator manages one or more UNIX systems in either a stand alone or networked environment. The UNIX Administrator installs, maintains and manages application software as well as user accounts and communications with printers as well as other peripheral devices.

		CREDIT HOURS
SEMESTER I		
CISC 1470	Introduction to Computer Concepts and Applications	4
CISC 1471	Problem Solving with the Computer	4
SPCH 1311	Introduction to Speech Communications	3
ENGL 1301	Composition I	3
		14
SEMESTER II		
CISC 1372	Data Communications and Operating Systems	3
CISC 1474	Text Processing Applications	4
CISC 1480	UNIX Operating System I	4
CISC 2375	User Documentation and Training	3
		14
SEMESTER III		
CISC 2370	Fundamentals of Networking	3
CISC 2490	UNIX Operating System II	4
CISC 2491	UNIX System Administration	4
		11

Minimum Hours Required 39

COMPUTER NETWORKING

Richland only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 843709

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals. The program also provides preparatory training for those wishing to take CNE-5 and MCSE certification examinations.

		CREDIT HOURS
SEMESTER I		
CISC 1470	Introduction to Computer Concepts and Applications	4
CISC 1471	Problem Solving with the Computer	4
ENGL 1301	Composition I	3
MATH 1324	Mathematics for Business and Economics I	3
PSYC 2302	Applied Psychology **OR**	
PSYC 2301	Introduction to Psychology	3
		17
SEMESTER II		
CISC 2460	NetWare 5 Administration	4
CISC 1380	Networking Technologies	3
MGMT 1372	Small Business Management	3
SPCH 1311	Introduction to Speech Communications	3
+Elective	Humanities/Fine Arts	3
		16
SEMESTER III		
CISC 2461	NetWare 5 Advanced Administration	4
CISC 2497	Network Service and Support	4
CISC 2480	PC Hardware	4
CISC 2378	NDS Design and Implementation	3
CISC 2462	Windows NT 4 Administration	4
		19
SEMESTER IV		
CISC 2463	Windows NT 4: Core Technologies	4
CISC 2464	Windows NT 4: Enterprise Server Technologies	4
CISC 2465	TCP/IP with NT 4	4
**Elective	Any Windows NT Special Topics	4
CISC 7271	Cooperative Work Experience	2
		18
Minimum Hours Required		70

+Select Humanities/Fine Arts elective course from: Art, Dance, Drama, Music, Humanities, Philosophy, Religion, Foreign Languages, Literature, or Cultural Geography.

**Select any course listed under CISC 2484 (Special Topics) that utilizes the Windows NT networking software.

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Computer Networking Associate Degree and provide the student advanced skills required by the industry to specialize in Infrastructure and Advanced Access or Network Management.

MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

Richland only

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

Degree Plan Number 837309

		CREDIT HOURS
SEMESTER I		
CISC 2371	Fundamentals of Networking Management	3
CISC 2379	Fundamentals of Internetworking	3
CISC 2381	Internetworking with NetWare Multi-protocol Router	3
CISC 2382	NetWare TCP/IP Transport	3
		12
Minimum Hours Required		12

MASTER CNE IN NETWORK MANAGEMENT

Richland only

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

Degree Plan Number 837299

		CREDIT HOURS
SEMESTER I		
CISC 2371	Fundamentals of Networking Management	3
CISC 2379	Fundamentals of Internetworking	3
CISC 2380	NetWare Management using NetWare Managewise	3
		9
Minimum Hours Required		9

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

COMPUTER NETWORKING–CNE-5

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854349

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take CNE-5 certification examinations.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
CISC 1380	Networking Technologies	3
SPCH 1311	Introduction to Speech Communications **OR**	
MATH 1324	Mathematics for Business and Economics I	3
CISC 2460	NetWare 5 Administration	4
CISC 2461	NetWare 5 Advanced Administration	4
		17
SEMESTER II		
CISC 2466	Intranet Ware: Integrating Windows NT	4
CISC 2378	NDS Design and Implementation	3
CISC 2497	Network Service and Support	4
		11

Minimum Hours Required 28

COMPUTER NETWORKING–NT 4

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854339

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take MCSE certification examinations.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
CISC 2462	Windows NT 4 Administration	4
SPCH 1311	Introduction to Speech Communications **OR**	
MATH 1324	Mathematics for Business and Economics I	3
CISC 2463	Windows NT 4: Core Technologies	4
		14
SEMESTER II		
CISC 2464	Windows NT 4: Enterprise Server Technologies	4
CISC 2465	TCP/IP with NT 4	4
*Elective	Any Microsoft Networking Course	4
		12

Minimum Hours Required 26

*Elective-Any Microsoft Windows NT course (currently offered through CISC 2484-Special Topics in CISC)

COMPUTER NETWORKING--MASTER CNE IN NETWORK MANAGEMENT

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853739

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of network management.

The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Network Management.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
CISC 2378	NDS Design and Implementation	3
CISC 2371	Fundamentals of Network Management	3
CISC 2379	Fundamentals of Internetworking	3
CISC 2380	Network Management Using NetWare Managewise	3
CISC 2377	Printing with NetWare	3
SPCH 1311	Introduction to Speech Communications **OR**	
MATH 1324	Mathematics for Business and Economics I	3
		21

Minimum Hours Required 21

COMPUTER NETWORKING--MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853749

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of infrastructure and advanced access. The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Infrastructure and Advanced Access.

		CREDIT HOURS
SEMESTER I		
CISC 2378	NDS Design and Implementation	3
CISC 2371	Fundamentals of Network Management	3
CISC 2379	Fundamentals of Internetworking	3
CISC 2381	Internetworking with NetWare Multi-Protocol Router	3
CISC 2382	NetWare TCP/IP Transport	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communications **OR**	
MATH 1324	Mathematics for Business and Economics I	3
		21

Minimum Hours Required 21

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

North Lake only

(Associate Degree)

Degree Plan Number 740749

Construction Management is a relatively new discipline within the environmental design professions yet, virtually every commercial building project in the United States today--from the smallest retail "strip" center to the tallest skyscraper--requires construction leadership that is knowledgeable of labor; construction materials, installation methods and equipment; contract administration, construction scheduling, cost estimating and much more.

The Construction Management Curriculum at North Lake College prepares the student with the essential tools for a managerial career in construction or related industry endeavors. Such career positions could include project manager, field engineer, scheduler, specifier, sales representative, owner/developer liaison, estimator, purchaser, expediter, and inspector.

This program is fully accredited by the American Council for Construction Education. It is the only two-year accredited construction program in the State of Texas, and only the second to be accredited in the U.S.

Should the student decide to continue formal educational studies, this program articulates with major universities. Contact the CMGT program coordinator for details.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Associate Degree)

Degree Plan Number 742949

This program is designed to develop the skills and knowledge necessary so that a graduate may advance in career paths appropriate to a person's own particular interests and abilities, in either the field of residential or commercial building or contracting. In addition to the specific technical skills and knowledge required to build buildings and supervise employees on a construction job, the graduate will have covered skills in other areas such as planning and organization, problem solving and decision making, related communication, and business and human relations.

		CREDIT HOURS
SEMESTER I		
CNST 1370	Construction I - Systems and Materials	3
DFTG 1313	Drafting for Specific Occupations	3
CNST 1170	Construction Safety	1
MATH 1374	Technical Mathematics I* **OR**	
MATH 1371	Business Mathematics	3
SPCH 1311	Introduction to Speech Communication	3
+Electives		3
		16
SEMESTER II		
CNST 1371	Construction II - Mechanical, Electrical, and Plumbing Systems	3
COMM 1370	Communications **OR**	
ENGL 1301	Composition I	3
PSYC 1370	Applied Psychology and Human Relations	3
+Electives	CNST course	3
		12
SEMESTER III		
CNST 1378	Engineering Principles and Practices	3
+Electives		9-10
Elective	Any Non-CNST Course	3
		15-16
SEMESTER IV		
CNST 1374	Codes/Inspection I	3
CISC 1470	Introduction to Computer Concepts and Applications	4
++Electives	Humanities/Fine Arts	3
+Electives		9-10
		19-20
Minimum Hours Required		62-64

+Electives must be selected from the following:

Any CNST course (including CNST 7000 level Cooperative Work Experience**)

++Electives must be selected from the following:

ARTS	1301	Art Appreciation	3
ARTS	1303	Survey of Art History	3
ARTS	1304	Survey of Art History	3
ARTS	1311	Design I	3
ARTS	1312	Design II	3
HUMA	1301	Introduction to 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

*MATH 1374 may be taken only when a science course is taken as well. Select natural science course from Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

**Cooperative Work Experience may only be taken in SEMESTER II, III, or IV.

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.

CONSTRUCTION TECHNOLOGY

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 753009

This is a one-year certificate that provides the student with the technical knowledge and hands-on skills required to work in one of two areas: residential or commercial carpentry. In addition, the student will cover job planning and materials estimating, human-relation skills and the economics of the construction industry. After completion of the program, students will be qualified to enter the construction field as a carpenter.

		CREDIT HOURS
SEMESTER I		
CNST 1370	Construction I - Systems and Materials	3
CNST 1383	Building Construction I	3
CNST 1170	Construction Safety	1
CNST 1375	Foundations I	3
+Elective		6
		16
SEMESTER II	**SUMMER**	
PSYC 1370	Applied Psychology and Human Relations	3
MATH 1373	Applied Math	3
		6
SEMESTER II		
CNST 1371	Construction II - Mechanical, Electrical, and Plumbing Systems **OR**	
CNST 2370	Commercial Systems, Materials and Equipment	3
DFTG 1313	Drafting for Specific Occupations	3
CNST 2375	Foundations II **OR**	
CNST 2376	Building Construction II	3
+Electives		3
		15

Minimum Hours Required 37

+Electives must be selected from the following:

Any CNST course (including CNST 7000 level Cooperative Work Experience*).

*Cooperative Work Experience may only be taken in Semester II.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42449

The curriculum is designed for those with Criminal Justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Criminal Justice Associate Degree and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

HUMAN SERVICES

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Number X37389

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

LAW ENFORCEMENT

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Number X37399

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Number X53939

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53949

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate Degree)

Degree Plan Number 543899

The Diagnostic Medical Sonography program prepares the student to function as a medical sonographer.

The diagnostic medical sonographer performs sonography examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) and (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533: Telephone number 303-741-3533) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

		CREDIT HOURS
CORE CURRICULUM		
PROGRAM PREREQUISITES		
BIOL 1470	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL 1301	Composition I	3
		10
SEMESTER I (FALL 1ST YEAR)		
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
HOCC 1270	Basic Skills I	2
HOCC 1272	Introduction to the Health Care Environment	2
HOCC 1274	Wellness	2
PSYC 2301	Introduction to Psychology	3
		13
SEMESTER II		
HOCC 1271	Basic Skills II	2
HOCC 1273	Introduction to Human Diseases	2
HOCC 1370	Health Careers Pharmacology	3
Elective	Humanities	3
SPCH 1311	Introduction to Speech Communications	3
		13
SEMESTER III (FALL)		
SONO 2377	Sonographic Cross-Sectional Anatomy	3
SONO 2378	Advanced Acoustical Physics	3
SONO 2375	Practicum I	3
SONO 2475	Sonography I	4
		13
SEMESTER IV (SPRING)		
SONO 2173	Ultrasound Instrumentation	1
SONO 2476	Sonography II	4
SONO 2376	Practicum II	3
SONO 2275	Pathophysiology	2
		10
SEMESTER V (SUMMER)		
SONO 2171	Sonography III	1
SONO 2276	Practicum III	2
		3
SEMESTER VI (SUMMER)		
SONO 2277	Practicum IV	2
SONO 2174	Sonography IV	1
		3
SEMESTER VII (FALL)		
SONO 2477	Practicum V	4
SONO 2379	Sonography V	3
		7
Minimum Hours Required		72

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.

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 553909

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and physics. Upon completion, a certificate will be awarded.

The diagnostic medical sonographer performs sonography examinations using high-frequency sound waves to visualize soft tissue structures including the gall bladder, kidneys, pregnant uterus, and other organs as requested by the physician.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533: Telephone number 303-741-3533).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

PREREQUISITES:
Certificate applicants must have two of the three common learning courses prior to acceptance into the program. These courses include:

		CREDIT HOURS
MATH 1314	College Algebra*	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3

SEMESTER III (FALL)

SONO 2377	Sonographic Cross-Sectional Anatomy	3
SONO 2378	Advanced Acoustical Physics	3
SONO 2375	Practicum I	3
SONO 2475	Sonography I	4
		13

SEMESTER IV (SPRING)

SONO 2173	Ultrasound Instrumentation	1
SONO 2476	Sonography II	4
SONO 2376	Practicum II	3
SONO 2275	Pathophysiology	2
		10

SEMESTER V (SUMMER)

SONO 2171	Sonography III	1
SONO 2276	Practicum III	2
		3

SEMESTER VI (SUMMER)

SONO 2277	Practicum IV	2
SONO 2174	Sonography IV	1
		3

SEMESTER VII (FALL)

SONO 2477	Practicum V	4
SONO 2379	Sonography V	3
		7

Minimum Hours Required 36

*MATH 1414 may be substituted.

DIGITAL IMAGING TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 443959

This program focuses on the application of computer technology in the area of digital publishing, preparing the student for employment in the areas of commercial printing, electronic pre-press, multimedia publishing, desktop publishing, or graphic design. A strong background in traditional skills is stressed and strengthened with training in contemporary software and business management techniques. Advanced students work in an in-house service bureau, serve as professional interns, or participate in a cooperative work program to gain practical job experience preparing them for full-time employment.

		CREDIT HOURS
SEMESTER I		
GRPH 1305	Introduction to Graphic Arts and Printing	3
GRPH 1309	Press Operations I	3
GRPH 1395	Special Topics in Typography and Composition Equipment Operation	3
GRPH 1322	Electronic Publishing I	3
MATH 1414	College Algebra	4
		16
SEMESTER II		
+GRPH 1325	Digital Imaging I	3
GRPH 1354	Electronic Publishing II	3
ARTS 1311	2D Design	3
ENGL 1301	Composition I	3
++ Elective		3-4
		15-16
SEMESTER III		
GRPH 1357	Digital Imaging II	3
GRPH 1359	Object-Oriented Computer Graphics	3
SPCH 1311	Introduction to Speech Communication	3
PSYC 2301	Introduction to Psychology	3
++Elective		3-4
		15-16
SEMESTER IV		
GRPH 2336	Pre-Press Techniques	3
GRPH 1391	Special Topics in Graphics and Printing	3
GRPH 2341	Electronic Publishing III	3
GRPH 2381	Cooperative Education-Graphic and Printing Equipment Operator	3
++Elective		3-4
		15-16
Minimum Hours Required		61-64

+GRPH 1223 Digital Imaging I and GRPH 1224 Digital Imaging I may be substituted for GRPH 1325 Digital Imaging I.

++Elective - Student must select from the following:

ARTS	1312	3D Design	3
ARTS	1316	Drawing I	3
ARTS	1317	Drawing II	3
ARTS	2316	Painting I	3
ENGL	1302	Composition II	3
ENGL	2311	Technical Writing (Prerequisites: ENGL 1301 and ENGL 1302)	3
PHOT	1316	Introduction to Photography and Photojournalism	3
PHOT	1317	Advanced Photography and Photojournalism	3
PHOT	2370	Photography for Publications	3
Any Computer Aided Drafting and Design course			3-4
Some Computer Information Systems courses (see GRPH Program Director)			3-4
Any Electronics course			3-4
Any Graphic Arts (Digital Imaging Technology) course			3-4
Any Journalism course			3-4

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.

DIGITAL IMAGING TECHNOLOGY -- ELECTRONIC PRE-PRESS

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 453969

This program provides students with entry level digital imaging production skills. Students use state of the art computer software and hardware to professionally design images for print and electronic publication.

		CREDIT HOURS
SEMESTER I		
GRPH 1305	Introduction to Graphic Arts and Printing	3
GRPH 1322	Electronic Publishing I	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
GRPH 1354	Electronic Publishing II	3
GRPH 1223	Digital Imaging I	2
GRPH 1258	Object-Oriented Computer Graphics	2
MATH 1414	College Algebra	4
		11
SEMESTER III		
GRPH 2341	Electronic Publishing III	3
GRPH 2336	Pre-Press Techniques	3
+Elective		3
		9
Minimum Hours Required		29

+Electives must be selected from the following:

GRPH	1391	Special Topics in Graphic and Printing Equipment Operator - Web Graphic Design	3
GRPH	1395	Special Topics in Graphic and Printing Equipment Operator - Typography	3
GRPH	2382	Cooperative Work Experience	3

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Associate Degree)

Degree Plan Number 544279

The Echocardiology Technology program is a two-year program that prepares students to function as an Echocardiographer. The first year of the program consists of general education and health occupations core courses. The second year of the program provides intensive didactic and clinical training in the medical specialty of Echocardiology.

The Echocardiology technologist performs cardio-vascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardio-grapher may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.5 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

		CREDIT HOURS
CORE CURRICULUM		
PROGRAM PREREQUISITES		
BIOL 1470	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL 1301	Composition I	3
		10

SEMESTER I
(FALL FIRST YEAR)

BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
HOCC 1270	Basic Skills I	2
HOCC 1272	Introduction to the Health Care Environment	2
HOCC 1274	Wellness	2
PSYC 2302	Applied Psychology **OR**	
PSYC 2301	Introduction to Psychology	3
		13

SEMESTER II

HOCC 1271	Basic Skills II	2
HOCC 1273	Introduction to Human Diseases	2
HOCC 1370	Health Careers Pharmacology	3
Elective	Humanities	3
SPCH 1311	Introduction to Speech Communications	3
		13

SEMESTER III
(SUMMER – 10 weeks)

ECHO 1370	Echocardiology Lab Fundamentals	3
ECHO 1270	Introduction to the Echocardiology Lab	2
		5

SEMESTER IV

ECHO 2470	Echocardiology I	4
ECHO 2670	Echocardiology Clinical I	6
		10

SEMESTER V

ECHO 2471	Echocardiology II	4
ECHO 2671	Echocardiology Clinical II	6
		10

Minimum Hours Requested 61

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Certificate)

Degree Plan Number 544289

The Echocardiology Technology Certificate Option is for a student having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology and math and physics. A background in basic ECGs and pharmacology is also required. Upon completion, a certificate will be awarded.

The Echocardiology technologist performs cardio-vascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardio-grapher may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.5 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

		CREDIT HOURS
PROGRAM PREREQUISITES		
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communications	3
		9

SEMESTER I (SUMMER – 10 weeks)		
ECHO 1370	Echocardiology Lab Fundamentals	3
ECHO 1270	Introduction to the Echocardiology Lab	2
		5
SEMESTER II (FALL)		
ECHO 2470	Echocardiology I	4
ECHO 2670	Echocardiology Clinical I	6
		10
SEMESTER III (SPRING)		
ECHO 2471	Echocardiology II	4
ECHO 2671	Echocardiology Clinical II	6
		10
Minimum Hours Requested		34

EDUCATIONAL PERSONNEL

El Centro and Richland only

(Associate Degree)

Degree Plan Number X42889

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two-year Associate in Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

The program offered at El Centro College is under the administration of Richland College. Students apply for admission and attend classes at El Centro but receive their degrees from Richland.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

		CREDIT HOURS
SEMESTER I		
EDUC 1370	Language Skills for Educational Personnel	3
EDUC 1371	Introduction to Educational Processes I	3
SPCH 1311	Introduction to Speech Communication	3
Elective	Any Non-EDUC Course	3
HIST 1301	History of the United States **OR**	
+Elective	Social/Behavioral Science	3
		15
SEMESTER II		
EDUC 1375	Principles and Practices of Multi-Cultural Communications	3
EDUC 2370	Computer Instruction for Educators	3
ENGL 1301	Composition I	3
HIST 1302	History of the United States	3
Elective		3
		15
SEMESTER III		
EDUC 2373	The Exceptional Child	3
EDUC 7271	Cooperative Work Experience* **OR**	2
EDUC 7371	Cooperative Work Experience* **OR**	(3)
EDUC 7471	Cooperative Work Experience	(4)
ENGL 1302	Composition II	3
GOVT 2301	American Government **OR**	
Elective		3
++Elective	Humanities/Fine Arts	3
		14-16
SEMESTER IV		
EDUC 7272	Cooperative Work Experience* **OR**	2
EDUC 7372	Cooperative Work Experience* **OR**	(3)
EDUC 7472	Cooperative Work Experience	(4)
GOVT 2302	American Government **OR**	
Elective		3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers	3
+++Elective		4-6
		12-16
Minimum Hours Required		60

Electives--should be selected in consultation with the Educational Personnel Program Coordinator.

+Elective--must be selected from the following:

PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3
SOCI	2319	Race, Ethnicity and Community	3

++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
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3

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

BIOL	1408	Biological Science	4
BIOL	1409	Biological Science	4
CHEM	1405	Introductory Chemistry I	4
CHEM	1407	Introductory Chemistry II	4
OFCT	1375	Beginning Keyboarding	3
OFCT	1376	Intermediate Keyboarding	3
PHYS	1311	Descriptive Astronomy	3
PHYS	1312	General Astronomy	3

*If less than 4 hours of Cooperative Work Experience are taken, student must take additional electives to meet the minimum hours required.

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.

EDUCATIONAL PERSONNEL – BILINGUAL/ESL OPTION

El Centro and Richland only

(Associate Degree)

Degree Plan Number X42899

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

Ask about special articulation agreements that utilize this program as the first two years of area University Teacher Education Programs.

		CREDIT HOURS
SEMESTER I		
EDUC 1371	Introduction to Educational Processes I	3
EDUC 1375	Principles and Practices of Multicultural Communications	3
ENGL 1301	Composition I	3
HIST 1301	History of the United States	3
SPAN 1411	Beginning Spanish	4
		16
SEMESTER II		
EDUC 1370	Language Skills for Educational Personnel	3
ENGL 1302	Composition II	3
HIST 1302	History of the United States	3
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers **OR**	
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
SPAN 1412	Beginning Spanish	4
		16-17
SEMESTER III		
EDUC 1377	Bilingual Education: Philosophy, Techniques, Materials	3
EDUC 2370	Computer Instruction for Educators	3
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-EDUC Course	3
		18
SEMESTER IV		
EDUC 2371	Techniques for Teaching English to Non-Native Speakers	3
EDUC 2373	Exceptional Child	3
EDUC 7271	Cooperative Work Experience **OR**	(2)
EDUC 7371	Cooperative Work Experience **OR**	(3)
EDUC 7471	Cooperative Work Experience	4
GOVT 2301	American Government	3
++Elective		3-4
		14-17

Minimum Hours Required 64

+Elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3

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

BUSI	1301	Introduction to Business	3
BIOL	1406	General Biology **OR**	
BIOL	1408	Biological Science	4
OFCT	1375	Beginning Keyboarding	3
PHYS	1415	Physical Science	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.

EDUCATIONAL PERSONNEL – EDUCATIONAL ASSISTANT

El Centro and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52909

This Educational Assistant certificate program provides the student with the basic knowledge and skills to work effectively in public schools as an educational aide or teacher assistant. All courses taken in this certificate program will apply to the Associate Degree program in Educational Personnel as well as to the Bilingual/ESL Option.

		CREDIT HOURS
SEMESTER I		
EDUC 1371	Introduction to Educational Processes I	3
EDUC XXXX	Any EDUC Course	3
SPCH 1311	Introduction to Speech Communication **OR**	
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers	(3)
+Technical Electives		6
		15-16
SEMESTER II		
EDUC 1370	Language Skills for Educational Personnel	3
EDUC 1375	Principles and Practices of Multicultural Communications	3
EDUC 2373	The Exceptional Child	3
ENGL 1301	Composition I	3
+Technical Elective		3
		15
Minimum Hours Required		30

+Technical Electives–must be selected from the following:

COMM	1370	Applied Communications	3
EDUC	1372	Introduction to Educational Processes II	3
EDUC	1373	Introduction to Media	3
EDUC	2370	Computer Instruction for Educators	3
EDUC	2170	Diversified Studies	1
EDUC	2270	Diversified Studies	2
EDUC	2372	Diversified Studies	3
EDUC	7271	Cooperative Work Experience	2
EDUC	7371	Cooperative Work Experience	3
EDUC	7471	Cooperative Work Experience	4
EDUC	7272	Cooperative Work Experience	2
EDUC	7372	Cooperative Work Experience	3
EDUC	7472	Cooperative Work Experience	4
ENGL	1301	Composition I	3
EITP	1470	Beginning Sign Language	4
EITP	1471	Intermediate Sign Language	4
ENGL	1302	Composition II	3
ENGL		(2000 Level Literature Course)	3
HDEV	1370	Educational and Career Planning	3
MATH	1335	Fundamental Concepts of Mathematics for Elementary Teachers **OR** Mathematics Elective	3
OFCT	1375	Beginning Keyboarding	3
OFCT	1376	Intermediate Keyboarding	3
PHED	1304	Fundamentals of Health	3
PHED	1301	Introduction to Physical Education	3
PHED	1306	Advanced First Aid and Emergency Care	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3
SOCI	2301	Marriage and Family	3
SOCI	2319	Race, Ethnicity and Community	3
SPCH	1315	Fundamentals of Public Speaking	3
SPCH	1342	Voice and Articulation	3

Art or music as appropriate and approved by EDUC instructor. Other courses occupationally appropriate and approved by the EDUC instructor.

ELECTRICAL TECHNOLOGY

North Lake only

(Associate Degree)

Degree Plan Number 742319

The Electrical Technology program prepares the student for career opportunities by developing technical knowledge and practical skills necessary to enter or advance in the electrical technology field.

Students wishing to earn an Associate in Applied Sciences Degree with a major in Electrical Technology must complete all of the courses listed below.

		CREDIT HOURS
SEMESTER I		
ELEC 1470	Fundamentals of Electricity	4
ELEC 1471	Electrical Transformers	4
ELEC 1271	General Electrical Codes	2
MATH 1374	Technical Mathematics I*	3
SPCH 1311	Introduction to Speech Communication	3
		16
SEMESTER II		
ELEC 1370	Low Voltage Circuits	3
ELEC 1371	General Electrical Wiring	3
ELEC 1472	General Electrical Planning	4
ELEC 1272	Commercial Codes	2
COMM 1370	Applied Communications	3
		15
SEMESTER III		
ELEC 2370	Commercial Wiring	3
ELEC 2470	Commercial Planning	4
ELEC 2270	Industrial Planning	2
ELEC 2271	Industrial Codes	2
ELEC 7371	Cooperative Work Experience **OR**	3
ELEC 7471	Cooperative Work Experience	(4)
HUMA 1301	Introduction to Humanities	3
		17-18
SEMESTER IV		
ELEC 2272	Electrical Motor Fundamentals	2
ELEC 2371	Solid State Controls	3
ELEC 2374	Motor Controls	3
ELEC 2375	Electrical Design	3
ELEC 7372	Cooperative Work Experience **OR**	(3)
ELEC 7472	Cooperative Work Experience	4
PSYC 2302	Applied Psychology	3
Elective		3
		20

Minimum Hours Required 68

ELECTRICAL TECHNOLOGY

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 752329

Completion of all courses listed below qualifies a student for a Certificate in Electrical Technology. The courses may be taken in any order after consultation with the instructor.

		CREDIT HOURS
SEMESTER I		
ELEC 1270	Introduction to Electrical Technology	2
ELEC 1470	Fundamentals of Electricity	4
ELEC 1471	Electrical Transformers	4
ELEC 1271	General Electrical Codes	2
MATH 1374	Technical Mathematics I*	3
		15
SEMESTER II		
ELEC 1370	Low Voltage Circuits	3
ELEC 1371	General Electrical Wiring	3
ELEC 1472	General Electrical Planning	4
ELEC 1272	Commercial Codes	2
COMM 1370	Applied Communications	3
		15

Minimum Hours Required 30

*MATH 1374 may be taken only when a science course is taken as well. Select natural science course from: Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

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

ELECTRONIC TELECOMMUNICATIONS

Eastfield only

(Associate Degree)

Degree Plan Number 442599

This program is designed to prepare students to work as hardware technicians in the field of telecommunications. The student will be trained to test, interface, trouble-shoot, and repair equipment for the telecommunications industry. The student will learn schematic interpretation, test equipment usage, and technical communications.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

ELECTRONIC TELECOMMUNICATIONS

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 453419

This one-year program provides the student with the basic skills needed in the electronic telecommunications industry. All of the courses for the one-year certificate are applicable to the Electronic Telecommunications associate degree.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONIC TELECOMMUNICATIONS-- CONVERGENCE TECHNOLOGY

North Lake only

(Associate Degree)

Degree Plan Number 744149

This program is designed to prepare students for a career in telecommunications. In partnership with NEC of America Corporation, North Lake College will prepare students to enter the field of electronics digital telephony and telecommunications. As part of their education, students will receive training on state-of-the-art telephony equipment at NEC's national training facility located in Irving, Texas.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

ELECTRONIC TELECOMMUNICATIONS-- CONVERGENCE TECHNOLOGY

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 754159

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONIC TELECOMMUNICATIONS–TECHNICAL PLATFORM

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 453769

This certificate is designed to prepare students for entry-level jobs in the electronics industry. All of the courses in this certificate are applicable to the Electronics/Computer Technology or Electronic Telecommunications associate degrees.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONIC TELECOMMUNICATIONS–WIRELESS COMMUNICATIONS TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 453759

This certificate is designed to prepare students for employment in the telecommunications industry. This certificate program provides students broad-based knowledge of wireless technology and its associated hardware. All of the courses for this certificate are applicable to the Electronic Telecommunications associate degree.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONICS/COMPUTER TECHNOLOGY

Eastfield only

(Associate Degree, Tech Prep Enhanced Skills Certificates)

Degree Plan Number 440689

This curriculum is designed to prepare a graduate to work as a technician on devices that require digital circuits such as computers, test equipment, automatic control units and central distribution systems. The student will learn schematic interpretation, test equipment usage, and technical communications.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Electronics/Computer Technology Associate Degree and provide the student advanced skills required by the industry to specialize in Computer Technology or Telecommunications.

COMPUTER TECHNOLOGY

Eastfield only

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

Degree Plan Number 437409

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

TELECOMMUNICATIONS

Eastfield only

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

Degree Plan Number 437419

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

ELECTRONICS/COMPUTER TECHNOLOGY – BASIC ELECTRONICS TECHNOLOGY

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 453219

This one-year program provides the student with the basic skills needed in the electronic industry. All of the courses for the one-year certificate are applicable to the Electronics/Computer Technology Associate Degree.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

ELECTRONICS/COMPUTER TECHNOLOGY – SEMICONDUCTOR MANUFACTURING TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 444169

This program prepares the student to perform the technical tasks within a wafer fabrication area and includes monitoring process output parameters, analyzing and troubleshooting process related problems, analyzing various chemical reactions, and making decisions which will improve yield of various wafer lots. The course of study may involve participating in wafer experiments or designing of experiments to find the source of process problems or measurement of process limits. Emphasis is placed on working closely with all members of the semiconductor manufacturing team.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

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.

ELECTRONICS TECHNOLOGY

Mountain View and North Lake only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X40309

This program prepares students for entry-level electronic technician positions by providing training in digital and analog theory and practical skills.

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Electronics Technology Associate Degree and provide the student advanced skills required by the industry to specialize in Avionics, Automated Manufacturing or Computer Maintenance.

AVIONICS

Mountain View only

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

Degree Plan Number 637429

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

AUTOMATED MANUFACTURING

Mountain View and North Lake only

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

Degree Plan Number X37439

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

COMPUTER MAINTENANCE

Mountain View and North Lake only

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

Degree Plan Number X37449

*This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/dp.htm]** or from an academic advisor beginning June 1, 1999.*

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.

ELECTRONICS TECHNOLOGY – AVIONICS TECHNOLOGY

Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 653409

This one-year certificate program is intended to provide the student with a basic electronics background and a level of knowledge and practical skills adequate to gain entry-level employment in the installation and maintenance of Aircraft Electronics Systems (Avionics). This program will concentrate on the technical knowledge offered in a lecture/supervised laboratory mode. This program is designed for A/P aircraft mechanics who install avionics.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONICS TECHNOLOGY – SEMICONDUCTOR MANUFACTURING TECHNOLOGY

Mountain View and North Lake only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X44179

This program prepares the student to perform the technical tasks within a wafer fabrication area and includes monitoring process output parameters, analyzing and troubleshooting process related problems, analyzing various chemical reactions, and making decisions which will improve yield of various wafer lots. The course of study may involve participating in wafer experiments or designing of experiments to find the source of process problems or measurement of process limits. Emphasis is placed on working closely with all members of the semiconductor manufacturing team.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

ENGINE TECHNOLOGY–MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351329

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY–MOTORCYCLE MECHANICS

Cedar Valley only

(Skills Achievement Award I)

Degree Plan Number 337189

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY–MOTORCYCLE MECHANICS

Cedar Valley only

(Skills Achievement Award II)

Degree Plan Number 337199

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--OUTBOARD MECHANICS

Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351349

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--OUTBOARD MECHANICS

Cedar Valley only

(Skills Achievement Award I)

Degree Plan Number 337209

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--OUTBOARD MECHANICS

Cedar Valley only

(Skills Achievement Award II)

Degree Plan Number 337219

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 351389

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

Cedar Valley only

(Skills Achievement Award I)

Degree Plan Number 337229

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY--SMALL ENGINE MECHANICS

Cedar Valley only

(Skills Achievement Award II)

Degree Plan Number 337239

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINEERING TECHNOLOGY – COMPUTER AIDED DESIGN OPTION

Richland only

(Associate Degree)

Degree Plan Number 843779

Design skills are required of today's CAD professionals. Knowledge of FEA, material analysis, applied mechanics, design for manufacture and CAD/CAM provides a strong base of information needed in design development.

This program stresses the entire product development process, using the parametric approach and integrating the computer as a true instrument of design - not a drafting tool.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

ENGINEERING TECHNOLOGY – CAD/CAM CERTIFICATE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853789

This certificate has been developed to provide skills for entry level CAD positions as well as the manufacturing specialists who requires training necessary for the integration of CAD and the CNC machines.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINEERING TECHNOLOGY – ELECTRONICS TECHNOLOGY

Richland only

(Associate Degree)

Degree Plan Number 843799

To meet the needs of the rapidly changing and expanding field of industrial electronics, this program stresses electronic principles and hands-on experience that can be applied to many aspects of advanced electronics. The Electronics core is complemented by Engineering Technology instruction in areas such as CAD, Fluid Power, Mechanics and Manufacturing. This program prepares individuals for technician level employment in electronics and related industries.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

ENGINEERING TECHNOLOGY – ELECTRONICS TECHNOLOGY CERTIFICATE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853809

This one-year program develops the basic skills necessary for entry-level positions in electronics and related industries. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits. All courses required for the certificate are applicable to the Electronic Technology Associate Degree.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINEERING TECHNOLOGY – AUTOMATED SYSTEMS OPTION

Richland only

(Associate Degree)

Degree Plan Number 843819

Today all levels and aspects of industry are being automated. This has created and increasing demand for individuals with the knowledge and skills required to integrate and program machines in an automated environment. This program has been designed to provide the knowledge necessary for the integration of programmable machinery and computers in automated systems utilized in materials handling, warehousing and manufacturing. This program option prepares individuals for technician level employment in the high-tech automated systems environment.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

ENGINEERING TECHNOLOGY – ROBOTICS

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853439

This one-year program provides the student with the basic skills needed in the industrial robotics industry. All of the courses for the one-year certificate are applicable to the Engineering Technology Automated Systems Associate Degree.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

FASHION DESIGN

El Centro only

(Associate Degree)

The Fashion design freshman student is provided a core curriculum of study related to the fashion industry. The basic fashion core, along with the general education courses, enables the student to enter a specialized track of either Apparel Design or Pattern Design in the second year of studies. Upon completion an Associate of Applied Arts Degree is awarded.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

FASHION DESIGN–APPAREL DESIGN

El Centro only

(Associate Degree)

Degree Plan Number 543979

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop saleable designs. Upon successful completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the design department.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

FASHION DESIGN–PATTERN DESIGN

El Centro only

(Associate Degree)

Degree Plan Number 543989

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements.. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate Degree)

Degree Plan Number 542609

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

		CREDIT HOURS
SEMESTER I		
FHSV 1370	Principles of Food and Beverage Administration* **OR**	
FHSV 1372	Organization and Management* **OR**	
FHSV 1374	Principles of Hotel Administration	3
FHSV 1376	Food Service Equipment	3
FHSV 1377	Basic Food Preparation	3
FHSV 1379	Food Service Sanitation and Safety	3
ENGL 1301	Composition I	3
MATH 1371	Business Mathematics	3
		18
SEMESTER II		
FHSV 1371	Dining Room Service Management	3
FHSV 1375	Supervision for Hospitality Services	3
FHSV 1378	Advanced Food Preparation	3
FHSV 1380	Food Purchasing, Handling and Storage	3
FHSV 1381	Nutrition and Menu Planning	3
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER III		
FHSV 2470	Quantity Food Preparation and Service	4
FHSV 2374	Food Marketing** **OR**	
FHSV 2379	Advanced Nutrition and Dietetics** **OR**	
FHSV 2380	Child Nutrition **OR**	
FHSV 2372	Hotel-Motel Sales Development**	3
FHSV 7471	Cooperative Work Experience	4
++Elective	Humanities/Fine Arts	3
+++Elective	Natural Science	3
		17
SEMESTER IV		
FHSV 1382	Food Service Cost Control	3
FHSV 2471	Advanced Quantity Food Preparation and Service	4
FHSV 7472	Cooperative Work Experience	4
PSYC 2302	Applied Psychology **OR**	
PSYC 2301	Introduction to Psychology	3
+Elective		3
		17

Minimum Hours Required 70

+Electives--must be selected from the following:

FHSV	1373	Front Office Procedures	3
FHSV	1383	Elementary Bakery Training	3
FHSV	1385	Bakery Operations and Management	3
FHSV	2170	Hotel-Restaurant-Institution-Special Topics	1
FHSV	2270	Hotel-Restaurant-Institution-Special Topics	2
FHSV	2370	Hotel-Restaurant-Institution-Special Topics	3
FHSV	2371	Hotel-Restaurant-Institution-Special Topics	3
FHSV	2373	Hotel-Motel Law	3
FHSV	2374	Food Marketing	3
FHSV	2375	Garde-Manger Training	3
FHSV	2376	Saucier Training	3
FHSV	2377	Advanced Pastry Shop Training	3
FHSV	2378	Beverage Operations and Service	3
FHSV	2379	Advanced Nutrition and Dietetics	3
ACCT	2301	Principles of Accounting I **OR**	3
ACCT	2401	Principles of Accounting I	4
BUSI	2301	Business Law	3
ECON	1303	Economics of Contemporary Social Issues	3
ECON	2301	Principles of Economics I	3

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

ARTS	1301	Art Appreciation	3
ENGL	2322	British Literature	3
ENGL	2327	American Literature	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
DRAM	1310	Introduction to Theatre	3
Foreign Language or American Sign Language			4

+++Elective--must be selected from Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

*FHSV 1370 is recommended for those interested in Commercial Food Service - such as restaurants.

*FHSV 1372 is recommended for those interested in Institutional Food Service - such as school and hospitals.

*FHSV 1373 or 1374 is recommended for those interested in Hotel/Motel Management.

*FHSV 1385 is recommended for those interested in Bakery Training.

**FHSV 2372 or 2373 is recommended for those interested in Hotel/Motel Management.

**FHSV 2374 or 2378 is suggested for those interested in Restaurant Management.

**FHSV 2379 is suggested for those interested in the areas of hospital dietetics.

**FHSV 2380 is suggested for those interested in the fields of child nutrition.

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.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 552619

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

		CREDIT HOURS
SEMESTER I		
FHSV 1370	Principles of Food and Beverage Administration **OR**	
FHSV 1372	Organization and Management **OR**	
FHSV 1374	Principles of Hotel Administration	3
FHSV 1376	Food Service Equipment	3
FHSV 1377	Basic Food Preparation	3
FHSV 1379	Food Service Sanitation and Safety	3
MATH 1371	Business Mathematics	3
		15
SEMESTER II		
FHSV 1375	Supervision for Hospitality Services	3
FHSV 1378	Advanced Food Preparation	3
FHSV 1381	Nutrition and Menu Planning	3
FHSV 1382	Food Service Cost Control	3
FHSV 2374	Food Marketing **OR**	
FHSV 2379	Advanced Nutrition and Dietetics **OR**	
FHSV 2380	Child Nutrition and Dietetics **OR**	
FHSV 2372	Hotel-Motel Sales Development	3
SPCH 1311	Introduction to Speech Communication	3
		18
Minimum Hours Required		33

FOOD AND HOSPITALITY SERVICE -- BAKERY/PASTRY

El Centro only

(Certificate)

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

Degree Plan Number 553619

This certificate program prepares the student to function in a bakeshop or pastry shop. Credits earned may be applied toward an associate degree.

		CREDIT HOURS
SEMESTER I		
FHSV 1379	Food Service Sanitation and Safety	3
FHSV 1383	Elementary Bakery Training **OR**	
FHSV 1384	Breads and Rolls	3
FHSV 2271	Entry Level Cake Decorating	2
MATH 1371	Business Mathematics	3
		11
SEMESTER II		
FHSV 1384	Breads and Rolls **OR**	
FHSV 1383	Elementary Bakery Training	3
FHSV 1386	Pies, Tarts, Tea Cakes and Cookies	3
FHSV 1385	Bakery Operations and Management	3
FHSV 1375	Supervision for Hospitality Services	3
		12
SEMESTER III		
FHSV 1387	Laminated Doughs, Pate A Choux and Donuts	3
FHSV 2377	Advanced Pastry Shop Training I	3
FHSV 7471	Cooperative Work Experience	4
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I	3
		13
SEMESTER IV		
FHSV 2381	Advanced Pastry Shop Training II	3
FHSV 7472	Cooperative Work Experience	4
+Elective	Food and Hospitality Service	2-3
		9-10
Minimum Hours Required		45

+Elective--Food and Hospitality Service elective must be selected from:

FHSV	1377	Basic Food Preparation	3
FHSV	1380	Food Purchasing, Handling, and Storage	3
FHSV	2374	Food Marketing	3
FHSV	2382	Special Topics in Baking/Pastry	3
FHSV	2272	Intermediate Cake Decorating	2

HEALTH INFORMATION MANAGEMENT – MEDICAL RECORDS TECHNICIAN

Mountain View and Richland only

(Associate Degree)

Degree Plan Number X43599

Medical Records Technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. Medical Records Technicians possess the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The medical record technician may be responsible for functional supervision of the various components of the health information system.

		CREDIT HOURS
SEMESTER I		
HIMT 1370	Medical Records I	3
HIMT 2470	Medical Terminology	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
BIOL 1470	Introduction to Human Anatomy and Physiology I	4
		17
SEMESTER II		
HIMT 1270	Clinical Practice I	2
HIMT 2370	Medical Records II	3
BIOL 1472	Introduction to Human Anatomy and Physiology II	4
MGMT 1370	Principles of Management	3
CISC 1470	Introduction to Computer Concepts and Applications	4
		16
SEMESTER III		
HIMT 1371	Pathophysiology	3
HIMT 1372	Health Information Quality Standards and Procedures	3
HIMT 1470	Disease Classification and Nomenclatures I	4
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
		16
SEMESTER IV		
HIMT 2270	Advanced Topics in Health Information Management	2
HIMT 2272	Clinical Practice II	2
HIMT 2471	Disease Classification and Nomenclatures II	4
CISC 1372	Data Communications and Operating Systems	3
PSYC 2302	Applied Psychology	3
		14
SEMESTER V		
HIMT 2271	Clinical Practice III	2
		2
Minimum Hours Required		65

+Humanities/Fine Arts Elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to Theatre	3
ENGL		(2000 Level Literature Course)	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	3
Foreign Language			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.

HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS CODING SPECIALIST

Mountain View and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53609

A Medical Records Coding Specialist assigns and sequences diseases and procedures with set classification standards and codes (ICD-9-CM, CPT, and HCFA). Responsibilities include the abstracting of medical information from outpatient and inpatient commercial, day surgery, emergency room, clinic and gastroenterology, medical records for statistical research and study purposes, and audits of unbilled accounts reports. The skills required for successful performance of this job include a working knowledge of human anatomy and physiology, medical terminology, the disease process, organization and communication skills.

		CREDIT HOURS
SEMESTER I		
HIMT 1370	Medical Records I	3
HIMT 2470	Medical Terminology	4
ENGL 1301	Composition I	3
CISC 1470	Introduction to Computer Concepts and Applications	4
BIOL 1470	Introduction to Human Anatomy and Physiology I	4
		18
SEMESTER II		
HIMT 1270	Clinical Practice I	2
HIMT 1371	Pathophysiology	3
HIMT 1470	Disease Classification and Nomenclatures I	4
SPCH 1311	Introduction to Speech Communication	3
BIOL 1472	Introduction to Human Anatomy and Physiology II	4
		16
SUMMER I		
HIMT 2471	Disease Classification and Nomenclatures II	4
		4
SUMMER II		
HIMT 2272	Clinical Practice II	2
		2
	Minimum Hours Required	40

HOTEL/MOTEL MANAGEMENT

North Lake only

(Associate Degree)

Degree Plan Number 744029

The Hotel/Motel Management Program is designed to train individuals for an entry-level management position within the Hotel/Motel industry related to the operations and management of hotels and motels. This two-year program emphasizes front office management, housekeeping management, and the operation, marketing, and sales of hotel/motel services and facilities.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

HOTEL/MOTEL MANAGEMENT

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 754039

The Hotel/Motel Management Certificate option is designed to train individuals for an entry-level management position within the Hotel/Motel industry related to the operations and management of hotels and motels. This Certificate allows the student to focus their studies on either front office management or housekeeping management.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

INTERIOR DESIGN

El Centro only

(First Professional Level Certificate in Interior Design)

(Associate Degree-Semesters I through IV)

Degree Plan Number 540339

The Interior Design Department offers both a 2-year Associate Degree in Interior Design and a 3-year Professional Certificate in Interior Design. The Professional Certificate program is accredited by the Foundation for Interior Design Education Research (FIDER). In order to be awarded the Professional Certificate, the candidate must have completed a total of 120 credit hours of college-level course work, including the Interior Design degree plan described below.

An Interior Designer is an individual who identifies, researches, and creatively solves problems relating to the functions and aesthetics of the interior environment, including issues pertaining to life safety. The Interior Designer must possess specialized knowledge in interior construction, equipment, materials, furniture and building codes.

Formal training in Interior Design prepares the individual to begin work as a design assistant and to possibly progress to full professional status and independent practice. In order to be fully licensed as an Interior Designer by the State of Texas, one must have an appropriate combination of formal education and practical experience, and must also pass a formal examination administered by the National Council for Interior Design Qualification (NCIDQ).

		CREDIT HOURS
FALL - SEMESTER I		
INTD 1370	Color Theory and Applications for Interior Designers*	3
INTD 1374	Interior Design Studio I*	3
INTD 1371	Drafting for Interior Designers*	3
ARTS 1303	Survey of Art History **OR**	
ARTS 1304	Survey of Art History	3
ARTS 1316	Drawing I	3
		15
SPRING - SEMESTER II		
INTD 1375	Interior Design Studio II*	3
INTD 1372	Construction Drawings for Interior Designers*	3
INTD 1376	Perspective Drawing and Design Sketching*	3
INTD 1373	History of Modern Design*	3
ENGL 1301	Composition I	3
		15
SUMMER SESSION I		
HUMA 1301	Introduction to the Humanities **OR**	
PHIL 1301	Introduction to Philosophy **OR**	
	Foreign Language (on approval) **OR**	
	American Sign Language (on approval)	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
		6
SUMMER SESSION II		
PSYC 2301	Introduction to Psychology **OR**	
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		6
FALL - SEMESTER III		
INTD 2371	Interior Design Studio III	3
INTD 2373	Rendering for Interior Design	3
INTD 2374	Textiles for Interior Design	3
INTD 2377	History of the Interior Arts	3
ARCH 1315	Computer Graphics	3
		15
SPRING - SEMESTER IV		
INTD 2372	Interior Design Studio IV	3
INTD 2375	Materials for Interior Design	3
INTD 2376	Lighting Design	3
INTD 2378	Comparative Survey of Styles	3
Elective	Any Non-INTD Course	3
		15
Minimum Hours Required For Associate Degree		72
FALL - SEMESTER V		
INTD 3370	Interior Design Studio V	3
INTD 3374	Directed Design Research	3
INTD 3372	Professional Practice for Interior Designers	3
INTD 3373	Restoration and Preservation	3
		12
SPRING - SEMESTER VI		
INTD 3470	Interior Design Studio VI	4
INTD 3375	Directed Design Studies	3
INTD 7271	Cooperative Work Experience** **OR**	2
INTD 7371	Cooperative Work Experience**	(3)
ARCH 2371	Architectural Computer Graphics II	3
		12-13
Degree Plan Total		96
Minimum Hours Required for Professional Certificate		120

Upon completion of the course work required for semesters one through six and an additional twenty-four credit hours of approved course work (as required by F.I.D.E.R.), the student will qualify for the "First Professional Degree Level Certificate" in Interior Design.

*A required prerequisite for INTD 2371.

**Also offered in summer as flex-entry.

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.

INTERNATIONAL BUSINESS AND TRADE

Richland only

(Associate Degree)

Degree Plan Number 843109

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the growing international trade community. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness. Emphasis is placed on the contribution of exports to the local, state, and national economies. Entrepreneurs or managers of firms with export potential may also benefit from international business and trade studies.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

INTERNATIONAL BUSINESS AND TRADE CERTIFICATE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853119

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 554049

This El Centro College Internet Publishing, Training and Commerce Program is designed to prepare individuals to perform the duties of Web Site Production Specialists who function as members of a Webmaster Team. The Certificate Option curricula is designed to provide a series of courses teaching students how to integrate text, still graphics, audio and video materials into a digital, media-rich information, training and electronic commerce space. The program is three semesters in length, awarding 37 credit hours upon successful completion.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
ARTS 1311	2D Design	3
WEBT 1270	The Multimedia/Internet Computer: Components and Operating Systems	2
WEBT 1271	Introduction to Internet Publishing	2
WEBT 1272	Digital Media Production	2
		12
SEMESTER II		
WEBT 1273	Instructional Design for Interactive Publishing	2
WEBT 1274	Writing for Interactive Publishing	2
WEBT 1275	Digital Graphics and Advanced Visual Design	2
WEBT 1276	Web Site Production Techniques	2
WEBT 1277	Authoring Web-Based Training	2
WEBT 1278	2D Digital Animation for Internet Publishing	2
		12
SEMESTER III		
SPCH 1311	Introduction to Speech Communication	3
WEBT 1279	Virtual Reality for Internet Publishing	2
WEBT 1280	Web-Based Marketing and Commerce	2
WEBT 1281	Managing Large-Scale Interactive Projects	2
WEBT 1282	Authoring for New Media	2
WEBT 1283	Portfolio	2
		13
Minimum Hours Required		37

INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

El Centro only

(Advanced Certificate)

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

Degree Plan Number 554059

The El Centro College Internet Publishing, Training and Commerce Program's Advanced Certificate Option is designed to prepare individuals in advanced management of Web server technology. Skills taught allow the Web Site Production Specialist to configure Web servers to provide secure transactions, private communications and data base access. Site maintenance and management of server security are also implemented.

The Advanced Certificate requires successful completion of the Internet Publishing, Training and Commerce Technology Certificate Option prior to admission. Upon successful completion of a fourth semester, graduates will earn an additional 12 credit hours; earning a grand total of 49 credit hours for the Advanced Certificate Option.

		CREDIT HOURS
SEMESTER I		
ENGL 1301	Composition I	3
ARTS 1311	2D Design	3
WEBT 1270	The Multimedia/Internet Computer: Components and Operating Systems	2
WEBT 1271	Introduction to Internet Publishing	2
WEBT 1272	Digital Media Production	2
		12
SEMESTER II		
WEBT 1273	Instructional Design for Interactive Publishing	2
WEBT 1274	Writing for Interactive Publishing	2
WEBT 1275	Digital Graphics and Advanced Visual Design	2
WEBT 1276	Web Site Production Techniques	2
WEBT 1277	Authoring Web-Based Training	2
WEBT 1278	2D Digital Animation for Internet Publishing	2
		12
SEMESTER III		
SPCH 1311	Introduction to Speech Communication	3
WEBT 1279	Virtual Reality for Internet Publishing	2
WEBT 1280	Web-Based Marketing and Commerce	2
WEBT 1281	Managing Large-Scale Interactive Projects	2
WEBT 1282	Authoring for New Media	2
WEBT 1283	Portfolio	2
		13
SEMESTER IV		
WEBT 1284	Web Server Management	2
WEBT 1285	Web Site Maintenance	2
WEBT 1286	Web-Based Training System Management	2
WEBT 1370	Internet Scripting Languages	3
WEBT 7371	Cooperative Work Experience	3
		12
Minimum Hours Required		49

INTERPRETER TRAINING PROGRAM

Eastfield only

(Associate Degree)

Degree Plan Number 442919

The major in Interpreter Training prepares students to work as professional interpreters with deaf and hearing consumers. During the two-year curriculum, students gain knowledge about the field of American Sign Language interpreting, deafness and American Deaf Culture, the skill to produce American Sign Language and then the skill to interpret between American Sign Language and English.

The student must demonstrate competence in English in order to acquire an in-depth facility in/knowledge of American Sign Language.

The Interpreter Training Program is designed to prepare hearing students for Interpreter Certification testing either at the state or national level.

Prior to enrollment in this program, you must contact the Interpreter Training Program Chair for advisement.

		CREDIT HOURS
SEMESTER I		
EITP 1370	Introduction to Deafness	3
EITP 1470	American Sign Language I	4
EITP 1170	Receptive Fingerspelling	1
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
PSYC 2301	Introduction to Psychology	3
		17
SEMESTER II		
EITP 1371	Psychosocial Aspects of Deafness	3
EITP 1372	Introduction to Interpreting	3
EITP 1373	Mime for Interpreters	3
EITP 1471	American Sign Language II	4
SPCH 1342	Voice and Articulation	3
		16
SEMESTER III		
EITP 2470	American Sign Language III	4
EITP 2373	Interpreting: Sign to Voice	3
EITP 2374	Interpreting: Voice to Sign	3
BIOL 1408	Biological Science **OR**	
BIOL 1406	General Biology	4
+Elective	Humanities/Fine Arts	3
		17
SEMESTER IV		
EITP 2376	Transliterating: Sign to Voice	3
EITP 2377	Transliterating: Voice to Sign	3
EITP 2375	Practicum	3
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra **OR**	
MATH 1332	College Mathematics	(3)
		12-13

Minimum Hours Required 62

+Electives--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
MUSI	1306	Music Appreciation 3
PHIL	1301	Introduction to Philosophy 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.

INVASIVE CARDIOVASCULAR TECHNOLOGY

El Centro only

(Associate Degree)

Degree Plan Number 543919

The El Centro Invasive Cardiovascular Technology program is a two-year Associate degree program. The intensive didactic and clinical training program prepares the graduate for employment in the medical specialty of invasive cardiovascular technology as an invasive cardiovascular technologist.

Invasive Cardiovascular Technology students study the theory of techniques used in diagnosis, treatment, and follow-up of cardiovascular disease in humans.

Invasive cardiovascular technologists work in cardiac catheterization laboratories. They assist the cardiologist in performing intracardiac pressure and electrical measurements, oximetry determination, angiocardiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catheterization including catheter insertion, operation of the electronic instruments, and calculation of the cardiac data used by the physician in confirming diagnosis and designing treatment for the cardiac patient.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or better, and completion of all requirements for admissions as a full-time student to the College. Applicants are rank-ordered for admission based on the grade point earned on prerequisite courses, interviews and letters of recommendation. Contact the Assessment Center at El Centro College to sign up for the assessment tests, and Health Occupational Admissions, to receive an information packet.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT, 9111 Old Georgetown Road, Bethesda, Maryland 20814-1699: Telephone number 301-493-2334).

		CREDIT HOURS
CORE CURRICULUM – SEMESTERS I AND II		
PROGRAM PREREQUISITES		
BIOL 1470	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
ENGL 1301	Composition I	3
		10
SEMESTER I (FALL-FIRST YEAR)		
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
HOCC 1270	Basic Skills I	2
HOCC 1272	Introduction to the Health Care Environment	2
HOCC 1274	Wellness	2
PSYC 2302	Applied Psychology **OR**	
PSYC 2301	Introduction to Psychology	3
		13
SEMESTER II		
HOCC 1271	Basic Skills II	2
HOCC 1273	Introduction to Human Diseases	2
HOCC 1370	Health Careers Pharmacology	3
Elective	Humanities	3
SPCH 1311	Introduction to Speech Communications	3
		13
SEMESTER III SUMMER (9 Weeks)		
ICVT 1375	Cath Lab Fundamentals	3
ICVT 1272	Introduction to the Cath Lab	2
		5
SEMESTER IV (FALL-SECOND YEAR)		
ICVT 2470	Cath Lab I	4
ICVT 2670	Cath Lab Clinical I	6
		10
SEMESTER V (SPRING)		
ICVT 2471	Cath Lab II	4
ICVT 2671	Cath Lab Clinical II	6
		10
Minimum Hours Required		61

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.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1999.

MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43669

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53469

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43669

The Management degree is a transfer degree for working students that permits them to earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43669

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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 -- BUSINESS MARKETING

Brookhaven and Cedar Valley only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X44009

The Business Marketing program provides an opportunity for students to acquire knowledge and training for careers in sales and marketing. In addition to a broad program of study encompassing all phases of marketing, students apply what is learned in the classroom to real-life situations in the business sector. Cooperative work experience provides students with the necessary skills to become competent in the industry.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

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

Degree Plan Number X37459

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53999

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MARKETING CAREERS – FASHION MARKETING

Brookhaven and Cedar Valley only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42349

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

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

Degree Plan Number X37469

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53519

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MARKETING CAREERS – FASHION MARKETING – SHOWROOM MANAGER

Brookhaven and Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53529

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MARKETING CAREERS -- FASHION MARKETING -- VISUAL MERCHANDISING ASSISTANT

Brookhaven and Cedar Valley only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53539

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

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College Distnct homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MEDICAL ASSISTING

El Centro and Mountain View only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53869

This 12-month program is designed to prepare individuals to perform the duties of a medical assistant who can function in an acute care clinical setting or physician's office in the areas of: medical office administration, clinical lab procedures, and examining room assisting. The student may elect to complete the program either as a block CEU program or as a credit certificate program. This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP). Students who complete the entire program are eligible to sit for the Certified Medical Assistant Exam through the American Association of Medical Assistants (AAMA).

		CREDIT HOURS
SEMESTER I		
MEDA 1170	Law and Ethics for Health Professionals	1
MEDA 1171	Medical Emergencies	1
MEDA 1172	Computer Applications for the Medical Office	1
MEDA 1271	Human Diseases	2
MEDA 1370	Medical Terminology	3
ENGL 1301	Composition I	3
		11
SEMESTER II		
MEDA 1270	Medical Office Procedures I	2
MEDA 1272	Transcription for the Medical Office	2
MEDA 1273	Medical Office Procedures II	2
MEDA 1274	Medical Office Externship	2
MEDA 1279	Medical Office Coding and Insurance	2
SPCH 1311	Introduction to Speech Communications	3
		13
SEMESTER III		
MEDA 1275	Clinical Procedures I	2
MEDA 1276	Clinical Procedures II	2
MEDA 1277	Medical Office Laboratory Procedures	2
MEDA 1278	Clinical Office Externship	2
MEDA 1280	Pharmacology and Medication Administration	2
		10

Minimum Hours Required 34

Note: Pending approval curriculum changes will affect students admitted Fall 1999.

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate Degree)

Degree Plan Number 542389

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 8410 West Bryn Mawr, Suite 670, Chicago, Illinois, 60631-3415: Telephone 773-714-8880).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point average earned on the two pre-requisite courses, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions, to receive an information packet.

Upon completion of the program, the student is awarded an Associate of Applied Science Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP).

		CREDIT HOURS
PROGRAM PREREQUISITES		
BIOL 1470	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I	3
		7
SEMESTER I (FALL-FIRST YEAR)		
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
CHEM 1411	General Chemistry	4
HOCC 1270	Basic Skills I	2
HOCC 1272	Introduction to the Health Care Environment	2
HOCC 1273	Introduction to Human Diseases	2
HOCC 1274	Wellness	2
		16
SEMESTER II (SPRING FIRST YEAR)		
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra	(4)
CHEM 1412	General Chemistry	4
HOCC 1271	Basic Skills II	2
SPCH 1311	Introduction to Speech Communications	3
MDLT 1470	Hematology	4
		16
SEMESTER III (MAY TERM FIRST YEAR)		
MDLT 1171	Practicum I	1
		1
SEMESTER IV (SUMMER SESSION I FIRST YEAR)		
BIOL 2420	General Microbiology **OR**	
CHEM 2423	Organic Chemistry	4
		4
SEMESTER V (SUMMER SESSION II FIRST YEAR)		
PSYC 2301	Introduction to Psychology	3
+Elective	Humanities/Fine Arts	3
		6
SEMESTER VI (FALL SECOND YEAR)		
MDLT 2570	Clinical Chemistry	5
MDLT 2371	Immunology/Serology	3
MDLT 2272	Clinical Practicum II	2
		10
SEMESTER VII (SPRING SECOND YEAR)		
MDLT 2372	Immunohematology	3
MLDT 2473	Clinical Microbiology	4
HOCC 1370	Health Careers Pharmacology	3
		10
SEMESTER VIII (SUMMER SESSION SECOND YEAR)		
MDLT 2273	Clinical Practicum III	2
		2
Minimum Hours Required		72

+Humanities/Fine Arts Elective must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL		(2000 Level Literature Courses)	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

NOTE: MDLT designated courses available daytime only, other courses available at night.

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.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1999.

MEDICAL STAFF SERVICES

El Centro only

(Associate Degree)

Degree Plan Number 544069

The Medical Staff Services program includes a two-year, 64 credit hour curriculum. The program is designed to prepare individuals to perform duties of a Medical Staff Service Coordinator in health care settings, including hospitals, managed care organizations, and credentialing organizations.

A Medical Staff Services Coordinator provides credentialing and monitoring services for physicians and allied health professionals. Confidentiality and legal issues associated with accredited services of health care organizations, peer review and impaired physicians issues are included in the responsibilities of a Medical Staff Services Coordinator.

Upon completion of the program, graduates are eligible to sit for the National Association of Medical Staff Services (NAMSS) Certification Examination.

Admission requirements include attending an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, and completion of all requirements for admission as a student to the college. Applicants are ranked according to grade point average earned on two prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the pre-entrance assessment tests and Health Occupations Admissions to receive an information packet.

		CREDIT HOURS
PREREQUISITES		
CISC 1470	Introduction to Computer Concepts and Applications	4
MATH 1342	Introductory Statistics*	3
		7
SEMESTER I		
BIOL 1470	Introduction to Human Anatomy and Physiology	4
ENGL 1301	Composition I	3
MEDT 1470	Medical Terminology	4
MEDT 1270	Disease Processes I	2
MEDS 1370	Medical Staff Services I	3
MEDT 1271	Introduction to Medical Word Processing	2
		18
SEMESTER II		
BIOL 1472	Introduction to Human Anatomy and Physiology	4
SPCH 1311	Introduction to Speech Communications	3
MEDS 1371	Medical Staff Services II	3
MEDT 1472	Disease Processes II	4
MEDS 1270	Legal and Ethical Aspects of Health Care	2
		16
SEMESTER III		
OFCT 1380	Business Software Applications I	3
MGMT 1370	Principles of Management	3
PSYC 2301	Introduction to Psychology	3
MEDS 2270	Performance Improvement	2
MGMT 1374	Introduction to Supervision	3
		14
SEMESTER IV		
MEDS 2370	Medical Staff Sciences Directed Study	3
Elective	Humanities/Fine Arts	3
MGMT 2373	Organizational Behavior	3
		9
Minimum Hours Required		64

*MATH 1414 College Algebra or MATH 1314 College Algebra may be substituted for MATH 1342 Introductory Statistics.

MEDICAL TRANSCRIPTION

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 550659

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

Admission requirements include an information session, satisfactory scores on assessment tests and a typing test, rank ordering by grade point average, and meeting all requirements for admission as a full-time student. Call Health Occupations Admissions to receive an information packet.

		CREDIT HOURS
SEMESTER I		
MEDT 1470	Medical Terminology	4
MEDT 1370	Fundamentals of Medical Transcription	3
MEDT 1270	Disease Processes I	2
MEDT 1271	Introduction to Medical Word Processing	2
BIOL 1470	Introduction to Human Anatomy and Physiology	4
ENGL 1301	Composition I	3
		18
SEMESTER II		
MEDT 1471	Medical Transcription	4
MEDT 1472	Disease Processes II	4
MEDT 7472	Cooperative Work Experience	4
BIOL 1472	Introduction to Human Anatomy and Physiology	4
SPCH 1311	Introduction to Speech Communication	3
		19
Minimum Hours Required		37

A grade of "C" or better is required in all courses for certificate completion.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

MORTGAGE BANKING

North Lake only

(Associate Degree)

Degree Plan Number 743209

This program is designed to develop the skills and knowledge necessary so that a graduate may advance in career paths appropriate to that person's own particular interests and abilities in the field of mortgage banking. In addition to the specific technical skills and knowledge required to originate, process and manage mortgage loans, the graduate will have covered skills in other areas such as real estate, planning and organization, problem solving and decision making, communication, accounting and business.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

MORTGAGE BANKING -- DESIGNATE

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 753399

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MORTGAGE BANKING – INTERN

North Lake only

(Skills Achievement Award)

Degree Plan Number 737169

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

MULTIMEDIA TECHNOLOGY— INTERNET COMMUNICATIONS

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853829

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1377	Internet Communications Design	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 1378	Advanced Internet	3
MULT 1379	Multimedia Project Design	3
+Elective		3-4
		12-13
Minimum Hours Required		36

+Elective–student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

MULTIMEDIA TECHNOLOGY— INTERNET COMMUNICATIONS

Richland only

(Level II Certificate)

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

Degree Plan Number 853839

The Internet Communications Certificate programs teach the design and development of web sites for corporate, commercial and educational uses. Special emphasis is placed on incorporating multimedia elements to develop dynamic web sites. In addition to learning advanced HTML and page layout techniques, students learn basic web server technology and client-side scripting. Classes also address networks, security, and legal issues as they relate to the Internet.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1377	Internet Communications Design	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 1378	Advanced Internet	3
MULT 1379	Multimedia Project Design	3
+Elective		3-4
		12-13
SEMESTER IV		
MULT 2372	Advanced Internet Seminar	3
MULT 1380	Multimedia Portfolio	3
MULT 7371	Cooperative Work Experience **OR**	
MULT 2375	Multimedia Production Team	3
+Elective		3
		12
Minimum Hours Required		48-49

+Elective--student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

MULTIMEDIA TECHNOLOGY—MULTIMEDIA AUTHORING

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854299

The Multimedia Authoring Certificate programs train students in the development of interactive animation and training applications of corporations, educational institutions, government organizations, and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1374	Multimedia Authoring II	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 2370	2D Animation II	3
MULT 1379	Multimedia Project Design	3
+Elective		3
		12
Minimum Hours Required		36

+Elective--student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

MULTIMEDIA TECHNOLOGY— MULTIMEDIA AUTHORING

Richland only

(Level II Certificate)

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

Degree Plan Number 854309

The Multimedia Authoring Certificate programs train students in the development of interactive animation and training applications of corporations, educational institutions, government organizations, and publishers. Students develop multimedia pieces for both CD-ROM and Internet/Intranet delivery using the leading tools for web-based multimedia and learning.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1374	Multimedia Authoring II	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 2370	2D Animation II	3
MULT 1379	Multimedia Project Design	3
+Elective		3
		12
SEMESTER IV		
MULT 2373	Advanced Authoring Seminar	3
MULT 1380	Multimedia Portfolio	3
MULT 7371	Cooperative Work Experience **OR**	
MULT 2375	Multimedia Production Team	3
+Elective		3
		12
Minimum Hours Required		48

+Elective--student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

MULTIMEDIA TECHNOLOGY—VISUAL DESIGN

Richland only

(Level I Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 854319

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1375	Computer Illustration	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 2371	3D Graphics	3
MULT 1379	Multimedia Project Design	3
+Elective		3
		12
Minimum Hours Required		36

+Elective--student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

MULTIMEDIA TECHNOLOGY—VISUAL DESIGN

Richland only

(Level II Certificate)

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

Degree Plan Number 854329

The Visual Design Certificate programs prepare students for image creation and manipulation on the computer. Courses focus on digital imaging techniques, animation and 3D graphics manipulation. Students also learn to incorporate graphics in pages for Internet delivery as well as on CD-ROM.

		CREDIT HOURS
SEMESTER I		
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment	3
MULT 1373	Multimedia Authoring I	3
MULT 1383	Digital Imaging for Multimedia	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER II		
MULT 1371	Video and Audio Techniques	3
MULT 1382	2D Animation I	3
MULT 1375	Computer Illustration	3
SPCH 1311	Introduction to Speech Communication **OR**	
ENGL 1301	Composition I **OR**	
MATH 1371	Business Mathematics	3
		12
SEMESTER III		
MULT 1372	Multimedia Project Management	3
MULT 2371	3D Graphics	3
MULT 1379	Multimedia Project Design	3
+Elective		3
		12
SEMESTER IV		
MULT 2374	Advanced Digital Imaging Seminar	3
MULT 1380	Multimedia Portfolio	3
MULT 7371	Cooperative Work Experience **OR**	
MULT 2375	Multimedia Production Team	3
+Elective		3
		12
Minimum Hours Required		48

+Elective--student must select from the following:

ENGL 2311	Technical Writing	3
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course		3-4

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.

OFFICE TECHNOLOGY – ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42079

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 [1] **OR**	
OFCT 1376	Intermediate Keyboarding	3
OFCT 1377	Office Systems and Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER II		
OFCT 1373	Office Procedures [2]	3
OFCT 1376	Intermediate Keyboarding [1] **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 [3]	3
		15
SEMESTER III		
OFCT 1371	Automated Filing	3
OFCT 1378	Text Processing Transcription [4]	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 [5]		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

[1] 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.

[2] For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be substituted.

[3] 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

[4] For legal emphasis, OFCT 1374 (Legal Terminology and Transcription) may be substituted.

[5] 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	8481	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.

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Office Technology Associate Degree and provides the student advanced skills required by the industry to specialize in Medical Administrative Assistant.

MEDICAL ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

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

Degree Plan Number X37559

		CREDIT HOURS
SEMESTER I		
OFCT 2375	Medical Office Procedures	3
OFCT 2376	Medical Transcription	3
HIMT 2470	Medical Terminology	4
HIMT 2370	Medical Records	3
		13

Minimum Hours Required..... 13

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

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)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X52099

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

		CREDIT HOURS
SEMESTER I		
OFCT 1372	Office Calculating Machines	3
OFCT 1375	Beginning Keyboarding[1] **OR**	
OFCT 1376	Intermediate Keyboarding[1]	3
OFCT 1377	Office Systems and Applications	3
ENGL 1301	Composition I	3
MATH 1371	Business Mathematics[2] **OR**	
SPCH 1311	Introduction to Speech	3
		15
SEMESTER II		
OFCT 1373	Office Procedures	3
OFCT 1376	Intermediate Keyboarding **OR**	
OFCT 1379	Word Processing I[1]	3
OFCT 1378	Text Processing Transcription	3
OFCT 1379	Word Processing I **OR**	
OFCT 1380	Business Software Applications I	3
		12
SEMESTER III		
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)
		12

Minimum Hours Required 39

[1] 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.

[2] 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 -- OFFICE ASSISTANT

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237509

This one-semester achievement program will prepare you with up-to-date office skills that will enable you to become more marketable in today's competitive job market. This achievement program is for administrative clerks, receptionists, and secretaries, or anyone who wants to upgrade their job skills. In just four months, get quality hands-on computer and word processing training and learn how to apply current office procedures. Upon completion, you will have earned 13 college credits.

		CREDIT HOURS
SEMESTER I		
OFCT 1175	Office Machines I	1
OFCT 1373	Office Procedures	3
OFCT 1375	Beginning Keyboarding	3
OFCT 1377	Office Systems and Applications	3
OFCT 1379	Word Processing I	3
		13

Minimum Hours Required 13

OFFICE TECHNOLOGY -- RECEPTIONIST

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53549

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

		CREDIT HOURS
SEMESTER I		
OFCT 1372	Office Calculating Machines	3
OFCT 1376	Intermediate Keyboarding [1] **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
		12
SEMESTER II		
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
		9

Minimum Hours Required 21

[1] Prerequisite: OFCT 1375 or demonstrated competency.

OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

Offered at all seven campuses

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X53559

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

		CREDIT HOURS
SEMESTER I		
OFCT 1376	Intermediate Keyboarding [1] **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
		12
SEMESTER II		
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
		12
Minimum Hours Required		24

[1] Prerequisite: OFCT 1375 or demonstrated competency.

ORNAMENTAL HORTICULTURE TECHNOLOGY – GREENHOUSE FLORIST OPTION

Richland only

(Associate Degree)

Degree Plan Number 841079

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

		CREDIT HOURS
SEMESTER I		
HORT 1470	Horticulture Science	4
HORT 1270	Landscape Trees	2
HORT 1471	Floral Design	4
BIOL 1411	Introductory Botany* **OR**	
BIOL 1408	Biological Science	4
ENGL 1301	Composition I* **OR**	
COMM 1370	Applied Communications	3
		17
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1370	Herbaceous and Exotic Plants	3
ARTS 1311	2D Design **OR**	
ARTS 1316	Drawing I	3
CISC 1470	Introduction to Computer Concepts and Applications	4
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
PSYC 2301	Introduction to Psychology* **OR**	
PSYC 2302	Applied Psychology	3
		18
SEMESTER III		
HORT 1272	Interior Plant Identification	2
HORT 2470	Greenhouse Horticulture	4
HORT 2376	Flower Shop Management	3
MRKT 2370	Principles of Marketing* **OR**	
MRKT 1370	Principles of Retailing	3
SPCH 1311	Introduction to Speech Communication	3
Elective	Any Non-HORT Course	3
		18
SEMESTER IV		
HORT 1372	Fundamentals of Landscape Planning	3
HORT 2374	Foliage Plants and Interiorscaping	3
HORT 2373	Advanced Floral Design	3
HORT 7371	Cooperative Work Experience **OR**	
HORT 2372	Problems and Practices in Industry	3
ACCT 2301	Principles of Accounting I* **OR**	3
ACCT 2401	Principles of Accounting I* **OR**	(4)
ACCT 1371	Elementary Accounting	(3)
		15
Minimum Hours Required		68

*Indicates the preferred class in transferring to four-year institutions.

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.

ORNAMENTAL HORTICULTURE TECHNOLOGY – INTERIORSCAPE OPTION

Richland only

(Associate Degree)

Degree Plan Number 843299

This option prepares an individual to enter the interiorscape industry which includes designing and maintaining tropical plants in commercial buildings, offices, and malls. The students will study design principles, management methods, tropical plant identification and maintenance, greenhouse production, and plant propogation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

		CREDIT HOURS
SEMESTER I		
HORT 1470	Horticulture Science	4
HORT 1270	Landscape Trees	2
HORT 1471	Floral Design	4
HORT 1371	Landscape Development I	3
HORT 1372	Fundamentals of Landscape Planning	3
BIOL 1411	Introductory Botany* **OR**	
BIOL 1408	Biological Science	4
		20
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1370	Herbaceous and Exotic Plants	3
HORT 1373	Landscape Development II	3
ENGL 1301	Composition I* **OR**	
COMM 1370	Applied Communications	3
PSYC 2301	Introduction to Psychology* **OR**	
PSYC 2302	Applied Psychology	3
HORT 1273	Landscape Computer Design	2
		16
SEMESTER III		
HORT 1272	Interior Plant Identification	2
HORT 2470	Greenhouse Horticulture	4
HORT 2471	Landscape Design	4
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
ARTS 1311	2D Design **OR**	
ARTS 1316	Drawing I	3
		16
SEMESTER IV		
HORT 2371	Landscape Management	3
HORT 7371	Cooperative Work Experience **OR**	
HORT 2372	Problems and Practices in Industry	3
HORT 2374	Foliage Plants and Interiorscaping	3
CISC 1470	Introduction to Computer Concepts and Applications	4
SPCH 1311	Introduction to Speech Communication	3
		16

Minimum Hours Required 68

*Indicates the preferred class in transferring to 4-year institutions.

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

ORNAMENTAL HORTICULTURE TECHNOLOGY – INTERIORSCAPE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853309

		CREDIT HOURS
SEMESTER I		
HORT 1272	Interior Plant Identification	2
HORT 1371	Landscape Development I	3
HORT 1372	Fundamentals of Landscape Planning	3
HORT 1470	Horticulture Science	4
HORT 1471	Floral Design	4
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
		19
SEMESTER II		
HORT 1370	Herbaceous and Exotic Plants	3
HORT 1373	Landscape Development II	3
HORT 2374	Foliage Plants and Interiorscaping	3
HORT 7371	Cooperative Work Experience	3
Elective	Any non-HORT course	3
		15
Minimum Hours Required		34

*Indicates the preferred class in transferring to 4-year institutions.

ORNAMENTAL HORTICULTURE TECHNOLOGY – LANDSCAPE MANAGEMENT OPTION

Richland only

(Associate Degree)

Degree Plan Number 842429

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

		CREDIT HOURS
SEMESTER I		
HORT 1270	Landscape Trees	2
HORT 1371	Landscape Development I	3
HORT 1372	Fundamentals of Landscape Planning	3
HORT 1470	Horticulture Science	4
BIOL 1411	Introductory Botany* **OR**	
BIOL 1408	Biological Science	4
ENGL 1301	Composition I* **OR**	
COMM 1370	Applied Communications	3
		19
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1370	Herbaceous and Exotic Plants	3
HORT 1373	Landscape Development II	3
CISC 1470	Introduction to Computer Concepts and Applications	4
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
HORT 1273	Landscape Computer Design	2
		17
SEMESTER III		
HORT 1272	Interior Plant Identification	2
HORT 7371	Cooperative Work Experience **OR**	
HORT 2372	Problems and Practices in Industry	3
HORT 2471	Landscape Design	4
ACCT 2301	Principles of Accounting I* **OR**	3
ACCT 2401	Principles of Accounting I* **OR**	(4)
ACCT 1371	Elementary Accounting	(3)
PSYC 2301	Introduction to Psychology* **OR**	
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		18
SEMESTER IV		
HORT 2371	Landscape Management	3
HORT 2374	Foliage Plants and Interiorscaping	3
HORT 2375	Advanced Landscape Planning	3
HORT 7372	Cooperative Work Experience	3
ARTS 1311	2D Design **OR**	
ARTS 1316	Drawing I	3
		15
Minimum Hours Required		69

*Indicates the preferred class in transferring to four-year institutions.

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.

ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE NURSERY OPTION

Richland only

(Associate Degree)

Degree Plan Number 842439

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

		CREDIT HOURS
SEMESTER I		
HORT 1470	Horticulture Science	4
HORT 1270	Landscape Trees	2
HORT 1371	Landscape Development I	3
HORT 1372	Fundamentals of Landscape Planning	3
BIOL 1411	Introductory Botany* **OR**	
BIOL 1408	Biological Science	4
ENGL 1301	Composition I* **OR**	
COMM 1370	Applied Communications	3
		19
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1370	Herbaceous and Exotic Plants	3
HORT 1373	Landscape Development II	3
CISC 1470	Introduction to Computer Concepts and Applications	4
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
HORT 1273	Landscape Computer Design	2
		17
SEMESTER III		
HORT 2270	Propagation of Woody Ornamental Plants	2
HORT 2370	Nursery Operations	3
HORT 2470	Greenhouse Horticulture	4
HORT 2471	Landscape Design	4
ARTS 1311	2D Design **OR**	
ARTS 1316	Drawing I	3
PSYC 2301	Introduction to Psychology* **OR**	
PSYC 2302	Applied Psychology	3
		19
SEMESTER IV		
HORT 2371	Landscape Management	3
HORT 7371	Cooperative Work Experience **OR**	
HORT 2372	Problems and Practices in Industry	3
HORT 2374	Foliage Plants and Interiorscaping	3
HORT 2375	Advanced Landscape Planning	3
SPCH 1311	Introduction to Speech Communication	3
		15

Minimum Hours Required 70

*Indicates the preferred class in transferring to four-year institutions.

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.

ORNAMENTAL HORTICULTURE TECHNOLOGY – FLORIST CERTIFICATE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 851169

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

		CREDIT HOURS
SEMESTER I		
HORT 1471	Floral Design	4
ACCT 2301	Principles of Accounting I* **OR**	3
ACCT 2401	Principles of Accounting I* **OR**	(4)
ACCT 1371	Elementary Accounting	(3)
ARTS 1311	2D Design **OR**	
ARTS 1316	Drawing I	3
MATH 1371	Business Mathematics	3
PSYC 2301	Introduction to Psychology* **OR**	
PSYC 2302	Applied Psychology	3
		16
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1272	Interior Plant Identification	2
HORT 1370	Herbaceous and Exotic Plants	3
HORT 2373	Advanced Floral Design	3
HORT 2376	Flower Shop Management	3
HORT 7371	Cooperative Work Experience	3
		16
Minimum Hours Required		32

*Indicates the preferred class in transferring to four-year institutions.

ORNAMENTAL HORTICULTURE TECHNOLOGY – LANDSCAPE GARDENER CERTIFICATE

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 851179

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

		CREDIT HOURS
SEMESTER I		
HORT 1270	Landscape Trees	2
HORT 1372	Fundamentals of Landscape Planning	3
HORT 1470	Horticulture Science	4
PSYC 2301	Introduction to Psychology*, **OR**	
PSYC 2302	Applied Psychology	3
MATH 1324	Mathematics for Business and Economics I* **OR**	
MATH 1371	Business Mathematics	3
		15
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Ground Cover	2
HORT 1272	Interior Plant Identification	2
HORT 1370	Herbaceous and Exotic Plants	3
HORT 1371	Landscape Development I	3
HORT 7371	Cooperative Work Experience	3
Elective		3
		16
Minimum Hours Required		31

*Indicates the preferred class in transferring to four-year institutions.

PARALEGAL

El Centro only

(Associate Degree)

Degree Plan Number 540919

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. Legal assistants (also called paralegals) typically work in law firms, governmental agencies, and corporations. The program does not qualify a graduate to take a Bar exam, represent clients in court, or give legal advice.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

PARAMEDIC

El Centro only

(Certificate – Level I)

Degree Plan Number 554369

The Paramedic Certificate Option is for students already certified as Emergency Medical Technicians. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and reading.

		CREDIT HOURS
PREREQUISITES*		
EMPT 1370	Paramedic Anatomy and Physiology	3
EMPT 1572	Emergency Medical Technician	5
		8
SEMESTER I		
EMPT 1570	Paramedic Preparatory and Trauma	5
EMPT 1571	Paramedic Cardiology	5
EMPT 1170	Paramedic Hospital Internship I	1
		11
SEMESTER II		
EMPT 1670	Paramedic Medical Emergencies	6
EMPT 1470	Paramedic Special Patients	4
EMPT 1171	Paramedic Hospital Internship II	1
		11
SEMESTER III		
EMPT 2470	Paramedic Completion	4
EMPT 2571	Paramedic Field Internship	5
		9
Minimum Hours Required		39

*Courses for applicants without previous EMT, Anatomy and Physiology coursework/experiences.

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Associate)

Degree Plan Number 742789

This program prepares students for employment in the physical fitness industry. Students in this program acquire skills in conducting physical fitness and health risk assessments, prescribing exercise and lifestyle change programs, and instructing individuals and groups in physical fitness and health promotion activities. Areas studied include health risk appraisal, nutrition and weight control, smoking cessation, stress management, body composition analysis, and the development of joint flexibility, muscular strength and endurance, and aerobic capacity. The students acquire the knowledge and skills to supervise the use of physical fitness facilities and to provide exercise leadership and programming.

Upon successful completion of the program, the student will receive an Associate in Applied Sciences Degree and will be prepared to sit for national certification examinations.

		CREDIT HOURS
SEMESTER I		
PFIT 1170	Information Systems in Fitness Technology	1
PFIT 1370	Exercise Science	3
PFIT 1470	Fitness and Exercise Testing I	4
ENGL 1301	Composition I	3
BIOL 1406	General Biology	4
PHED 1164	Physical Fitness	1
		16
SEMESTER II		
PFIT 1471	Physical Fitness Theory and Instruction	4
BIOL 2401	Human Anatomy and Physiology I	4
MATH 1373	Applied Mathematics	3
SPCH 1311	Introduction to Speech Communication	3
PSYC 2302	Applied Psychology	3
		17
SEMESTER III		
PFIT 2171	Practical Application in Physical Fitness Technology I	1
PFIT 2370	Instruction in Lifestyle Change	3
PFIT 2372	Prevention and Care of Exercise Injury	3
BIOL 2402	Human Anatomy and Physiology II	4
+Elective		3-4
++Humanities/Fine Arts Requirement		3
		17-18
SEMESTER IV		
PFIT 2172	Practical Application in Physical Fitness Technology II	1
PFIT 2371	Exercise Programming	3
PFIT 2373	Practical Aspects of the Fitness Industry	3
PFIT 7371	Cooperative Work Experience **OR**	3
PFIT 7471	Cooperative Work Experience	(4)
NUTR 1322	Principles of Nutrition	3
Elective	Any Non-PFIT Course	3
		16-17
Minimum Hours Required		66

+Elective--must be selected from the following:

PHED	1306	Advanced First Aid and Emergency Care	3
PHED	2155	Advanced Life Saving	1
PFIT	1181	Group Exercise Instruction	1
PFIT	1191	Personal Training	1
PFIT	2170	Selected Topics in Physical Fitness Technology	1
PFIT	2374	Psychosocial Aspects of Sport and Exercise	3
PFIT	2375	Selected Topics in Physical Fitness Technology	3
PFIT	2470	Fitness and Exercise Testing II	4

++Requirement--recommended selection from the following:

ARTS	1311	2D Design	3
DANC	1245	Beginning Contemporary Dance	2
DANC	1101	Composition I	1
DRAM	1351	Acting I	3
DRAM	2375	Broadcast Communications	3
MUSI	1300	Foundations of Music	3
PHIL	1370	Critical Thinking	3
PHIL	2306	Ethics	3

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

PHYSICAL FITNESS TECHNOLOGY

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 752989

This certificate program in physical fitness technology prepares students to make physical fitness assessments, prescribe exercise programs, and instruct individuals and groups in physical fitness activities. This one- year program is particularly appropriate for those who want to expand or upgrade their skills, e.g. those who already have a degree and/or are employed in a physical fitness or related field. Students completing the certificate program have the option to continue their study toward the completion of the Associate Degree.

		CREDIT HOURS
SEMESTER I		
PFIT 1370	Exercise Science	3
PFIT 1470	Fitness and Exercise Testing I	4
BIOL 1470	Introduction to Human Anatomy and Physiology	4
ENGL 1301	Composition I	3
NUTR 1322	Principles of Nutrition	3
		17
SEMESTER II		
PFIT 1471	Physical Fitness Theory and Instruction	4
PFIT 2370	Instruction in Lifestyle Change	3
BIOL 1472	Introduction to Human Anatomy and Physiology	4
SPCH 1311	Introduction to Speech Communication	3
		14
Minimum Hours Required		31

POSTAL SERVICE

Mountain View only

(Associate Degree)

Degree Plan Number 641969

The Postal Service curriculum is designed as a two-year program that leads to an Associate Degree in Applied Sciences. The program aids the student in developing postal skills and provides the student with an insight into multi-level functions employed throughout the postal service system. Emphasis is directed to the areas of methodology, technology, management, and leadership concepts reflected in modern day technology as applied to public service related agencies.

		CREDIT HOURS
SEMESTER I		
POST 1375	Introduction to Postal Service	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3
MATH 1324	Mathematics for Business and Economics **OR**	
MATH 1371	Business Mathematics	3
MGMT 1370	Principles of Management	3
		15
SEMESTER II		
POST 1377	Customer Service	3
ENGL 1302	Composition II	3
PSYC 2301	Introduction to Psychology	3
MGMT 1374	Introduction to Supervision	3
+Elective	Humanities/Fine Arts	3
		15
SEMESTER III		
POST 1376	Mail Processing	3
CISC 1470	Introduction to Computer Concepts and Applications	4
MGMT 2373	Organizational Behavior	3
SOCI 1301	Introduction to Sociology	3
MRKT 2370	Principles of Marketing **OR**	
MRKT 2374	Advertising and Sales Promotion	3
		16
SEMESTER IV		
POST 2375	Postal Management	3
MGMT 2374	Human Resources Management	3
GOVT 2301	American Government	3
Elective	Any non-MGMT and non-POST Course	6
		15
Minimum Hours Required		61

+Elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
Foreign Language or American Sign Language			4
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	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.

RADIOLOGIC SCIENCES

El Centro only

(Associate Degree)

Degree Plan Number 543929

This program prepares the student to become a professional radiologic technologist with a specialty in radiography. The radiographer uses radiation to produce internal images of the human being which are used by the physician to make diagnoses. For the vast majority of diagnostic procedures, the radiographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

The graduate radiographer is eligible to sit for the examination given by the American Registry of Radiologic Technologists and eligible to be a Certified Medical Radiologic Technologist licensed by the Texas Department of Health. Radiographers work in hospitals, physician's offices, and primary care facilities.

Students must be admitted to the program. Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of four prerequisite courses with a minimum of 2.5 grade point average and completion of all requirements for admission as a full-time student to the College. Applicants are rank-ordered for admission based on grade point average earned for the prerequisite courses. Applicants should contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupations Admissions to obtain an information packet.

Completion of the program and successful completion of the ARRT examination provides the graduate with credentials to continue their education in other radiologic specialty disciplines. The program is accredited by the Joint Review Committee in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 900, Chicago, Illinois 60606-2901: Telephone number 312-704-5304).

		CREDIT HOURS
PREREQUISITES:		
BIOL 1470	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra*	3
SPCH 1311	Introduction to Speech Communications	3
CISC 1470	Introduction to Computer Concepts and Applications	4
		14

SEMESTER I
(FALL)

RADS 1273	Introduction to Radiologic Sciences	2
RADS 1375	Patient Care in Radiography	3
BIOL 1472	Introduction to Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
		15

SEMESTER II
(SPRING)

RADS 1170	Radiation Biology and Protection	1
RADS 1274	Clinical Practicum I	2
RADS 1372	Radiographic Positioning and Osteology I	3
RADS 1374	Radiographic Exposure I	3
Elective	Humanities	3
		12

SEMESTER III
SUMMER (10 Weeks)

RADS 1275	Clinical Practicum II	2
RADS 1276	Radiographic Exposure II	2
RADS 1376	Radiographic Positioning and Osteology II	3
		7

SEMESTER IV
(FALL)

RADS 2272	Radiographic Equipment and Maintenance	2
RADS 2372	Clinical Practicum III	3
RADS 2373	Radiographic Exposure III	3
RADS 2374	Radiographic Positioning and Osteology III	3
		11

SEMESTER V
(SPRING)

RADS 2270	Radiographic Pathology	2
RADS 2472	Clinical Practicum IV	4
Elective		3
		9

SEMESTER VI
SUMMER (10 Weeks)

RADS 2473	Clinical Practicum V	4
		4

Minimum Hours Required 72

*MATH 1414 may be substituted.

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

Cedar Valley, North Lake and Richland only

(Associate Degree)

Degree Plan Number X40889

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.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

Cedar Valley, North Lake and Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number X44359

This 15-hour Certificate program develops the basic skills for a real estate salesperson. Three of the five courses are required by the Texas Real Estate Commission for licensure.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

REAL ESTATE -- BUILDING PROPERTY MANAGEMENT

North Lake only

(Associate)

Degree Plan Number 743569

This program is designed to provide the student with the skills and knowledge required to perform the duties of a commercial building manager. These duties include financial forecasting and budgeting, marketing, contract negotiation, tenant retention, public relations, personnel administration, risk management, provision of building services and maintenance of the property.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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 -- BUILDING PROPERTY MANAGEMENT

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 753579

The certificate in Building Property Management (BPMT) is designed to provide the student with the basic technical skills and knowledge required for entry into the career field of building property management. Upon completion of this certificate program, the student will be able to participate in the day to day problem solving and decision making processes performed by a property manager under the supervision of an experienced professional.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

RESPIRATORY CARE PROGRAM

El Centro only

(Associate Degree)

Degree Plan Number 543649

The Respiratory Care Program prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories.

The Associate in Applied Sciences degree is awarded for successful completion of the program, enabling the graduate to apply for the Entry Level Credentialing Examination to become a Certified Respiratory Therapy Technician (CRTT). After CRTT certification is obtained, the graduate may then apply for the Advanced Practitioner Examination to become a Registered Respiratory Therapist (RRT). Passing the Entry Level Examination enables the graduate to obtain licensure as a Respiratory Care Practitioner (RCP) in the State of Texas.

The Respiratory Care Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Committee on Accreditation for Respiratory Care (CoARC, 1701 W. Euless Blvd., Suite 300, Euless, Texas 76040-6823: Telephone number 817-283-2835).

Admission requirements include satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, rank ordering by grade point average, and completion of all requirements for admission as a full-time student to the college. Clinical skills testing may be required for advanced placement. Contact the Health Occupations Admissions Office at El Centro College to receive an information packet, and the Assessment Center to sign up for the assessment tests.

		CREDIT HOURS
PREREQUISITES FOR PROGRAM ADMISSION:		
MATH 1314	College Algebra*	3
CHEM 1405	Introductory Chemistry I **OR**	
CHEM 1411	General Chemistry	4
BIOL 1470	Human Anatomy and Physiology **OR**	
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I	3
		14

SEMESTER I		
RESP 1270	Basic Respiratory Pharmacology	2
RESP 1370	Structure and Function of the Cardiopulmonary System	3
RESP 1470	Technology I	4
BIOL 1472	Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology	4
		13
SEMESTER II		
RESP 1471	Basic Respiratory Pathology	4
RESP 1670	Technology II	6
SPCH 1311	Introduction to Speech Communication	3
		13
SUMMER I (10 Weeks)		
RESP 1671	Technology III	6
		6
SEMESTER III		
RESP 2370	Advanced Pathology/Pharmacology	3
RESP 2470	Technology IV	4
RESP 2371	Pediatric/Neonatal Respiratory Care	3
PSYC 2301	Introduction to Psychology	3
		13
SEMESTER IV		
RESP 2670	Technology V	6
RESP 2170	Pediatric/Neonatal Respiratory Laboratory	1
Elective	Any Non-RESP Course	3
+Elective	Humanities/Fine Arts	3
		13
Minimum Hours Required		72

+Humanities/Fine Arts elective--must be selected from the following:

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL		(2000 Level Literature Courses)	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

*MATH 1414 may be substituted.

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.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

SEMICONDUCTOR MANUFACTURING--EQUIPMENT TECHNICIAN

Richland only

(Associate Degree)

Degree Plan Number 843849

Richland College has partnered with Collin County Community College and industry to develop this program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. The increasing demand for semiconductor products challenges the industry to find the highly skilled and knowledgeable technicians needed in semiconductor manufacturing. This program has been designed to provide the student with the skills to perform technical duties associated with the installation, repair, maintenance and calibration of equipment used for the manufacture and test of semiconductor products.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.

SEMICONDUCTOR MANUFACTURING--OPERATOR

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853859

Richland College has partnered with Collin County Community College and industry to develop this certificate program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. This program has been designed to provide the student with the skills to operate equipment used in the semiconductor manufacturing process.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

SOCIAL WORK ASSOCIATE – GENERALIST

Eastfield only

(Associate Degree)

Degree Plan Number 442139

The Social Work Associate Program is designed to prepare individuals interested in working with people to obtain entry-level employment in public and private social service agencies. The social service worker is equipped with skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the options to select courses that will prepare them to work in general social services or specialized social services for chemical abuse or the aging.

		CREDIT HOURS
SEMESTER I		
SWAT 1370	Orientation to Social Services	3
SWAT 1371	Basic Interviewing and Counseling Skills	3
SWAT 1372	Abnormal Behavior	3
ENGL 1301	Composition I **OR**	
COMM 1370	Applied Communications	3
PSYC 2301	Introduction to Psychology	3
		15
SEMESTER II		
SWAT 2370	Introduction to Social Work	3
+Elective	Social Work	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
Elective	SWAT/SCAT Elective	3-4
		15-16
SEMESTER III		
SWAT 2375	Social Work Methods and Procedures	3
SWAT 2377	Group Work Intervention	3
SWAT 7371	Cooperative Work Experience **OR**	3
SWAT 7471	Cooperative Work Experience	(4)
+Elective	Social Work	3
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra **OR**	
MATH 1332	College Mathematics **OR**	
MATH 1342	Introductory Statistics	(3)
		15-16
SEMESTER IV		
SWAT 2378	Human Behavior and Social Environment	3
SWAT 7372	Cooperative Work Experience **OR**	3
SCAT 7472	Cooperative Work Experience	(4)
+Elective	Social Work	3
CISC 1470	Introduction to Computer Concepts and Applications	4
SPAN 1411	Beginning Spanish* **OR**	
++Elective	Humanities/Fine Arts	3-4
		16-18
Minimum Hours Required		61

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

SCAT	1370	Physiology of Addiction	3
SCAT	1371	Alcoholism Counseling	3
SCAT	2370	Alcoholism Treatment Models	3
SCAT	2371	Prevention of Substance Abuse	3
SCAT	2372	Family Intervention in Substance Abuse and Dependency	3
SCAT	2373	Issues in Substance Abuse and Dependency	3
SWAT	1373	Aging in America	3
SWAT	1374	Adolescent Life Cycle	3
SWAT	2371	Social Policies and Programs for the Aging	3
SWAT	2372	Life Cycle of the Aged	3
SWAT	2373	Health Status of the Aged	3
SWAT	2374	Special Problems of Youth	3
SWAT	2470	Nursing Home Activity Director Training	4
SWAT	2471	Advanced Nursing Home Activity Director Training	4

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

HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
PHIL	1370	Critical Thinking	3
PHIL	2303	Logic	3
PHIL	2307	Introduction to Social and Political Philosophy	3
PHIL	2306	Ethics	3

*American Sign Language may not be substituted for this 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.

SOCIAL WORK – HUMAN SERVICES

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 452509

This certificate is designed to assist associate degree majors in Child Development and Interpreter Training to obtain cross training in the delivery of human services to clients. Students will choose a concentration in either Child Development or Interpreter Training along with Social Work courses. The certificate will provide majors in these programs to enhance their skills in meeting the social service needs for these populations.

		CREDIT HOURS
SEMESTER I		
SWAT 1370	Orientation to Social Services	3
SWAT 1371	Basic Interviewing and Counseling Skills	3
SWAT 1372	Abnormal Behavior	3
CDEC 1454	Child Growth and Development **OR**	
EITP 1370	Introduction to Deafness	3
CDEC 1318	Nutrition, Health and Safety	3
EITP 1470	American Sign Language I	(4)
ENGL 1301	Composition I	3
		18-20
SEMESTER II		
SWAT 2378	Human Behavior and Social Environment	3
SWAT 7371	Cooperative Work Experience	3
CDEC 1303	Family and the Community	
EITP 1371	Psychosocial Aspects of Deafness	3
CDEC 1319	Child Guidance	
CDEC 2375	Abuse Within the Family **OR**	3
EITP 1471	American Sign Language II	(4)
SPCH 1311	Introduction to Speech Communication	3
		18-19
Minimum Hours Required		36-39

SUBSTANCE ABUSE COUNSELING

Eastfield only

(Associate Degree)

Degree Plan Number 443129

The Substance Abuse Counseling Program is designed to prepare qualified and competent graduates to enter the field of human services and to provide specialized services to individuals and their families who are experiencing the affects of substance abuse. Completers of the program will have the necessary educational requirements to become eligible for testing and licensure as a Licensed Chemical Dependency Counselor (LCDC) and certification as an Alcohol and Drug Counselor (ADC). Students will gain required work experience as Counselor Interns (CI) upon completion of the required hours of classroom instruction. A special section of cooperative work experience will provide a structured supervised practicum in off-campus approved laboratory training sites.

		CREDIT HOURS
SEMESTER I		
SWAT 1370	Orientation to Social Services	3
SWAT 1371	Basic Interviewing and Counseling Skills	3
SCAT 1370	Physiology of Addiction	3
ENGL 1301	Composition I	3
MATH 1414	College Algebra **OR**	4
MATH 1314	College Algebra **OR**	
MATH 1332	College Mathematics **OR**	
MATH 1371	Business Mathematics **OR**	
MATH 1342	Introductory Statistics	(3)
		15-16
SEMESTER II		
SCAT 1371	Alcoholism Counseling	3
SWAT 2375	Social Work Methods and Procedures	3
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3
		15
SEMESTER III		
SCAT 2371	Prevention of Substance Abuse **OR**	
SWAT 1374	Adolescent Life Cycle	3
SCAT 2372	Family Intervention in Substance Abuse and Dependency **OR**	
SWAT 2374	Special Problems of Youth	3
SWAT 2377	Group Work Intervention	3
SWAT 7371	Cooperative Work Experience **OR**	
SWAT 7471	Cooperative Work Experience	3-4
Elective	Any non-SCAT or non-SWAT Course	3-4
		15-17
SEMESTER IV		
SCAT 2370	Alcoholism Treatment Models **OR**	
+Elective		3
SCAT 2373	Issues in Substance Abuse and Dependency **OR**	
++Elective		3
SCAT 7472	Cooperative Work Experience	4
CISC 1470	Introduction to Computer Concepts and Applications	4
SPAN 1411	Beginning Spanish* **OR**	
+++Elective	Humanities/Fine Arts	3-4
		17-18
Minimum Hours Required		62

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

SWAT	1372	Abnormal Behavior	3
SWAT	1373	Aging in America	3
SWAT	2370	Introduction to Social Work	3
SWAT	2372	Life Cycle of the Aged	3
SWAT	2376	Special Topics in Social Services	3
SWAT	2378	Human Behavior and Social Environment	3

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

ECCD	1370	Early Childhood Development, 5-12	3
ECCD	2375	Abuse Within the Family	3
PSYC	2306	Human Sexuality	3
PSYC	2314	Developmental Psychology	3
PSYC	2316	Psychology of Personality	3
SOCI	2306	Human Sexuality	3
SOCI	2301	Marriage and Family	3
SOCI	2319	Race, Ethnicity and Community	3
SOCI	2320	Field Studies in American Minorities	3

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

HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
PHIL	1370	Critical Thinking	3
PHIL	2303	Logic	3
PHIL	2307	Introduction to Social and Political Philosophy	3
PHIL	2306	Ethics	3

*American Sign Language may not be substituted for this 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.

SUBSTANCE ABUSE COUNSELING

Eastfield only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 453139

The Substance Abuse Counseling certificate is designed to provide cross-training for helping professionals in other disciplines, i.e. bachelor and master level social workers, counselors, psychologists, nurses, criminal justices, etc. It is also trains students for employment as therapy technicians with the Counselor Intern certification. After completing two years' work experience in an organization that serves the substance dependent individual, students may qualify for testing as a Licensed Chemical Dependency Counselor (LCDC) and certified as an Alcohol and Drug Counselor (ADC).

		CREDIT HOURS
SEMESTER I		
SWAT 1370	Orientation to Social Services	3
SWAT 1371	Basic Interviewing and Counseling Skills	3
SCAT 1370	Physiology of Addiction	3
SCAT 2370	Alcoholism Treatment Models	3
SCAT 2371	Prevention of Substance Abuse	3
ENGL 1301	Composition I	3
		18
SEMESTER II		
SCAT 1371	Alcoholism Counseling	3
SCAT 2372	Family Intervention in Substance Abuse and Dependency **OR**	
SPCH 1311	Introduction to Speech Communication	3
SCAT 2373	Issues in Substance Abuse and Dependency **OR**	3
SCAT 7472	Cooperative Work Experience	(4)
SWAT 2375	Social Work Methods and Procedures	3
SWAT 2377	Group Work Intervention	3
		15-16
Minimum Hours Required		33

SURGICAL TECHNOLOGY

El Centro only

(Certificate)

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

Degree Plan Number 551799

The one-year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room director. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology (JRC-ST, 8307 Shaffer Parkway, Littleton, CO 80127: Telephone number 303-978-0878).

ADMISSION TO THE PROGRAM:

Admission requirements include:

1. Completion of all requirements for admission as a full-time student to the college.
2. High school diploma or GED.
3. Satisfactory scores on assessment exams.
4. An information session.
5. Must complete prerequisites to program with a 2.5 G.P.A. or better.
6. Must have a G.P.A. of 2.5 or better from previous college courses. Developmental course grades are not included in the G.P.A. calculation.
7. Applicants are rank ordered for admission based on the grade point average earned on three prerequisite courses.

Contact the Assessment Center at El Centro College to sign up for the assessment exam. Call Health Occupational Admissions, (214) 860-2272, to receive an information packet.

		CREDIT HOURS
PREREQUISITES TO PROGRAM ADMISSION		
ENGL 1301	Composition I	3
BIOL 1470	Introduction to Human Anatomy and Physiology*	4
SPCH 1311	Introduction to Speech Communication	3
		10
SEMESTER I (FALL)		
BIOL 1472	Introduction to Anatomy and Physiology**	4
SGTC 1270	Medical Terminology***	2
SGTC 1271	Surgical Pharmacology***	2
SGTC 1870	Surgical Techniques	8
		16
SEMESTER II (SPRING)		
SGTC 1070	Surgical Procedures	10
		10
SUMMER SESSION (9 weeks)		
SGTC 1670	Clinical Procedures	6
SGTC 1170	Seminar	1
		7
Minimum Hours Required		43

*BIOL 1408 is recommended prior to BIOL 1470 if no previous high school biology.

**Support courses may be completed before, but not after, the semester indicated.

***May be taken prior to program admission with Surgical Technology Program Coordinator's approval.

A "C" grade or better is required in all courses.

Note: Pending approval, curriculum changes will affect students admitted Fall 1999.

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

Richland only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 843479

This program is designed to develop the necessary knowledge and skills so that a graduate may advance in career paths appropriate to an individual's particular interests, in the travel and tourism industry. Individual areas of specialization include: (a) convention/meeting planner, (b) exposition/trade show planner, or (c) travel agency operations. In addition to specific technical skills and knowledge related to the travel and tourism field, the graduate will have received instruction in other areas such as principles of management, applied mathematics, reading and writing skills, and verbal communication skills.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Travel and Tourism Associate Degree and provides the student advanced skills required by the industry to specialize in Meeting and Convention Management, Exposition/Trade Show Management, and Travel Management.

MEETING AND CONVENTION MANAGEMENT

Richland only

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

Degree Plan Number 837479

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

EXPOSITION/TRADE SHOW MANAGEMENT

Richland only

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

Degree Plan Number 837489

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

TRAVEL MANAGEMENT

Richland only

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

Degree Plan Number 837499

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

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

TRAVEL AND TOURISM MANAGEMENT

Richland only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 853489

This is a thirty-one hour certificate that provides the student with the technical knowledge and practical skills required to work as a travel reservationist or a travel counselor. In addition to basic reservation skills, students will receive instruction in the following topics: (a) effective written/verbal communication, (b) positive work ethics and habits, and (c) basic office clerical activities.

This curriculum pattern/degree plan will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/dp.htm]*** *or from an academic advisor beginning June 1, 1999.*

VETERINARY TECHNOLOGY

Cedar Valley only

(Associate Degree)

Degree Plan Number 340599

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 HOURS
PREREQUISITES		
BIOL 1406	Introductory Biology	4
ENGL 1301	Composition I	3
MATH 1373	Applied Mathematics	3
SPCH 1311	Introduction to Speech Communication	3
		13
SEMESTER I		
VETT 1170	Medical Terminology	1
VETT 1470	Introduction to Veterinary Technology	4
VETT 1472	Veterinary Anatomy and Physiology I	4
OFCT 1370	Contemporary Topics in Office Technology	3
		12
SEMESTER II		
VETT 1171	Animal Care and Sanitation I	1
VETT 1270	Animal Behavior	2
VETT 1473	Veterinary Anatomy and Physiology II	4
PSYC 2302	Applied Psychology	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 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.

VIDEO TECHNOLOGY

North Lake only

(Associate Degree, Tech-Prep Enhanced Skills Certificate)

Degree Plan Number 742579

The Video Technology program is designed to prepare students for entry level or advanced employment in the video industry. Opportunities in medicine, entertainment, advertising, industry, broadcast, cable, education, military, government, and business are among the career options. Students will develop skills and knowledge necessary to plan, budget, produce, and perform post-production of various video projects.

Students wishing to earn an Associate in Applied Sciences Degree with a major in Video Technology must complete the following courses:

		CREDIT HOURS
SEMESTER I		
RFTV 1370	Introduction to Video Technology	3
RFTV 1371	Television Lighting	3
RFTV 1470	Video Production I	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra **OR**	3
MATH 1414	College Algebra **OR**	(4)
MATH 1374	Technical Mathematics I*	3
		16-17
SEMESTER II		
RFTV 1372	Audio Production	3
RFTV 1471	Video Production II	4
RFTV 1472	Video Editing and Post Production I	4
SPCH 1311	Introduction to Speech Communication	3
Elective	Social/Behavioral Science	3
		17
SEMESTER III		
RFTV 2370	Broadcast Engineering I	3
RFTV 2470	Video Production III	4
HUMA 1301	Introduction to the Humanities **OR**	
ARTS 1301	Art Appreciation **OR**	
MUSI 1306	Music Appreciation	3
+Elective		3
		13
SEMESTER IV		
RFTV 2374	Computer Applications to Video Production	3
RFTV 2472	Video Editing and Post Production II	4
RFTV 7371	Cooperative Work Experience **OR**	3
RFTV 7471	Cooperative Work Experience	(4)
CISC 1470	Introduction to Computer Concepts and Applications	4
+Elective		3
		17-18
Minimum Hours Required		63-64

+Elective--must be selected from the following:

RFTV	1373	Introduction to Multimedia	3
RFTV	2371	Business Aspects of Video Management	3
RFTV	2372	Broadcast Engineering II	3
RFTV	2373	Scriptwriting and Property Management	3
RFTV	2375	Music Video Production	3
RFTV	2376	Broadcast, Cable, and Satellite Technology	3
RFTV	2377	Advanced Multimedia Design	3
RFTV	2378	Multimedia Portfolio	3
RFTV	2379	Special Topics in Video Technology	3
RFTV	2471	Video Production IV	4
RFTV	7372	Cooperative Work Experience **OR**	3
RFTV	7472	Cooperative Work Experience	4

*MATH 1374 may be taken only when a science course is taken as well. Select natural science course from Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

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.

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Video Technology Associate Degree and provides the student advanced skills required by the industry to specialize in Multimedia Producer.

MULTIMEDIA PRODUCER

North Lake only

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

Degree Plan Number 737569

		CREDIT HOURS
SEMESTER I		
RFTV 1373	Introduction to Multimedia	3
RFTV 2377	Advanced Multimedia Design	3
RFTV 2378	Multimedia Portfolio	3
		9

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

VIDEO TECHNOLOGY–MULTIMEDIA SPECIALIST

North Lake only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 754189

This multi-disciplinary program prepares students for the exciting field of multi-media production. Students will study in Art, Photography, Computer Information Systems, and Video Technology. Upon completion of this certificate, students will be equipped to produce, design, author, shoot and edit a complete interactive multi-media project, and then press it to a CD-ROM for distribution and permanent storage.

		CREDIT HOURS
SEMESTER I		
RFTV 1373	Introduction to Multimedia	3
ENGL 1301	Composition I	3
ARTS 2313	Computer Graphics Design I	3
+Elective		3-4
		12-13
SEMESTER II		
RFTV 2377	Advanced Multimedia Design	3
SPCH 1311	Introduction to Speech Communications	3
PHOT 2325	Introduction to Digital Imaging **OR**	
OFCT 2374	Business Software Applications III	3
+Elective		3-4
		12-13
SEMESTER III		
RFTV 2378	Multimedia Portfolio	3
RFTV 2374	Computer Applications to Video Production	3
+Elective		3-4
		9-10
Minimum Hours Required		33-36

+Electives should be selected from the following: Art, Computer Science, English, Music, Office Technology, Photography, or Video Technology.

Prerequisite for Certificate Program: CISC 1470 – Introduction to Computer concepts and Applications (or demonstrated competence).

VISUAL COMMUNICATIONS

Brookhaven only

(Associate Degree)

Degree Plan Number 242219

This program will provide entry level skills for careers in the field of visual communications, including graphic design, illustration, art direction, advertising art, and computer graphics. Courses in the program provide for the development of creative, technical, interpersonal, and communication skills necessary to function effectively in a freelance or staff artist position with a design studio or agency.

		CREDIT HOURS
SEMESTER I		
VCOM 1371	Macintosh Computer for the Visual Artist	3
VCOM 1372	Introduction And History of Visual Communications	3
VCOM 1373	Applied Design	3
ARTS 1316	Drawing I	3
ENGL 1301	Composition I	3
		15
SEMESTER II		
VCOM 1374	Copywriting and Business Communications	3
VCOM 1375	Graphic Design and Typography	3
VCOM 1376	Computer Graphics	3
VCOM 1377	Drawing for Illustration	3
SPCH 1311	Introduction to Speech Communication	3
		15
SEMESTER III (SUMMER)		
MATH 1371	Business Mathematics*	3
**Elective	Any Natural Science Course	3
+Elective	Social/Behavioral Science	3
		9
SEMESTER IV		
VCOM 2371	Graphic Illustration	3
VCOM 2372	Beginning Presentations	3
VCOM 2373	Advanced Graphic Design	3
VCOM 2374	Advanced Computer Graphics	3
VCOM 2375	Special Problems in Computer Graphics **OR**	3
VCOM 2471	Design Studio Practicum I	(4)
		15-16
SEMESTER V		
VCOM 2376	Advanced Illustration	3
VCOM 2377	Advanced Presentations	3
VCOM 2378	Electronic Pre-press Techniques **OR**	
VCOM 2379	Fundamentals of Multimedia	3
VCOM 2471	Design Studio Practicum I **OR**	
VCOM 2472	Design Studio Practicum II **OR**	4
VCOM 7371	Cooperative Work Experience **OR**	(3)
VCOM 7471	Cooperative Work Experience	(4)
++Elective		3
		15-16

Minimum Hours Required 69

+Elective--must be selected from any course in the following disciplines: Human Development, Psychology or Sociology

++Elective--Any non-Visual Communications course

*Math 1371 may be substituted for any 1000 level or higher college Math class. If another college level math is substituted for Math 1371, a natural science class is not required.

**Any Natural Science course is accepted, although Ecology 1305, People and Their Environment, is the preferred 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.

VISUAL COMMUNICATIONS – DESIGN AND LAYOUT

Brookhaven only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 253289

This program is designed to prepare the student for employment as an entry-level layout artist in the graphic arts industry. It will also prepare the student for entry into an apprentice or trainee program for a variety of pre-press positions. A certificate is awarded upon successful completion of the program. All courses required for the certificate are applicable to the Visual Communications associate degree program should the student wish to continue his education.

		CREDIT HOURS
SEMESTER I		
VCOM 1371	Macintosh Computer for the Visual Artist	3
VCOM 1372	Introduction and History of Visual Communications	3
VCOM 1373	Applied Design	3
ARTS 1316	Drawing I	3
ENGL 1301	Composition I	3
		15
SEMESTER II		
VCOM 1375	Graphic Design and Typography	3
VCOM 1376	Computer Graphics	3
VCOM 1377	Drawing for Illustration	3
VCOM 2372	Beginning Presentations	3
SPCH 1311	Introduction to Speech Communication	3
		15

Minimum Hours Required 30

VISUAL COMMUNICATIONS – COMPUTER GRAPHICS

Brookhaven only

(Skills Achievement Award)

Degree Plan Number 237259

This program is intended for those students having at least an associate degree or bachelor of arts in Visual Communications or Advertising Art and/or prior or current experience in the visual communications design fields who wish to update their skills.

		CREDIT HOURS
SEMESTER I		
VCOM 1371	Macintosh Computer for the Visual Artist	3
VCOM 1376	Computer Graphics	3
		6
SEMESTER II		
VCOM 2374	Advanced Computer Graphics	3
VCOM 2375	Special Problems in Computer Graphics	3
VCOM 2378 VCOM 2379	Electronic Pre-press Techniques **OR** Fundamentals of Multi-Media	3
		9

Minimum Hours Required 15

VOCATIONAL NURSING

El Centro only

(Certificate)

(Students pursuing this certificate program are waived from TASP requirements.)

Degree Plan Number 550449

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas (333 Guadalupe, Suite 3-400, Austin, Texas 78701: Telephone number 512-305-8100) and the National League for Nursing Accrediting Commission (350 Hudson St., New York, New York 10014: Telephone number 404-679-4501). Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, and a cumulative grade point average of 2.0 or better on any college course work completed. There are no formal prerequisite courses; however, students are encouraged to complete the general education support courses required in the nursing curriculum prior to application to the program. Applicants are ranked utilizing the following priority criteria: 1) number of credit hours of general education support courses required by the Vocational Nursing curriculum, 2) grade point average on the required general education support courses, and 3) information session attendance date.

		CREDIT HOURS
LEVEL I		
SEMESTER I (FALL)		
BIOL 1470	Introduction to Human Anatomy and Physiology* **OR**	
BIOL 2401	Anatomy and Physiology I	4
HOCC 1270	Basic Skills I	2
VNUR 1271	Nursing I-Essentials of Medication Administration	2
VNUR 1371	Medical Surgical I	3
VNUR 1471	Nursing II-Nursing Fundamentals	4
ENGL 1301	Composition I	3
		18
LEVEL II		
SEMESTER II (SPRING)		
BIOL 1472	Introduction to the Human Anatomy and Physiology **OR**	
BIOL 2402	Anatomy and Physiology II	4
VNUR 1570	Medical Surgical II	5
VNUR 1571	Nursing III-Medical Surgical Clinical	5
HOCC 1370	Health Careers Pharmacology	3
		17
SEMESTER III (SUMMER I)		
VNUR 1572	Nursing IV-Maternal/Newborn Nursing	5
		5
SEMESTER IV (SUMMER II)		
VNUR 1573	Nursing V-Pediatrics/Transition	5
		5
Minimum Hours Required		45

*BIOL 1472 may be completed prior to entering the program.
A grade of "C" or better is required in all courses.

WELDING TECHNOLOGY

Mountain View only

(Associate Degree)

Degree Plan Number 640949

The Welding Technology Program is designed to prepare the student in the basic processes of oxyacetylene and arc welding plus many specialized welding applications as options to fit the specific needs of the student. In addition, instruction is offered in related support areas such as metallurgy, tooling, drafting, pattern layout and characteristics of materials. Thus, the program offers preparation for both entry-level jobs as well as welding inspectors.

The student will be required to purchase a basic set of tools which will be used in class and later on the job. Tool lists will be given out by the instructor during the first week of classes.

		CREDIT HOURS
SEMESTER I		
WLDG 1425	Introduction to Oxyfuel Welding and Cutting	4
WLDG 1428	Introduction to Shielded Metal Arc Welding	4
DFTG 1224	Blueprint Reading and Sketching*	2
MATH 1374	Technical Mathematics I	3
COMM 1370 ENGL 1301	Applied Communications **OR** Composition I	3
		16
SEMESTER II		
WLDG 1457	Intermediate Shielded Metal Arc Welding	4
WLDG 2411	Preparation for Welding Inspection Certification	4
WLDG 1337	Introduction to Metallurgy	3
PSYC 2302	Applied Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		17
SEMESTER III		
WLDG 1313	Introduction to Blueprint Reading for Welders	3
WLDG 1434	Introduction to Gas Tungsten Arc Welding	4
WLDG 1430	Introduction to Gas Metal Arc Welding	4
++Elective	Humanities/Fine Arts	3
PHYS 1470	Applied Physics	4
		18
SEMESTER IV		
WLDG 2443	Advanced Shielded Metal Arc Welding	4
WLDG 2451	Advanced Gas Tungsten Arc Welding	4
WLDG 2447	Advanced Gas Metal Arc Welding	4
WLDG 2331	Advanced Blueprint Interpretation and Cost	3
+Elective		3
		18
Minimum Hours Required		69

+Electives–must be selected from the following:

WLDG	1191	Special Topics in Welder/Welding Technologist ... 1
WLDG	1291	Special Topics in Welder/Welding Technologist ... 2
WLDG	1324	Mathematics for Business and Economics I 3
WLDG	1381	Coop-Welder/Welding Technologist 3
WLDG	1391	Special Topics in Welder/Welding Technologist ... 3
WLDG	1491	Special Topics in Welder/Welding Technologist ... 4
WLDG	2413	Welding using Multiple Processes 4
WLDG	2455	Advanced Welding Metallurgy 4

++Humanities/Fine Arts elective - Students may choose any Humanities/Fine Arts course to satisfy this elective requirement.

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 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)
Suggested 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)
Suggested 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 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)
Suggested 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)
Suggested 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.)

*A number of other course descriptions in Accounting will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

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 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)

ANTH 2380 The Heritage Of Mexico (3)
(Former course prefix/number ANT 110)
This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

APPAREL DESIGN

*All course descriptions in Apparel Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

ARCHITECTURE

ARCH 1205 Architectural Aesthetics (3)
(This is a common course number. Former course prefix/number ARC 102)
Visual experiences in the aesthetics of architecture are studied in context with architecture as a contemporary philosophical concept. (3 Lec.)
(Coordinating Board Academic Approval Number 0402015222)

ARCH 1301 History Of Architecture Survey To 1850 (3)
(This is a common course number. Former course prefix/number ARC 233)
The architectural contributions of Ancient, Classical, Medieval, and Renaissance societies are surveyed, along with their relationships to the cultural heritage of the Western World. (3 Lec.)
(Coordinating Board Academic Approval Number 3012015122)

ARCH 1302 History Of Modern Architecture (3)
(This is a common course number. Former course prefix/number ARC 230)
The evolution of 20th. Century design theory is surveyed, from the Industrial Revolution to the present. Special attention is given to significant architects, designers, and personalities and their effect on the modern movement. (3 Lec.)
(Coordinating Board Academic Approval Number 3012015122)

ARCH 1303 Architectural Design I (3)
(This is a common course number. Former course prefix/number ARC 161)
Basic concepts of design are studied including form, scale, proportion, rhythm, unity, accent, texture, and pattern, as applied to two-dimensional and three-dimensional abstract projects. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

ARCH 1304 Architectural Design II (3)
(This is a common course number. Former course prefix/number ARC 162)
Prerequisites: For architecture majors only, Architecture 1307 and Architecture 1303. This course is a continuation of Architecture 1303, with emphasis upon architecture theories, perceptions, environmental factors and communication of those elements in design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

ARCH 1307 Architectural Graphics I (3)
(This is a common course number. Former course prefix/number ARC 130)
Basic architectural drafting techniques are studied including orthographic projection and isometric drawing. Linework in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025322)

ARCH 1308 Architectural Graphics II (3)
(This is a common course number. Former course prefix/number ARC 133)
Prerequisite: Architecture 1307 or demonstrated competence approved by the division dean. Three-dimensional drawing utilizing perspective and shade/shadow theory is studied in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025322)

ARCH 1311 Introduction to Architecture (3)
(This is a common course number. Former course prefix/number ARC 101)
This course is an introduction to the elements of architecture; opportunities within the architectural profession are explored. (3 Lec.)
(Coordinating Board Academic Approval Number 0402015922)

ARCH 1315 Architectural Computer Graphics I (3)
(This is a common course number. Former course prefix/number ARC 257)
Basic computer terminology and software applications utilizing the microcomputer in architecture and design are studied. Laboratory fee. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4801025222)

ARCH 1403 Fundamental Design Studio I (4)
(This is a common course number. Former course prefix/number ART 165)
Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)
(Coordinating Board Academic Approval Number 0402015422)

ARCH 2301 Freehand Drawing I (3)
(This is a common course number. Former course prefix/number ARC 134)
Representational drawing is studied with emphasis upon eye-to-hand coordination utilizing light, shade, line, and tonal quality. Pencil media is utilized. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

ARCH 2302 Freehand Drawing II (3)
(This is a common course number. Former course prefix/number ARC 135)
Prerequisite: Architecture 2301. Representational drawing is continued using a variety of techniques in pen and ink media. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

ARCH 2312 Materials Of Construction (3)
(This is a common course number. Former course prefix/number ARC 151)
The nature and use of materials in construction are explored. Emphasis is placed upon appropriateness and use in design as they relate to design expression and codes. (3 Lec.)
(Coordinating Board Academic Approval Number 1501015122)

ARCH 2370 Freehand Drawing III (3)
(Former course prefix/number ARC 237)
Prerequisite: Architecture 1308 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of rapid graphic skills needed to formulate and communicate design concepts, including the study and practice of visualization and freehand perspective drawing of design elements. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801025122)

ARCH 2371 Architectural Computer Graphics II (3)
(Former course prefix/number ARC 258)
Prerequisite: Architecture 1315 or demonstrated competence approved by the division dean. This course is a continuation of the study of computer aided design (CAD) in architecture. Emphasis will include detailed applications in design and drawing. Laboratory fee. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4801025222)

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 2D Design (3)
(This is a common course number. Former course prefix/number ART 110)
Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

ARTS 1312 3D Design (3)
(This is a common course number. Former course prefix/number ART 111)
Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. 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 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 are recommended for Art Majors. 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 2312 Design IV (3)
(Former course prefix/number ART 229)
Prerequisite: Arts 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

ARTS 2313 Computer Graphics Design I (3)
(This is a common course number. Former course prefix/number ART 223.)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015130)

ARTS 2314 Computer Graphics Design II (3)
(This is a common course number. Former course prefix/number ART 224.)
Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab).
(Coordinating Board Academic Approval Number 5004015130)

ARTS 2316 Painting I (3)
(This is a common course number. Former course prefix/number ART 205)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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 1317. Arts 1311, Arts 1312 and Arts 1316 are recommended for Art Majors. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. 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 1316, and Arts 1317 are recommended for Art Majors. 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 1316, and Arts 1317 are recommended for Art Majors. 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 2336 Fibers I (3)
(This is a common course number. Former course prefix/number ART 232)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007125130)

ARTS 2337 Fibers II (3)
(This is a common course number. Former course prefix/number ART 233)
Prerequisite: Arts 2336. This course is a continuation of Arts 2336. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007125130)

ARTS 2341 Jewelry Design And Construction (3)
(This is a common course number. Former course prefix/number ART 116)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

ARTS 2342 Advanced Jewelry Design And Construction (3)
(This is a common course number. Former course prefix/number ART 117)
Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007135130)

ARTS 2346 Ceramics I (3)
(This is a common course number. Former course prefix/number ART 215)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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 2356 Photography I (3)
(Former course prefix/number ART 118)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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 5006055130)

ARTS 2357 Photography II (3)
(Former course prefix/number ART 119)
Prerequisite: Arts 2356. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055230)

ARTS 2366 Watercolor I (3)
(This is a common course number. Former course prefix/number ART 217)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. 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 Art History (3)
(Former course prefix/number ART 203)
Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. 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 Art History (3)
(Former course prefix/number ART 204)
Prerequisites: Arts 1303 and Arts 1304 are recommended for Art Majors. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)
(Coordinating Board Academic Approval Number 5007035230)

ARTS 2372 Commercial Arts I (3)
(Former course prefix/number ART 210)
Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4802037129)

ASTRONOMY

(See Physics)

AUTO BODY

*All course descriptions in Auto Body Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE CAREER TECHNICIAN

*All course descriptions in Automotive Career Technician will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

AUTOMOTIVE TECHNOLOGY

*All course descriptions in Automotive Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

AVIATION TECHNOLOGY

AVIA 1170 Flight Basic (1)
(Former course prefix/number AVT 135)
Prerequisite: Consultation with and approval of a Mountain View aviation faculty member as well as completion of or concurrent enrollment in Aviation Technology 1371. This course provides a total of 25 hours of flight instruction as well as pre- and post-flight briefings. Three (3) hours of instruction in a Mountain View flight simulator are also required. A current Second-Class Medical Certificate is recommended; Third class required. Flight and simulator fee required. (1 Lec., 1 Lab.)

AVIA 1171 Flight Private Pilot (1)
(Former course prefix/number AVT 137)
Prerequisites: Successful completion of Aviation Technology 1170 or equivalent [25 logged flight hours], successful completion of Aviation Technology 1371 and approval of a Mountain View aviation faculty member. This course provides 20 hours of flight instruction as well as pre- and post-flight briefings. Two (2) hours of instruction in a Mountain View flight simulator are required. Flight and simulator fee required. (1 Lec. , 1 Lab.)

AVIA 1370 Introduction To Aviation (3)
(Former course prefix/number AVT 110)
Prerequisites: None. This course introduces various aspects of the aviation industry. It covers the history, development, and advances in aircraft from balloon flight to the supersonic transport. The industry's economic and sociological effects on people and communities are also included. Special emphasis is on the origin and growth of airlines and the aviation industry. (3 Lec.)

AVIA 1371 Private Pilot Ground School (3)
(Former course prefix/number AVT 121)
Prerequisites: None. This course includes the study of Federal Aviation Regulations, aerodynamics, engines and systems, flight instruments, airplane performance, weight and balance, meteorology, navigation, use of the radio, airplane operational procedures and airspace, flight physiology, and emergency procedures. This course is designed to fulfill the ground school requirements under Part 141 or 61 for the FAA Private Pilot (Airplane) Certificate. (3 Lec.)

AVIA 1372 Aviation Law (3)
(Former course prefix/number AVT 122)
Prerequisite: None. This course provides a study of statutory enactment of constitutional law, executive law, and administrative law issued for the purpose of governing aviation activities. The course covers the historical development of law affecting aviation, a detailed study of current legislation related to aviation, regulatory agencies, civil and criminal liabilities relating to aviation, and aviation insurance. The course is designed to provide the student with a survey of U.S. law and its effect on the aviation industry. (3 Lec.)

AVIA 1373 Federal Aviation Regulations, Airspace And Air Traffic Control (3)
(Former course prefix/number AVT 210)
Prerequisites: Completion of or concurrent enrollment in Aviation Technology 1371 or approval of instructor. This course is an in-depth study of Federal Aviation Regulations, Air Traffic Control Procedures, the National Airspace System, and NTSB Regulations. Rated pilots may take this course to prepare for the 24-month flight review. (3 Lec.)

AVIA 1374 Aero Engines And Systems (3)
(Former course prefix/number AVT 128)
Prerequisite: None. Basic power plant types and principles of operation are presented. Reciprocating, rotary, jet, and rocket engines are included. Also covered are configurations, such as in-line, radial, V configured, and horizontally opposed, turbo-prop, turbojet, fanjet, and ramjet. Also included are numerous systems, such as the fuel ignition, electrical, environmental, lubrication, hydraulics, pneumatics, fire detection and extinguishing, cooling, tachometer, monitoring, manual control, and power boosted systems. (3 Lec.)

AVIA 2170 Instrument Flight Instructor Airplane (1)
(Former course prefix/number AVT 253)
Prerequisite: Certified Flight Instructor Certificate and consultation with a Mountain View aviation faculty member. This course includes 10 hours of flight instruction as well as pre- and post-flight briefings. The course encompasses evaluation of student performance and maneuver analysis. The required flight disciplines that quality the student for the FAA Flight Instructor-Airplane Instrument Rating are covered. Flight fee required. (1 Lec., 1 Lab.)

AVIA 2171 Flight Multi-Engine (1)
(Former course prefix/number AVT 254)
Prerequisite: A Private or Commercial Pilot Certificate and consultation with a Mountain View aviation faculty member. This course includes 10 hours of flight instruction as well as pre- and post-flight briefings. All flying is in modern twin-engine aircraft and is designed to give the advanced pilot a greater depth of aircraft experience. It leads to the FAA Multi-Engine Pilot Rating. Flight fee required. (1 Lec., 1 Lab.)

AVIA 2172 Flight Advanced II-Jet Type Rating (1)
(Former course prefix/number AVT 256)
Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course includes ten hours of flight instruction, and ten hours of pre- and post-flight instruction. All flying is in a small multi-engine, turbo-jet powered airplane. It leads to the FAA Multi-Engine Jet airplane type rating. Flight fee. (1 Lec.)

AVIA 2271 Flight Instructor Airplane/Single Or Multi-Engine (2)
(Former course prefix/number AVT 251)
Prerequisite: Commercial Pilot Certificate and consultation with a Mountain View aviation faculty member. This course includes 30 hours of flight instruction as well as pre- and post-flight briefings. The course focuses on the science of flight instruction. Evaluation of student performance and maneuver analysis are included. The required instructional flight disciplines are covered in order to qualify students for the FAA Flight Instructor Rating. Flight fee required. (1 Lec., 2 Lab.)

AVIA 2272 Flight Commercial Primary (2)
(Former course prefix/number AVT 265)
Prerequisite: Successful completion of Aviation Technology 1371 as well as Aviation Technology 1170 and 1171 or equivalent [45 logged flight hours] and consultation with a Mountain View aviation faculty member. This course provides a total of 30 hours of flight instruction and solo flight as well as pre- and post-flight briefings to apply toward the Instrument Rating and Commercial Pilot Certificate. A current FAA Second Class Medical Certificate is requirement. Flight fee required. (1 Lec., 2 Lab.)

AVIA 2273 Flight Commercial Intermediate (2)
(Former course prefix/number AVT 266)
Prerequisites: Successful completion of Aviation Technology 2272 or equivalent [Private Pilot (Airplane) Certificate with a minimum of 75 logged flight hours] and completion of or concurrent enrollment in Aviation Technology 2375 or a minimum grade of 70 on the FAA Instrument rating (Airplane) written test, and consultation with a Mountain View aviation faculty member. This course provides a total of 46 hours of flight instruction and solo flight as well as pre- and post-flight briefings to apply toward the Commercial the Commercial Pilot Certificate and/or Instrument Rating. Flight fee required. (1 Lec., 2 Lab.)

AVIA 2274 Flight Commercial Advanced (2)
(Former course prefix/number AVT 267)
Prerequisites: Successful completion of Aviation Technology 2273 or equivalent [Private Pilot (Airplane) Certificate and 121 logged flight hours] and consultation with a Mountain View aviation faculty member. This course provides a total of 45 hours of flight including instruction and solo flight as well as pre- and post-flight briefings to apply toward the Instrument Rating and the Commercial Pilot Certificate. Flight fee required. (1 Lec., 2 Lab.)

AVIA 2275 Flight Commercial Pilot (2)
(Former course prefix/number AVT 268)
Prerequisites: Successful completion of Aviation Technology 2370 or a minimum score of 70 on the FAA Commercial Pilot (Airplane) Written Examination and successful completion of Aviation Technology 2274 or equivalent [Private Pilot Certificate with the Instrument Rating and 166 logged flight hours] and consultation with a Mountain View aviation faculty member. This course provides a total of 46 hours flight including instruction and solo flight as well as pre- and post-flight briefings to fulfill FAA requirements for the Commercial Pilot Certificate. Flight fee required. (1 Lec., 2 Lab.)

AVIA 2370 Commercial Pilot Ground School (3)
(Former course prefix/number AVT 123)
Prerequisite: Successful completion of Aviation Technology 1371 and completion of or concurrent enrollment in Aviation Technology 2375 or equivalent (Private Pilot Certificate with Instrument Rating) or approval of instructor. This course is an in-depth analysis of all topics covered in the Commercial Pilot written examination. Emphasis is on problem recognition and solutions. Advanced exercises are included in the areas of aircraft operation, meteorology, navigation, communications, theory and hazards of attitude instrument flight, flight physiology, and emergency procedures. This course and the prerequisites fulfill the ground school requirements of FAR Part 141 or 61 for the Commercial Pilot (Airplane) Certificate. (3 Lec.)

AVIA 2371 Airport Management (3)
(Former course prefix/number AVT 212)
Prerequisites: Successful completion of Aviation Technology 1370, Aviation Technology 1371, Aviation Technology 1372, Aviation Technology 1373, Business 1301 and completion of or concurrent enrollment in Management 1370 or approval of instructor. The major functions of airport management are presented. Topics include the adequacy of facilities and services, organization, personnel, maintenance, planning and zoning, operations, revenues and expenses, public relations, ecology, and safety. A study of the socio-economic effect of airports on the communities they serve is also covered. (3 Lec.)

AVIA 2372 Aerodynamics (3)
(Former course prefix/number AVT 220)
Prerequisite: Successful completion of intermediate algebra or equivalent or approval of instructor. The application of physical laws to aeronautics is studied. Areas considered include gravitational laws, forces and stresses, Bernoulli's principle, gyroscopic principles, and subsonic and supersonic flight. The dynamics of airfoils, high coefficient of lift devices, load factor, weight and balance, airplane performance and multi-engine operation are also covered. (3 Lec.)

AVIA 2373 Advanced Navigation (3)
(Former course prefix/number AVT 221)
Prerequisite: Successful completion of or concurrent enrollment in Aviation Technology 1371, Aviation Technology 2375, and Aviation Technology 2377 or approval of the instructor. This course covers flight planning. Consideration is given to adverse atmospheric conditions, navigational capabilities, and safety. The course also includes the analysis of weather radar. The interpretation and use of operational data are also presented. (3 Lec.)

AVIA 2374 Airline Management (3)
(Former course prefix/number AVT 223)
Prerequisites: Successful completion of Aviation Technology 1370, Aviation Technology 1371, Aviation Technology 1372, Aviation Technology 1373, Business 1301 and completion of concurrent enrollment in Management 1370 or approval of instructor. This course covers the organization, operation, and management of an airline. Topics include planning, facility requirements, financing, aircraft selection criteria; route feasibility studies, market and passenger trends, and population trends affecting load factors. Problems unique to airline operations are explored. (3 Lec.)

AVIA 2375 Instrument Ground School (3)
(Former course prefix/number AVT 224)
Prerequisites: Successful completion of Aviation Technology 1371 or equivalent (Private Pilot Certificate) or approval of instructor. This course presents aircraft attitude control, flight procedures, and maneuvering by reference solely to cockpit instruments. This course is designed to fulfill the ground school requirements under FAR Part 141 or 61 for the FAA Instrument Rating. (3 Lec.)

AVIA 2376 Aviation Marketing (3)
(Former course prefix/number AVT 225)
Prerequisites: Successful completion of Aviation Technology 1370, Aviation Technology 1371, Aviation Technology 1372, Aviation Technology 1373, Business 1301 and completion of or concurrent enrollment in Management 1370 or approval of instructor. The significance and functions of marketing are stressed from the airline viewpoint. Topics include market research, sales, advertising and promotion concepts, traffic, demand analysis, and price determination theory. (3 Lec.)

AVIA 2377 Meteorology (3)
(Former course prefix/number AVT 226)
Prerequisites: None. Basic concepts of meteorology are studied. Weather data and measuring devices are discussed. Topics include structure and general circulation of the atmosphere, theories of air masses, fronts, stability, precipitation, pressure systems, temperature, moisture, violent atmospheric conditions, and safety of flight operations, and U.S. Weather Bureau weather reports and forecasts. (3 Lec.)

AVIA 2378 Air Transportation, Traffic And Cargo (3)
(Former course prefix/number AVT 249)
Prerequisites: Successful completion of Aviation Technology 1370, Aviation Technology 1371, Aviation Technology 1372, Aviation Technology 1373, Business 1301 and completion of or concurrent enrollment in Management 1370 or approval of instructor. Transportation methods of passengers and cargo are examined. The need, nature and structure of the air transportation segment of the aviation industry are studied. Emphasis is on the diagnosis and solution of problems at terminals. Topics include air cargo, air mail, air express, air freight, air taxi, air carrier, commuter, business and pleasure. (3 Lec.)

AVIA 2379 Flight Instructor Ground School (3)
(Former course prefix/number AVT 250)
Prerequisite: Successful completion of Aviation Technology 1371, Aviation Technology 1373, Aviation Technology 2372, Aviation Technology 2375, Aviation Technology 2377 and Aviation Technology 2370 or the equivalent (Commercial Pilot Certificate with Instrument Rating) or approval of instructor. Principles of flight and ground school instruction are presented. Instructional techniques, analysis of maneuvers, and Federal Aviation Regulations are included. Completion of this course should qualify the student to pass the Flight Instructor Written Examination. (3 Lec.)

AVIA 2380 Type Rating Turbo Jet Ground School (3)
(Former course prefix/number AVT 255)
Prerequisites: Commercial Pilot Certificate and Instrument Rating. This course will provide an analysis of normal, abnormal and emergency operation of the flight control, engine, fuel, electrical, pneumatic, navigation and auxiliary systems and use of the manufacturer's performance data for a specific make and model (type) of small, multi-engine, turbo-jet powered airplane. A review of procedures related to preflight, takeoffs, enroute flight, landings, engine-out procedures, no-flap landings, collision avoidance and wake turbulence avoidance will also be included. (3 Lec.)

AVIA 2381 Aircraft Dispatcher I (3)
(Former course prefix/number AVT 261)
Prerequisites: Successful completion of Aviation Technology 1371, 2370, 2375, 1373, and 2375 or equivalent (FAA Commercial Pilot Certificate with Instrument Rating) or approval of instructor. This course includes a survey of FAA regulations and duties of an aircraft dispatcher plus basic flight planning for transport category aircraft. The content is designed to prepare the student for the FAA knowledge test for aircraft dispatcher. (3 Lec.)

AVIA 2382 Practical Dispatching (3)
(Former course prefix/number AVT 262)
Prerequisites: Aviation Technology 2381. The content of this course is described in the current FAA Aircraft Dispatcher Circular. The content is designed to prepare the student for the FAA practical exam for aircraft dispatcher. Log book evidence of 10 hours of instrument flight time and/or flight simulator time or completion of 10 hours of flight simulator time is required. (3 Lec.)

AVIA 2383 Flight Engineer Ground School (3)
(Former course prefix/number AVT 263)
Prerequisites: Aviation Technology 2381 and Aviation Technology 2382 or the equivalent experience and/or credentials (FAA Commercial Pilot Certificate with Instrument Rating and/or FAA Aircraft Dispatcher Certificate). This course includes FAA regulations, flight theory and aerodynamics, basic meteorology with respect to engine operations, center of gravity computations, airplane systems and equipment, and normal and emergency operating procedures. This information prepares the student for the flight engineer's written tests. Specific emphasis is placed on the Boeing 727 and Boeing 707 as aircraft which are used for flight engineer training by civil United States air carriers. (3 Lec.)

AVIA 2384 Air Transport Pilot Ground School (3)
(Former course prefix/number AVT 264)
Prerequisites: Aviation Technology 2381 and Aviation Technology 2382 or the equivalent experience and/or credentials (FAA Commercial Pilot Certificate with Instrument Rating and/or FAA Aircraft Dispatcher Certificate). This course is designed to prepare the student for the Air Transport Pilot Written Test and includes operations of air carrier aircraft, navigation by instruments, the general system and material relative to weather information collection and dissemination, meteorology, weather conditions, air navigation facilities, airplane weather observations and influence of terrain on meteorological conditions, radio communications, and basic principles of loading and weight distribution. (3 Lec.)

AVIA 2385 Instrument Flight Instructor Ground School (3)
(Former course prefix/number AVT 252)
Prerequisites: Successful completion of Aviation Technology 1371, 2370, 1373, 2372, 2375, 2377, and 2370 or equivalent [Commercial Pilot Certificate, Instrument Rating, and Certified Flight Instructor Certificate] or approval of instructor. Concurrent enrollment in Aviation Technology 2379 is acceptable in lieu of completion of this prerequisite. Instructional techniques of the synthetic flight trainer are presented. Included are instrument flight rules, instrument charts, instrument procedures, and the use of aircraft instruments for instrument flight. Emphasis is on developing instructional techniques and materials. The course is designed to prepare students for the FAA Instrument Flight Instructor written test. (2 Lec., 2 Lab.)

AVIA 7471 Cooperative Work Experience (4)
(Former course prefix/number AVT 704)
Prerequisite: 15 Credit Hours. 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.)

AVIA 7472 Cooperative Work Experience (4)
(Former course prefix/number AVT 714)
Prerequisite: 15 Credit Hours. 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 dressing for success, how to advance in the job through off-duty education, and utilizing role models to achieve goals. (1 Lec., 20 Lab.)

AVIA 8481 Cooperative Work Experience (4)
(Former course prefix/number AVT 804)
Prerequisite: 15 Credit Hours. 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.)

AVIONICS ELECTRONICS

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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 115)
This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. 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 1473 Applied Anatomy And Physiology (4)
(Former course prefix/number BIO 123)
This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

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 is to be assigned. This is a unique need course.)

BIOL 2401 Anatomy And Physiology I (4)
(This is a common course number. Former course prefix/number BIO 221)
Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BIOL 2402 Anatomy And Physiology II (4)
(This is a common course number. Former course prefix/number BIO 222)
Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BIOL 2416 Genetics (4)
(This is a common course number. Former course prefix/number BIO 226)
This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2606135124)

BIOL 2418 Invertebrate Zoology (4)
(This is a common course number. Former course prefix/number BIO 211)
Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

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)

BIOL 2428 Comparative Anatomy Of The Vertebrates (4)
(This is a common course number. Former course prefix/number BIO 235)
Prerequisites: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BIOL 2470 Intermediate Botany (4)
(Former course prefix/number BIO 203)
Prerequisites: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2603015124)

BIOL 2471 Mammalian Physiology (4)
(Former course prefix/number BIO 230)
Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

BUILDING PROPERTY MANAGEMENT

All course descriptions in Building Property Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

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 1207 Chemical Calculations (2)
(This is a common course number. Former course prefix/number CHM 205)
Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)
(Coordinating Board Academic Approval Number 4005025239)

CHEM 1405 Introductory Chemistry I (4)
(Former course prefix/number CHM 115)
Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

CHEM 1407 Introductory Chemistry II (4)
(Former course prefix/number CHM 116)
Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4005015139)

CHEM 1411 General Chemistry I (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 1405, 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 II (4)
(This is a common course number. Former course prefix/number CHM 102)
Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. 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 2401 Quantitative Analysis (4)
(This is a common course number. Former course prefix/number CHM 203)
Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1414. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)
(Coordinating Board Academic Approval Number 4005025139)

CHEM 2402 Instrumental Analysis (4)
(This is a common course number. Former course prefix/number CHM 234)
Prerequisite: Chemistry 2401 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)
(Coordinating Board Academic Approval Number 4005025139)

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)

CHILD DEVELOPMENT

(See Early Childhood/Child Development)

CHINESE

CHIN 1311 Beginning Chinese (3)
(This is a common course number.)
This course is an introduction to Chinese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Chinese for more than one semester enroll in Chinese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Chinese 1311 and wish to continue their studies of Chinese may register for Chinese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 1411 Beginning Chinese I (4)
(This is a common course number. Former course prefix/number CHI 101)
This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 1412 Beginning Chinese II (4)
(This is a common course number. Former course prefix/number CHI 102)
Prerequisite: Chinese 1411 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 1411. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603015131)

CHIN 2311 Intermediate Chinese I (3)
(This is a common course number. Former course prefix/number CHI 201)
Prerequisite: Chinese 1412 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)
(Coordinating Board Academic Approval Number 1603015231)

CHIN 2312 Intermediate Chinese II (3)
(This is a common course number. Former course prefix/number CHI 202)
Prerequisite: Chinese 2311 or the equivalent. This course is a continuation of Chinese 2311, with stress on reading, cultural background, conversation, and composition. (3 Lec.)
(Coordinating Board Academic Approval Number 1603015231)

COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

COMMUNICATIONS

COMM 1336 Television Production I (3)
(This is a common course number. Former course prefix/number RTV 210)
Prerequisite: Journalism 1307 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

COMM 1337 Television Production II (3)
(This is a common course number. Former course prefix/number RTV 211)
Prerequisite: Communications 1336. This course is a continuation of Communications 1336. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

COMM 1370 Applied Communications (3)
(Former course prefix/number COM 131)
Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)
(Coordinating Board Academic Approval Number 2311015135)

COMPUTER AIDED DESIGN AND DRAFTING

DFTG 1224 Blueprint Reading and Sketching (2)
(This is a WECM course number. Former course prefix/number DFT 101)
An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. Laboratory fee. (1 Lec., 3 Lab.)

DFTG 1225 Blueprint Reading and Sketching (2)
(This is a WECM course number. Former course prefix/number DFT 102)
An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. Laboratory fee. (1 Lec., 3 Lab.)

DFTG 1271 CADD Operations (2)
(This is a WECM course number. Former course prefix/number DFT 116)
A course in hardware selection, setup, and use of a CAD station. Emphasis is placed on control of the operating system, file management, and keyboarding. Topics address: software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to work processing and spreadsheets is included. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Approval Pending)

DFTG 1309 Basic Computer-Aided Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 103)
An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers coordinating systems; as well as input and output devices. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1313 Drafting for Specific Occupations (3)
(This is a WECM course number. Former course prefix/number DFT 119)
Discussion of theory and practice with drafting methods and the terminology required for non-drafting-majors to prepare working drawings in their occupational fields. (3 Lec.)

DFTG 1329 Electro-Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 104)
A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic equipment control panels, interior hardware, exterior enclosures, detailed and assembly drawings with a parts list, and flat pattern layouts. Laboratory fee. (2 Lec, 4 Lab.)

DFTG 1333 Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 105)
An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometrics and oblique drawings, including bill of materials. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1344 Pipe Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 106)
A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1348 Topographical Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 107)
A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1354 Architectural Drafting - Commercial (3)
(This is a WECM course number. Former course prefix/number DFT 108)
Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for commercial structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 4 lab.)

DFTG 1358 Electrical/Electronics Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 109)
A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1372 Manufacturing Fundamentals (3)
(This is a WECM course number. Former course prefix/number DFT 117)
A course in manufacturing fundamentals and production methods including NC-CNC concepts. Topics on interpreting and describing information required to produce a CNC program will be covered. An overview of the functions and role of CAD and its relationship to computer-aided manufacturing are studied. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Approval Pending)

DFTG 1373 CAD/Graphic Processes (3)
(This is a WECM course number. Former course prefix/number DFT 118)
A course in creating, printing, and plotting graphics in CAD drawings. Skill development in importing text and raster graphics into CAD drawings, importing CAD vector graphics into desktop documents, scanning and editing raster graphics into CAD drawings, and publishing documents. Projects in coordinating text and graphics within a desktop publishing program will include printing black and white, and color publications. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1391 Special Topics in Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 110)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1392 Special Topics in Architectural Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 111)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1394 Special Topics in Electrical/Electronics Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 112)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1395 Special Topics in Mechanical Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 113)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1405 Technical Drafting (4)
(This is a WECM course number. Former course prefix/number DFT 114)
Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1417 Architectural Drafting - Residential (4)
(This is a WECM course number. Former course prefix/number DFT 115)
Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 4 lab.)

DFTG 1480 Cooperative Education-Drafting (4)
(This is a WECM course number. Former course prefix/number DFT 704)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 24 Lab.)

DFTG 1481 Cooperative Education-Drafting (4)
(This is a WECM course number. Former course prefix/number DFT 714)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 24 Lab.)

DFTG 2304 Printed Circuit Board Design (3)
(This is a WECM course number. Former course prefix/number DFT 200)
An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processed required to layout printed circuit board and manufacturing documentation. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2310 Structural Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 201)
Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of America Institute of Steel Construction, including units on concrete detailing conforming to America Concrete Institute standards. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2312 Technical Illustration (3)
(This is a WECM course number. Former course prefix/number DFT 202)
Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading, text; and use of different media. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2336 Computer-Aided Drafting Programming (3)
(This is a WECM course number. Former course prefix/number DFT 203)
Emphasis on the productivity of CAD software through development of computer-aided drafting programs with emphasis on database design, access techniques, and structure methods with particular application in engineering graphics. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2340 Solid Modeling/Design (3)
(This is a WECM course number. Former course prefix/number DFT 204)
A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2344 Strength of Materials (3)
(This is a WECM course number. Former course prefix/number DFT 209)
The study of internal effects of forces acting upon elastic bodies and the resulting changes in form and dimensions, including units on stress, shear, bending moments, and simple beam design. (2 Lec., 4 Lab.)

DFTG 2350 Geometric Dimensioning and Tolerancing (3)
(This is a WECM course number. Former course prefix/number DFT 205)
An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2356 Advanced Printed Circuit Board Design (3)
(This is a WECM course number. Former course prefix/number DFT 206)
An advanced course including the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2374 Integrated Circuit Design (3)
(This is a WECM course number. Former course prefix/number DFT 207)
Skill development in the design of integrated circuits using current computer hardware and software. Instruction in active devices combines electronic theory and laboratory exercises to enable students to design simple integrated circuits from schematic diagrams and design rules. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2375 Advanced Integrated Circuit Design (3)
(This is a WECM course number. Former course prefix/number DFT 208)
Skill development in the design of complex integrated circuits. Projects in schematic diagrams will require students to use two sets of design rules. Topics address meeting industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2380 Cooperative Education-Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 703)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

DFTG 2381 Cooperative Education-Drafting (3)
(This is a WECM course number. Former course prefix/number DFT 713)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

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 1376 Exploring the Internet (3)
(Former course prefix/number CIS 102)
Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course provides an introduction to using the Internet. Topics include history, ethical issues, electronic mail, access to remote sites, moving files, researching, using the World Wide Web and initial programming in HTML. 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)
Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. 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)
Prerequisites: Computer Information Systems 2496 or Computer Information Systems 2461. This course provides instructional background material and hands-on experience with the installation, confirmation, operation and management of Multi-protocol 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)
Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. 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 2460 Netware 5 Administration (4)
(Former course prefix/number CIS 222)
Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471. This course provides network administrators with information that enhances their network management and administration skills. Upon completion students will be able to accomplish basic and fundamental network management tasks in a Netware 5 environment. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2461 Netware 5 Advanced Administration (4)
(Former course prefix/number CIS 227)
Prerequisites: Computer Information Systems 2460. This course provides network administrators with information that enhances their network management and administration skills. Furthermore this class allows the student a unique opportunity to apply those skills learned in administration. Topics include server and client performance monitoring, and server and client software installation. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2462 Windows NT 4 Administration (4)
(Former course prefix/number CIS 229)
Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471. This course provides students with the knowledge necessary to install, maintain, troubleshoot, and administer servers and workstations in a Windows NT 4 environment. Topics include administering Windows NT, creating local and global groups, planning and creating user accounts, troubleshooting lonon problems, assigning permissions, and installing printers. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2463 Windows NT 4: Core Technologies (4)
(Former course prefix/number CIS 247)
Prerequisites: Computer Information Systems 2462. This course takes a detailed examination of the protocols necessary to successfully implement connectivity in a Windows NT environment. The focus of this course is the installation, configuring, and supporting of Windows NT workstations and servers. Topics include TCP/IP, IP Addressing, Subnet Masking, managing system policies, RAS GSNW, directory replication, and Domains. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2464 Windows NT 4: Enterprise Server Technologies (4)
(Former course prefix/number CIS 248)
Prerequisites: Computer Information Systems 2463. This course is designed for the participant to experience design, implementation, and support of a Windows NT Server in a multi-domain enterprise environment. Topics that will be explored are procedures for baselining your servers, detecting bottlenecks, analyzing traffic patterns, internet information servers, and troubleshooting through the registry. Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2465 TCP/IP WITH NT 4 (4)
(Former course prefix/number CIS 253)
Prerequisites: Computer Information Systems 2463. This course will explore the information required to successfully set up, configure, use, and support Transmission Control Protocol/Internet Protocol (TCP/IP) on the Microsoft Windows NT 4.0. Topics will include installation of TCP/IP on an NT server, dynamic host configuration protocol (DHCP), Windows Internet Naming Service (WINS), and domain name systems (DNS). Participants work with these concepts through lecture, demonstration, discussion, and hands-on lab activities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2466 TCP/IP WITH NT 4 (4)
(Former course prefix/number CIS 255)
Prerequisites: Computer Information Systems 2495 or Computer Information Systems 2460. This course is design to teach the participant to administer multivendor enterprise networks. Participants will use Novell Directory Services and the Netware Administrator to streamline network administration. This hands-on offering will utilize the Novell Administrator for Windows NT and other Novell products for administering and managing NT workstations, NT servers, and network-based applications in a mixed Intranetware and Windows NT environment. Topics include setting up and administering an NT server, managing user and group accounts, installing Network Application Launcher (NAL), establishing protocols, creating users, and sharing local resources, managing multiple domain networks, and using IntranetWare Client for Windows NT. Laboratory fee. (3 Lec., 4 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 226)
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: Computer Information Systems 1471 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 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 292)
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 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 206)
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 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.)

COMPUTER SCIENCE

COSC 1300 Computer Literacy (3)
[Course description not available at the time of catalog printing.]

COSC 1315 Computer Science I (3)
(This is a common course number. Former course prefix/number CS 113)
This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1317 Introduction To FORTRAN Programming (3)
(This is a common course number. Former course prefix/number CS 121)
Prerequisite: Mathematics 1414. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1320 C Programming (3)
(This is a common course number. Former course prefix/number CS 120)
Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 1333 Introduction To PL/I Programming (3)
(This is a common course number. Former course prefix/number CS 123)
Prerequisites: Developmental Math 0093 and Computer Science 1315 or Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015127)

COSC 1401 Microcomputer Concepts and Applications (4)
(This is a common course number)
This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1101015227)

COSC 2315 Computer Science II (3)
(This is a common course number)
Prerequisites: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015327)

COSC 2318 Computer Science II - Pascal (3)
(This is a common course number. Former course prefix/number CS 114)
Prerequisites: Mathematics 1414 and Computer Science 1315 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015327)

COSC 2320 Advanced C Programming (3)
(This is a common course number. Former course prefix/number CS 220)
Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1102015227)

COSC 2325 Assembly Language (4)
(This is a common course number. Former course prefix/number CS 212)
Prerequisite: Computer Science 1315 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1102015427)

CONSTRUCTION MANAGEMENT AND TECHNOLOGY

All course descriptions in Construction Management and Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

CONSTRUCTION TECHNOLOGY

CNST 1170 Construction Safety (1)
(Former course prefix/number CT 117)
This course covers safety and job site working conditions for the construction industry. Some of the topics include safety planning, safety and health standards, regulations and codes, record keeping and accident documentation, hazardous materials, safety equipment and drug usage on construction jobs. (1 Lec., 1 Lab.)

CNST 1171 Site Preparation And Layout (1)
(Former course prefix/number CT 121)
Prerequisites: Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This is the first of three courses on residential and light commercial foundations and will center on site layout, use of builder's level and rod, locating building lines and erecting batter boards. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1172 Slabs On Grade (1)
(Former course prefix/number CT 122)
Prerequisites: Construction Technology 1372, Construction Technology 1170 and Construction Technology 1171 or demonstrated competence approved by the instructor. This course will cover slabs on grade for residential and light commercial buildings. Topics covered include study of soils, construction of building slabs, curb and gutter, and edge forms. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1173 Low Wall Forms (1)
(Former course prefix/number CT 123)
Prerequisites: Construction Technology 1372, Construction Technology 1170 and Construction Technology 1171 or demonstrated competence approved by instructor. This course will cover low wall and low step forming. Topics covered include low form wall construction, basements, low stair forms and job planning with emphasis on job safety. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1175 Roof Systems (1)
(Former course prefix/number CT 127)
Prerequisites: Construction Technology 1372, Construction Technology 1170 and Construction Technology 1270 or demonstrated competence approved by instructor. This course covers the construction of basic gable and equal span intersecting roofs. Topics include study of roof framing principles, planning, layout, installation of roof framing members, selection of materials and use of local building codes with emphasis on job safety. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1176 Wall And Ceiling Finish (1)
(Former course prefix/number CT 131)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course will focus on insulation and ventilation, wall and ceiling finish, and paneling. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1177 Doors And Hardware (1)
(Former course prefix/number CT 132)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course will focus on doors and hardware. Topics include job planning, use of blueprints and specifications in determining types, styles and quantity required, and door and hardware installation. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1178 Trim And Millwork (1)
(Former course prefix/number CT 133)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers millwork, molding and specialty trim work and floor covering. Other topics include job planning, blueprints and specifications for use in determining material requirements. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1179 Engineering Principles (1)
(Former course prefix/number CT 136)
Prerequisites: Construction Technology 1370 and Mathematics 1374 or demonstrated competence approved by the instructor. This course covers the basic principles of building engineering design. Topics include forces and stress, moments and reactions, shear and bending moments, and theory of bending and properties of sections. (1 Lec.)

CNST 1180 Leveling And The Builder's Level (1)
(Former course prefix/number CT 146)
Prerequisites: Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course focuses on measuring distances and the practical uses of the builder's level used in the construction of a building. Topics covered include measuring horizontal and vertical distances, errors and accuracy in measuring, leveling equipment and field set up, differential leveling, cut and fill, contours and slopes, drainage and grading, establishing grades for form work, and piers and inserts. Use of drawings and leveling equipment will be covered. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1270 Framing (2)
(Former course prefix/number CT 126)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by instructor. This course focuses on the basics of rough framing for residential and light commercial buildings. The topics covered include planning, layout and installation of rough framing members for floors, walls, partitions, and basic components of a roof system. Laboratory fee. (1 Lec., 3 Lab.)

CNST 1271 Engineering Practices (2)
(Former course prefix/number CT 137)
Prerequisites: Construction Technology 1370 and Construction Technology 1179 and Mathematics 1374 or demonstrated competence approved by instructor. This course covers the basic engineering most commonly used in planning residential and light commercial buildings. Topics include soils, concrete, steel, wood, and trusses. Emphasis will be placed on using charts and tables to determine loads and sizing of various materials. Laboratory fee. (1 Lec., 2 Lab.)

CNST 1272 Basic Estimating (2)
(Former course prefix/number CT 141)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 or demonstrated competence approved by the instructor. This course focuses on the basics of cost estimating. Topics include essential mathematics, estimating cycle, data sources, checklists, blueprints and specifications, estimating formats and bids, contracts, bonds, insurance, overhead and contingencies, labor and equipment checklists. (2 Lec.)

CNST 1273 Residential Estimating (2)
(Former course prefix/number CT 142)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1272 and Mathematics 1374 or demonstrated competence approved by the instructor. This course develops a bid package for a residential and/or light commercial building using skills developed in Construction Technology 1272. Topics include construction techniques, residential estimating cycle, residential data sources and use, checklists, and detailed and unit quantity estimating methods. The emphasis in this course will be on developing a bid package for a residential and/or light commercial building. Laboratory fee. (1 Lec., 1 Lab.)

CNST 1274 Field Layout And The Transit (2)
(Former course prefix/number CT 147)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1180 and Mathematics 1374 or demonstrated competence approved by the instructor. This course covers the use of the transit in building layout. Topics covered include a study of various types of transits and their care and use, measuring and turning angles, using land surveys, field notes, setting line and grade, establishing control points, setting curves, and establishing building points. Laboratory fee. (1 Lec., 2 Lab.)

CNST 1370 Construction I-Systems And Materials (3)
(Former course prefix/number CT 110)
This course is a study of the different types of building systems and materials used in the design and construction of residential and commercial buildings. Different structural building systems will be studied, and wood-related products, concrete and concrete masonry, brick, stone, and steel units are included. (3 Lec.)

CNST 1371 Construction II-Mechanical, Electrical, And Plumbing Systems (3)
(Former course prefix/number CT 111)
Prerequisite: Construction Technology 1370 or demonstrated competence approved by the instructor. This course is a study of the mechanical and electrical systems used in modern buildings of today. Topics that will be covered include the basic understanding of how electrical, heating, air conditioning, and plumbing systems work and how they are designed for residential and light commercial buildings. (3 Lec.)

CNST 1372 Blueprint Reading/Specifications (3)
(Former course prefix/number CT 115)
The course covers the theory of projection, architectural symbols, relationship of views and measurements, plan and elevation views, sections and details. Also included are terms, specifications, and abbreviations used in reading residential and light commercial building blueprints. (3 Lec.)

CNST 1373 Commercial Blueprints/Specifications (3)
(Former course prefix/number CT 116)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 or demonstrated competence approved by the instructor. This course covers commercial building blueprints and specifications. Topics covered include masonry wall, reinforced concrete, prestressed concrete, tilt-up, steel-frame and stairs, and elevators. (3 Lec.)

CNST 1374 Codes and Inspections I (3)
(Former course prefix/number CT 118)
Prerequisite: Construction Technology 1370 or demonstrated competence approved by the instructor. This course considers inspection procedures and codes. Topics covered include basic code requirements, use of standards in developing codes, model codes, role of the federal government, office and field operations, and building permits. Using the Uniform and Southern Building Codes as enforcement guides, the course reviews residential and light commercial building and minimum property standards. (3 Lec.)

CNST 1375 Foundations I (3)
(Former course prefix/number CT 120)
Prerequisites: Construction Technology 1372 and Construction Technology 1170. This course is a comprehensive course that includes Construction Technology 1171, Construction Technology 1172, and Construction Technology 1173. Students may register in the comprehensive course or the inclusive courses. This course covers the construction of foundations for residential and light commercial buildings. Topics studied are builder's level and rod, site preparation for forms on grade, footings, piers and low wall foundations, flat work, curbing and low steps. Laboratory fee. (2 Lec., 3 Lab.)

CNST 1376 Finish Systems I (3)
(Former course prefix/number CT 130)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 1176, Construction Technology 1177 and Construction Technology 1178. Students may register in the comprehensive course or the inclusive courses. This course focuses on the completion of the interior finish work performed on residential and small commercial buildings. Main topics covered include insulation and ventilation, drywall and wall finish, flooring, paneling, doors and hardware, and molding and trim work. Laboratory fee. (2 Lec., 3 Lab.)

CNST 1377 Cabinetry And Millwork (3)
(Former course prefix/number CT 134)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers cabinet design, construction, and detailed millwork. Topics include cabinet design and installation, built-in cabinetry and paneling, cost and drawings. Laboratory fee. (2 Lec., 3 Lab.)

CNST 1378 Engineering Principles And Practices (3)
(Former course prefix/number CT 135)
Prerequisites: Construction Technology 1370 and Mathematics 1374 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 1179 and Construction Technology 1271. Students may register in the comprehensive course or the inclusive courses. This course is an overall study in the correct use of structural materials. Special emphasis is placed on the use of specification tables, technical manuals, and load tables for building systems and materials. Topics covered are structural mechanics, steel, wood, reinforced concrete, and roof trusses. Residential and both light and heavy commercial building structures will be studied. Laboratory fee. (2 Lec., 2 Lab.)

CNST 1379 Job Site Foreman-Supervision (3)
(Former course prefix/number CT 138)
This course introduces job site techniques which are important to good supervision. Topics covered include supervisor's role, leadership, motivation, communications, training for production, planning, and organizing. This course was developed as a comprehensive training program for job site foremen. Laboratory fee. (2 Lec., 1 Lab.)

CNST 1380 Estimating I (3)
(Former course prefix/number CT 140)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 1272 and Construction Technology 1273. This course is designed to train the construction worker in the preparation of cost estimates for residential and light commercial structures. Topics include mathematics, construction techniques, estimating cycle, data sources and use, checklists, and detailed and unit quantity estimating methods. The emphasis in this course will be on establishing material requirements using residential and light commercial blueprints. Laboratory fee. (3 Lec., 1 Lab.)

CNST 1381 Building Design (3)
(Former course prefix/number CT 143)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 or demonstrated competence approved by the instructor. This course introduces basic design principles as applied to building construction, architectural style, land, and site planning. Topics covered include plan analysis, modular design, restrictions and legal aspects of the lot, site layout, architectural styles and basic components, technological advances in new material and methods, and choosing the most appropriate basic structure. (3 Lec.)

CNST 1382 Field Surveying (3)
(Former course prefix/number CT 145)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 and Mathematics 1374 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 1180 and Construction Technology 1274. Students may register in the comprehensive course or the inclusive courses. This course covers proper methods of measuring distances, the builder's level and rod, and building layout using the transit. Topics covered include taping, builder's level and rod, cut and fill, differential leveling, use of various types of transits and methods of building layout, turning angles, and establishing control points using construction blueprints. Laboratory fee. (2 Lec., 3 Lab.)

CNST 1383 Building Construction I (3)
(Former course prefix/number CT 125)
Prerequisites: Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 1270 and Construction Technology 1175. Students may register in the comprehensive course or the inclusive courses. This course covers the basics of rough framing for residential and light commercial buildings. Topics include safety, equipment required, job planning, floor, wall, ceiling and roof framing systems. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2170 Commercial Estimating (1)
(Former course prefix/number CT 219)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1380 or demonstrated competence approved by the instructor. This course will cover the estimating process and focus on commercial bidding. Topics included are estimating techniques, organization, completion of bid forms, cost analysis, cost control, overhead cost control, cost comparisons, and bidding using commercial blueprints. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2171 Walls And Columns (1)
(Former course prefix/number CT 221)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers construction of form work for high walls, vertical pier and column forms and scaffolding. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2172 Suspended Slabs And Beams (1)
(Former course prefix/number CT 222)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers construction of horizontal beam and suspended slab forming systems. Also included are topics on job planning, material selection and storage, and scaffolding with an emphasis on safety. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2173 Specialty Forms And Stairs (1)
(Former course prefix/number CT 223)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course will cover tilt-up and pre-cast building, flying forms and stair forms. Other topics covered are planning, materials selection and storage, and scaffolding with an emphasis on safety. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2174 Advanced Roof Systems (1)
(Former course prefix/number CT 226)
Prerequisites: Construction Technology 1372, Construction Technology 1170 and Construction Technology 1175 or demonstrated competence approved by the instructor. This course will continue the study of roof systems already begun in Construction Technology 1175. Topics covered include unequal span intersecting roofs, hip roofs, dormers, skylights and structural timber framing. Emphasis will be placed on job planning and safety. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2175 Exterior Finish I (1)
(Former course prefix/number CT 227)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course introduces completion of the exterior trim work. Topics covered include roof trim and cornice work, exterior doors and windows. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2176 Exterior Finish II (1)
(Former course prefix/number CT 228)
Prerequisites: Construction Technology 1370, Construction Technology 1170 and Construction Technology 2175 or demonstrated competence approved by the instructor. This course focuses on completion of the exterior wall and roof finish work. Topics covered include roof covering and methods, masonry, stucco and wood wall finish systems, and job planning. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2177 Metal Studs And Suspended Ceilings (1)
(Former course prefix/number CT 231)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers metal stud framing and wall finish treatments for commercial buildings. Topics included are metal stud framing, factory built partitions, and suspended ceiling systems. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2178 Commercial Doors And Hardware (1)
(Former course prefix/number CT 232)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course covers commercial doors, hardware and specialty fixtures. Topics include commercial doors and metal jambs, finish hardware, store fixtures, factory-built cabinets and laminates. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2179 Stair Building (1)
(Former course prefix/number CT 233)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by instructor. This course covers the construction and installation of interior stairs. Topics covered include stair types and parts, wood and metal stairs, layout and installation of job and factory-built stairs, building codes, and blueprints. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2180 Contemporary Topics In Construction (1)
(Former course prefix/number CT 250)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

CNST 2181 Special Projects In Construction Technology (1)
(Former course prefix/number CT 255)
Prerequisite: Will vary based on projects covered and will be annotated in each semester's schedule. Current developments in the field of construction will be developed. May be repeated when topics vary. (1 Lec., 1 Lab.)

CNST 2270 Contemporary Topics In Construction (2)
(Former course prefix/number CT 251)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

CNST 2370 Commercial Systems, Materials, And Equipment (3)
(Former course prefix/number CT 212)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1373 or demonstrated competence as approved by the instructor. This course focuses on systems and materials used in commercial buildings. Topics covered are heavy masonry, prestressed and precast concrete, structural steel, glass curtain walls, elevators, and interior and exterior finish materials. (3 Lec.)

CNST 2371 Codes And Inspections II (3)
(Former course prefix/number CT 213)
Prerequisites: Construction Technology 1370, Construction Technology 1372, Construction Technology 1373, Construction Technology 1374 and Construction Technology 2370 or demonstrated competence approved by the instructor. This course continues the study of building codes and inspections centering on commercial building. Topics include local building codes, enforcement, testing labs, job site testing and inspections by private testing companies. (3 Lec.)

CNST 2372 Reinforced Concrete And Steel-Frame Structures (3)
(Former course prefix/number CT 215)
Prerequisites: Construction Technology 1373, Construction Technology 1179 and Construction Technology 2370 and Mathematics 1374 or demonstrated competence approved by the instructor. This course applies Construction Technology 1179 skills in an in-depth study of reinforced concrete and steel frame construction. Topics include soils, reinforcing steel, properties of concrete and steel, limitations, design methods, codes, flexure and shear in concrete and steel beams, anchorage and connectors, and columns and piers, with the emphasis placed on commercial structures. Laboratory fee. (2 Lec., 2 Lab.)

CNST 2373 Building And Contracting (3)
(Former course prefix/number CT 216)
Prerequisites: Construction Technology 1370 and Construction Technology 1372 and Business 1301. This course covers the basic process of organizing and operating a building or contracting business. Topics covered include establishing goals, organization, directing, staffing, coordinating and controlling, and budgeting required to operate and make a profit in a construction business. (3 Lec.)

CNST 2374 Computerized Estimating (3)
(Former course prefix/number CT 218)
Prerequisites: Construction Technology 1370, Construction Technology 1380 and Mathematics 1374 or demonstrated competence approved by the instructor. This course covers computerized estimating principles and applications for the construction industry. Topics covered include DOS commands, applications to estimating and bid analysis, spreadsheets, job tracking, commercial software packages. A cost estimate will be developed during course to demonstrate varied concepts. Laboratory fee. (2 Lec., 2 Lab.)

CNST 2375 Foundations II (3)
(Former course prefix/number CT 220)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 2171, Construction Technology 2172 and Construction Technology 2173. Students may register in the comprehensive course or the inclusive courses. This course covers commercial foundation layout and forming systems. Topics covered include scaffolding and shoring, low and high wall forms, vertical piers and columns, horizontal beam forms, suspended slabs, stair forms, tilt-up, pre-cast construction and flying forms. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2376 Building Construction II (3)
(Former course prefix/number CT 225)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 2174, Construction Technology 2175 and Construction Technology 2176. Students may register in the comprehensive course or the inclusive courses. This course will continue wood framing with advanced concepts in the construction of various types of roofs and exterior wall and roof finish systems. Topics include selection and installation of exterior doors and windows and trim. Exterior finish systems such as wall coverings, roofing, and cornice will be applied to the various styles of buildings and roof styles. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2377 Finish Systems II (3)
(Former course prefix/number CT 230)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1170 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 2177, Construction Technology 2178 and Construction Technology 2179. Students may register in the comprehensive course or the inclusive courses. This course covers interior finish of commercial buildings. Included are store fronts, metal stud framing, wall finish systems, movable partitions, dropped and suspended ceiling systems, specialty fixtures and hardware, and stair construction. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2378 Field Supervision I (3)
(Former course prefix/number CT 235)
This course covers human relations and how to develop motivation on the job site. Topics include written and oral communications, leadership and motivation, problem solving and decision making. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2379 Field Supervision II (3)
(Former course prefix/number CT 240)
This course covers areas from contract documents, planning and scheduling, along with cost awareness and production control. Topics covered include document information and construction decisions, peripheral documents, large project CPM, production control, work and cost analysis. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2380 Field Supervision III (3)
(Former course prefix/number CT 245)
This courses covers safety and loss control, project management, construction law, and productivity improvement. Topics covered include project layout start-up, OSHA, reading a construction contract, contract and construction law, and documentation of project activities. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2381 Contemporary Topics In Construction (3)
(Former course prefix/number CT 252)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

CNST 2382 Special Topics In Construction Technology (3)
(Former course prefix/number CT 253)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Current developments in the field of construction are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

CNST 2383 Special Projects In Construction Technology (3)
(Former course prefix/number CT 256)
Prerequisite: Will vary based on project covered and will be annotated in each semester's schedule. Current developments in the field of construction will be developed. May be repeated when topics vary. Laboratory fee. (2 Lec., 3 Lab.)

CNST 2470 Estimating II (4)
(Former course prefix/number CT 217)
Prerequisites: Construction Technology 1370, Construction Technology 1372 and Construction Technology 1380 or demonstrated competence approved by the instructor. This course is a comprehensive course that includes Construction Technology 2374 and Construction Technology 2170. This course covers computerized estimating principles and applications for the construction industry and focuses on a commercial estimate. Topics covered include DOS commands, spreadsheets, job tracking, commercial software packages, commercial estimating techniques and organization, cost analysis and cost control, overhead cost control, cost comparisons, and development of a bid package. Laboratory fee. (3 Lec., 3 Lab.)

CNST 2471 Special Topics In Construction Technology (4)
(Former course prefix/number CT 254)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Current developments in the field of construction are studied. May be repeated when topics vary. Laboratory fee. (3 Lec., 3 Lab.)

CNST 7371 Cooperative Work Experience (3)
(Former course prefix/number CT 703)
Prerequisites: Completion of two courses in the Construction 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. 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.)

CNST 7372 Cooperative Work Experience (3)
(Former course prefix/number CT 713)
Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor 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.)

CNST 7471 Cooperative Work Experience (4)
(Former course prefix/number CT 704)
Prerequisites: Completion of two courses in the Construction 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. 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.)**

CNST 7472 Cooperative Work Experience (4)
(Former course prefix/number CT 714)
Prerequisites: Completion of two courses in the Construction Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor 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.)

CRIMINAL JUSTICE

CRIJ 1301 Introduction To Criminal Justice (3)
(This is a common course number. Former course prefix/number CJ 140)
This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

CRIJ 1306 The Courts And Criminal Justice (3)
(This is a common course number. Former course prefix/number CJ 132)
The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutional right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)

CRIJ 1307 Crime In America (3)
(This is a common course number. Former course prefix/number CJ 139)
American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

CRIJ 1310 Fundamentals Of Criminal Law (3)
(This is a common course number. Former course prefix/number CJ 130)
A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

CRIJ 2301 Community Resources In Corrections (3)
(This is a common course number. Former course prefix/number CJ 251)
This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

CRIJ 2313 Correctional Systems And Practices (3)
(This is a common course number. Former course prefix/number CJ 250)
The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

CRIJ 2314 Criminal Investigation (3)
(This is a common course number. Former course prefix/number CJ 240)
Prerequisite: Criminal Justice 1301. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

CRIJ 2322 Juvenile Procedures (3)
(This is a common course number. Former course prefix/number CJ 242)
Prerequisite: Criminal Justice 1301. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

CRIJ 2323 Legal Aspects of Law Enforcement (3)
(This is a common course number. Former course prefix/number CJ 247)
This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

CRIJ 2328 Police Systems and Practices (3)
(This is a common course number. Former course prefix/number CJ 248)
The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

CRIJ 2331 Traffic Planning And Administration (3)
(This is a common course number. Former course prefix/number CJ 244)
Prerequisite: Criminal Justice 1301. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

CRIJ 2333 Texas Peace Officers Law (3)
(This is a common course number. Former course prefix/number CJ 148)
Prerequisite: Thirty semester hours of approved academic courses to include fifteen hours of the transfer curriculum in law enforcement. This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

CRIJ 2334 Texas Peace Officer Procedures (3)
(This is a common course number. Former course prefix/number CJ 150)
Prerequisite: Criminal Justice 2333 or concurrent enrollment. This course is a study of the techniques and procedures used by police officers on patrol. Topics include controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

CRIJ 2335 Texas Peace Officer Skills (3)
(This is a common course number. Former course prefix/number CJ 232)
Prerequisites: Criminal Justice 2333 and Criminal Justice 2334 or concurrent enrollment. This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. This course qualifies for five TCLEOSE training points. (4 Lec., 2 Lab.)

CRIJ 7371 Cooperative Work Experience (3)
(Former course prefix/number CJ 703)
Prerequisites: Completion of two courses in the Criminal Justice program. 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, and professional development. (1 Lec., 15 Lab.)

CRIJ 7372 Cooperative Work Experience (3)
(Former course prefix/number CJ 713)
Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 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. (1 Lec., 15 Lab.)

CRIJ 7471 Cooperative Work Experience (4)
(Former course prefix/number CJ 704)
Prerequisites: Completion of two courses in the Criminal Justice program. 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, and professional development. (1 Lec., 20 Lab.)

CRIJ 7472 Cooperative Work Experience (4)
(Former course prefix/number CJ 714)
Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 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. (1 Lec., 20 Lab.)

*A number of other course descriptions in Criminal Justice will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

DANCE

DANC 1101 Composition I (1)
(This is a common course number. Former course prefix/number DAN 234)
Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015530)

DANC 1102 Composition II (1)
(This is a common course number. Former course prefix/number DAN 235)
Prerequisites: Dance 1101 and demonstrated competence approved by the instructor. This course is a continuation of Dance 1101. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015530)

DANC 1110 Tap I (1)
(This is a common course number. Former course prefix/number DAN 157)
This course explores basic tap techniques. Emphasis on technique development and familiarity with traditional tap rhythms and steps. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130)

DANC 1111 Tap II (1)
(This is a common course number. Former course prefix/number DAN 158)
Prerequisite: Dance 1149 or demonstrated competence approved by instructor. This course continues and further develops an exploration of Dance 1149. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

DANC 1112 Coaching and Repertoire (1)
(This is a common course number. Former course prefix/number DAN 252)
Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1113 Improvisation (1)
(This is a common course number. Former course prefix/number DAN 253)
Prerequisite: Dance 1248 or Dance 1342. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1151 Rehearsal and Performance I (1)
(This is a common course number. Former course prefix/number DAN 116)
This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1152 Rehearsal and Performance II (1)
(This is a common course number. Former course prefix/number DAN 200)
Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1170 Hip Hop I (1)
(This is a common course number. Former course prefix/number DAN 167)
This course explores basic hip hop techniques. Emphasis is on technique development and familiarity with contemporary meters and rhythms. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

DANC 1171 Hip Hop II (1)
(This is a common course number. Former course prefix/number DAN 168)
This course continues and further develops an exploration of Dance 1170. Laboratory fee. (1 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 3601145130

DANC 1247 Jazz I (2)
(This is a common course number. Former course prefix/number DAN 155)
The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (1 Lec., 2 Lab)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1248 Jazz II (2)
(This is a common course number. Former course prefix/number DAN 156)
Prerequisite: Dance 1247 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1341 Ballet I (3)
(This is a common course number. Former course prefix/number DAN 161)
This course explores basic ballet structure and terminology. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Instruction in beginning adagio, petit allegro, grand allegro, inside and outside turns and various jumps are studied. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1342 Ballet II (3)
(This is a common course number. Former course prefix/number DAN 163)
Prerequisite: Dance 1341. This course is a continuation of Dance 1341. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1345 Modern I (3)
(This is a common course number. Former course prefix/number DAN 165)
This course explores basic modern techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1346 Modern II (3)
(This is a common course number. Former course prefix/number DAN 166)
Prerequisite: Dance 1345. This course continues and further develops an exploration of Dance 1345. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1370 Beginning Dance Technique In Theatre (3)
(Former course prefix/number THE 112)
Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 1371 Intermediate Dance (3)
(Former course prefix/number THE 113)
Prerequisite: Dance 1370 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2247 Jazz III (2)
(This is a common course number. Former course prefix/number DAN 255)
Prerequisite: Dance 1248. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2248 Jazz IV (2)
(This is a common course number. Former course prefix/number DAN 256)
Prerequisite: Dance 2247. This course is a further exploration of Dance 2247. This course may be repeated for credit. Laboratory fee. (1Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2341 Ballet III (3)
(This is a common course number. Former course prefix/number DAN 258)
Prerequisite: Dance 1342. The development of ballet techniques is continued. More complicated exercises at the barre and center floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2342 Ballet IV (3)
(This is a common course number. Former course prefix/number DAN 260)
Prerequisite: Dance 2341. Individual proficiency, artistry and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2345 Modern III (3)
(This is a common course number. Former course prefix/number DAN 265)
Prerequisite: Dance 1346. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2346 Modern IV (3)
(This is a common course number. Former course prefix/number DAN 266)
Prerequisite: Dance 2345. This course is a further exploration of Dance 2345. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 5003015230)

DANC 2303 Dance Appreciation (3)
(This is a common course number. Former course prefix/number DAN 160)
The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)
(Coordinating Board Academic Approval Number 5003015430)

DESIGN

All course descriptions in Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

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. This course should not be used for TASP remediation. (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 This course should not be used for TASP remediation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085135)

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. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201085135)

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. This course should not be used for TASP remediation. (2 Lab.)
(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333 1335, 1342 and 1414. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1374.

DMAT 0060 Basic Mathematics I (1)
(Former course prefix/number DM 060)
This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0061 Basic Mathematics II (1)
(Former course prefix/number DM 061)
This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0062 Pre Business (1)
(Former course prefix/number DM 062)
This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0063 Pre Algebra (1)
(Former course prefix/number DM 063)
This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0064 Mathematics For Nursing I (1)
(Former course prefix/number DM 064)
This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0065 Mathematics For Nursing II (1)
(Former course prefix/number DM 065)
Prerequisite: Developmental Mathematics 0064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

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 0071 Elementary Algebra II (1)
(Former course prefix/number DM 071)
Prerequisite: Developmental Mathematics 0070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0072 Elementary Algebra III (1)
(Former course prefix/number DM 072)
Prerequisite: Developmental Mathematics 0071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0073 Introduction To Geometry (1)
(Former course prefix/number DM 073)
This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0080 Intermediate Algebra I (1)
(Former course prefix/number DM 080)
Prerequisites: Developmental Mathematics 0072, Developmental Mathematics 0091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0081 Intermediate Algebra II (1)
(Former course prefix/number DM 081)
Prerequisite: Developmental Mathematics 0080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0082 Intermediate Algebra III (1)
(Former course prefix/number DM 082)
Prerequisite: Developmental Mathematics 0081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0090 Pre Algebra Mathematics (3)
(Former course prefix/number DM 090)
Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 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)

DMAT 0096 Essential Math (3)
(Former course prefix/number DM 096)
This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in the developmental mathematics sequence. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0097 Algebra Fundamentals I (3)
(Former course prefix/number DM 097)
Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0098 Algebra Fundamentals II (3)
(Former course prefix/number DM 098)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0099 Algebra Fundamentals III (3)
(Former course prefix/number DM 099)
Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045237)

DMAT 0100 Review of Basic Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0200 Review of Fundamental Mathematical Concepts (1)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099 or consent of instructor. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Emphasis is on individual needs. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0300 Review of Algebraic and Geometric Concepts (3)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include test-taking strategies and practice as well as TASP related mathematical concepts. This course cannot be used as a prerequisite for any college-level mathematics course. (3 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

DMAT 0400 Review of Fundamental Algebraic Concepts (3)
Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include basic operations of real numbers; analysis and interpretation of graphs and tables; solutions and graphs of linear, absolute value and quadratic equations, and inequalities; factoring; exponent; principles of geometry; inductive reasoning; and functions. This course cannot be used as a prerequisite for any college-level mathematics course. (2 Lec., 2 Lab.)
(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 3201085235)

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 3201085235)

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 3201085235)

DREA 0100 College Learning Skills in Reading (1)
This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0200 Learning Skills Improvement in Reading (1)
This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0300 Communication Skills in Reading (3)
This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

DREA 0400 Communication Skills in Reading (3)
This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085235)

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 3201085335)

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 3201085335)

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 3201085335)

DWRI 0100 Developmental Writing (1)
This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0200 Developmental Writing (1)
This course focuses upon writing skills improvement. Writing 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 3201085335)

DWRI 0300 Developmental Writing (3)
This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085335)

DWRI 0400 Developmental Writing (3)
This course is for students with significant writing problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of the semester) upon the referral of an instructor. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3201085335)

DIAGNOSTIC MEDICAL SONOGRAPHY

SONO 2170 Clinical Medicine III (1)
(Former course prefix/number DMS 237)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on small parts ultrasound. (3 Lec.)

SONO 2171 Sonography III (1)
(Former course prefix/number DMS 257)
Prerequisite: Grade of "C" or better in all previous courses. Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. (1 Lec.)

SONO 2172 Clinical Medicine IV (1)
(Former course prefix/number DMS 242)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems, neonatal heads and breast sonography. (3 Lec.)

SONO 2173 Ultrasound Instrumentation (1)
(Former course prefix/number DMS 261)
Prerequisite: Acceptance into the Diagnostic Medical Sonography program and a grade of "C" or better in all previous courses or approval of Program Director. This course focuses on the basic pulse-echo ultrasound system including the components and function of the scanner, display system, scan converter, and hard copy units. Emphasis on Doppler production and display and safety and performance issues. (1 Lec.)

SONO 2174 Sonography IV (1)
(Former course prefix/number DMS 266)
Prerequisite: Grade of "C" or better in all previous courses. Detailed study of normal and pathological neonatal head structures. Review of previously covered material. Vascular methodology will be discussed. (1 Lec.)

SONO 2272 Clinical Education III (2)
(Former course prefix/number DMS 252)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

SONO 2273 Clinical Education IV (2)
(Former course prefix/number DMS 253)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

SONO 2274 Clinical Education I (2)
(Former course prefix/number DMS 205)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (20 Ext.)

SONO 2275 Pathophysiology (2)
(Former course prefix/number DMS 215)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (1 Lec., 2 Lab.)

SONO 2276 Practicum III (2)
(Former course prefix/number DMS 264)
Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (1 Lec., 10 Ext.)

SONO 2277 Practicum IV (2)
(Former course prefix/number DMS 265)
Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (1 Lec., 10 Ext.)

SONO 2370 Cross Sectional Anatomy (3)
(Former course prefix/number DMS 208)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. Laboratory fee. (3 Lec.)

SONO 2371 Acoustical Physics (3)
(Former course prefix/number DMS 210)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction, and principles of doppler devices. (3 Lec.)

SONO 2374 Clinical Education II (3)
(Former course prefix/number DMS 206)
Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Education I. Students will be assigned to affiliated hospital ultrasound departments. (24 Ext.)

SONO 2375 Practicum I (3)
(Former course prefix/number DMS 260)
Prerequisite: Grade of "C" or better in all previous course work. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (24 Ext.)

SONO 2376 Practicum II (3)
(Former course prefix/number DMS 256)
Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (24 Ext.)

SONO 2377 Sonographic Cross Sectional Anatomy (3)
(Former course prefix/number DMS 258)
Prerequisite: Admission to the Diagnostic Medical Sonography program. Detailed study of the anatomy of the abdomen and pelvis including anatomical relationships of organs such as liver, gallbladder, spleen, pancreas, and vascular structures and body planes and quadrants. (3 Lec.)

SONO 2378 Advanced Acoustical Physical (3)
(Former course prefix/number DMS 259)
Prerequisite: Grade of "C" or better in all previous courses. Advanced course emphasizing the use of ultrasound instruments including modes of operation, operation control options, techniques for recording static and dynamic images, and advances in transducer design. (3 Lec.)

SONO 2379 Sonography V (3)
(Former course prefix/number DMS 263)
Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Diagnostic Medical Sonography IV with emphasis on hemodynamics, vascular anatomy and pathology, scanning techniques, transducers and instrumentation, patient history and laboratory data. (3 Lec.)

SONO 2473 Clinical Medicine I (4)
(Former course prefix/number DMS 207)
Prerequisite: Minimum grade of "C" or better in all previous courses. A detailed study of scanning techniques, transducers, normal and abnormal abdominal anatomy, patient history and laboratory data, as it relates to sonographic examination are the focus of this course. (4 Lec., 1 Lab.)

SONO 2474 Clinical Medicine II (4)
(Former course prefix/number DMS 209)
Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec., 1 Lab.)

SONO 2475 Sonography I (4)
(Former course prefix/number DMS 254)
Prerequisite: Admission to program. Detailed study of normal and pathological abdominal structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

SONO 2476 Sonography II (4)
(Former course prefix/number DMS 255)
Prerequisite: Grade of "C" or better in all previous courses. Detailed study of the male and female pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

SONO 2477 Practicum V (4)
(Former course prefix/number DMS 262)
Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of previous practicum courses. Hemodynamics and vascular ultrasound is the focus. The student will participate in supervised clinical experiences at affiliated ultrasound laboratory departments. (32 Ext.)

DIGITAL IMAGING TECHNOLOGY

(See Graphic Communications)

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 1330 Stagecraft I (3)
(This is a common course number. Former course prefix/number THE 103)
The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 1341 Make-Up For The Stage (3)
(This is a common course number. Former course prefix/number THE 105)
The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)
(Coordinating Board Academic Approval Number 5005025230)

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 1370 Contemporary Theatre (3)
(Former course prefix/number THE 102)
This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055130)

DRAM 2331 Stagecraft II (3)
(This is a common course number. Former course prefix/number THE 104)
Prerequisite: Drama 1330 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2336 Voice And Articulation (3)
(This is a common course number. Former course prefix/number THE 109)
Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015835)

DRAM 2351 Scene Study I (3)
(This is a common course number. Common Course Number THE 205)
Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 2352 Scene Study II (3)
(This is a common course number. Former course prefix/number THE 207)
Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005035130)

DRAM 2361 History Of Theatre I (3)
(This is a common course number. Former course prefix/number THE 110)
Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)
(Coordinating Board Academic Approval Number 5005055130)

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)

DRAM 2366 Development of the Motion Pictures (3)
(This is a common course number. Former course prefix/number THE 203)
Emphasis on the analysis of the visual and aural aspects of selected motion pictures, dramatic aspects of narrative films, and historical growth and sociological effect of film as an art. (3 Lec.)
(Coordinating Board Academic Approval Number 5006025130)

DRAM 2370 Television Production I (3)
(Former course prefix/number THE 201)
Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

DRAM 2371 Television Production II (3)
(Former course prefix/number THE 202)
Prerequisite: Drama 2370. This course is a continuation of Drama 2370. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 1001045226)

DRAM 2373 Introduction To Technical Drawing (3)
(Former course prefix/number THE 208)
Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including ground plans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2374 Lighting Design (3)
(Former course prefix/number THE 209)
The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 5005025130)

DRAM 2375 Broadcasting Communications I (3)
(Former course prefix/number THE 211)
Basic techniques of television and video performance are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035226)

DRAM 2376 Broadcasting Communications II (3)
(Former course prefix/number THE 212)
Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035226)

EARLY CHILDHOOD/CHILD DEVELOPMENT

(Child Development)

CDEC 1194 Special Topics in Early Childhood (1)
(This is a WECM course number. Former course prefix/number CDE 100)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Ext.)

CDEC 1195 Special Topics in Early Childhood Provider/Assistant (1)
(This is a WECM course number. Former course prefix/number CDE 101)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Ext.)

CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant (2)
(This is a WECM course number. Former course prefix/number CDE 102)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

CDEC 1303 Family and the Community (3)
(This is a WECM course number. Former course prefix/number CDE 103)
A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)

CDEC 1317 Child Development Associate Training I (3)
(This is a WECM course number. Former course prefix/number CDE 104)
Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study included: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1318 Nutrition, Health, and Safety (3)
(This is a WECM course number. Former course prefix/number CDE 105)
A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1319 Child Guidance (3)
(This is a WECM course number. Former course prefix/number CDE 106)
An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1359 Children with Special Needs (3)
(This is a WECM course number. Former course prefix/number CDE 107)
A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

CDEC 1391 Special Topics in Family Life and Relations Studies (3)
(This is a WECM course number. Former course prefix/number CDE 108)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1392 Special Topics in Child Development (3)
(This is a WECM course number. Former course prefix/number CDE 109)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1393 Special Topics in Family Living and Parenthood (3)
(This is a WECM course number. Former course prefix/number CDE 110)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1394 Special Topics in Early Childhood (3)
(This is a WECM course number. Former course prefix/number CDE 111)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1395 Special Topics in Early Childhood Provider/Assistant (3)
(This is a WECM course number. Former course prefix/number CDE 112)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1396 Special Topics in Administration of Programs for Children (3)
(This is a WECM course number. Former course prefix/number CDE 113)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1411 Introduction to Early Childhood Education (4)
(This is a WECM course number. Former course prefix/number CDE 114)
An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1413 Curriculum Resources for Early Childhood Programs (4)
(This is a WECM course number. Former course prefix/number CDE 115)
Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1454 Child Growth and Development (4)
(This is a WECM course number. Former course prefix/number CDE 116)
A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1492 Special Topics in Child Development (4)
(This is a WECM course number. Former course prefix/number CDE 117)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2322 Child Development Associate Training II (3)
(This is a WECM course number. Former course prefix/number CDE 200)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2324 Child Development Associate Training III (3)
(This is a WECM course number. Former course prefix/number CDE 201)
A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2326 Administration of Programs for Children I (3)
(This is a WECM course number. Former course prefix/number CDE 202)
A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2328 Administration of Programs for Children II (3)
(This is a WECM course number. Former course prefix/number CDE 203)
Prerequisites: Child Development 2326. A in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2373 Supportive Services for Exceptional Children (3)
(This is a WECM course number. Former course prefix/number CDE 204)
Identification of local, state and national resources for exceptional children and their families. Referral and resource information for special children is gathered through field studies, community involvement, and independent activities. (3 Lec.)

CDEC 2375 Abuse Within the Family (3)
(This is a WECM course number. Former course prefix/number CDE 205)
The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with the families to help them lessen and alleviate abusive behaviors and experiences. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant (3)
(This is a WECM course number. Former course prefix/number CDE 206)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

CDEC 2421 The Infant and Toddler (4)
(This is a WECM course number. Former course prefix/number CDE 207)
A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2441 The School Age Child (4)
(This is a WECM course number. Former course prefix/number CDE 208)
A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2473 Learning Programs for Children with Special Needs (4)
(This is a WECM course number. Former course prefix/number CDE 209)
This course focuses on successful model programs for encouraging maximum learning from young children with special needs. Materials, activities, and methods of working with children are examined. Laboratory fee. (2 Lec., 6 Lab.)

CDEC 2475 Student Teaching in Child Development/Early Childhood I (4)
(This is a WECM course number. Former course prefix/number CDE 210)
Prerequisites: Child Development 1318, Child Development 1319, Child Development 1411, Child Development 1413, and Child Development 1454. This course provides in-depth observations and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

CDEC 2476 Student Teaching in Child Development/Early Childhood II (4)
(This is a WECM course number. Former course prefix/number CDE 211)
Prerequisities: Child Development 2475. This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant (4)
(This is a WECM course number. Former course prefix/number CDE 212)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 21 Lab.)

EARTH SCIENCE

(See Geology)

EASTFIELD INTERPRETER TRAINING PROGRAM

(Interpreter Training Program)

EITP 1170 Receptive Fingerspelling (1)
(Former course prefix/number ITP 148)
Concurrent enrollment in Interpreter Training 1470. Students practice the reception of fingerspelling using the phonetic approach. Accuracy is stressed and speed is increased throughout the course. Video and computer materials are available for reinforcement. (2 Lab.)

EITP 1370 Introduction To Deafness (3)
(Former course prefix/number ITP 140)
An overview of deafness which will include, history of deaf education, causes of hearing loss, organizations associated with deafness and professionals involved in work with the deaf. (3 Lec., 1 Lab.)

EITP 1371 Psychosocial Aspects Of Deafness (3)
(Former course prefix/number ITP 144)
Prerequisite: Interpreter Training 1370. Students study the psychological and sociological effects of deafness on the individual and memebership within the deaf community. (3 Lec.)

EITP 1372 Introduction to Interpreting (3)
(Former course prefix/number ITP 151)
Prerequisite: Interpreter Training 1470 and Interpreter Training 1170. Concurrent enrollment Interpreter Training 1471 and Interpreter Training 1373. Students learn about the sign language interpreters "World of Work". Topics include business practices, history of interpreting, ethical practices, situational problem solving, and discussion of various settings. (3 Lec.)

EITP 1373 Mime for Interpreters (3)
(Former course prefix/number ITP 152)
Prerequisites: Interpreter Training 1470 and Interpreter Training 1170. Concurrent enrollment: Interpreter Training 1471, Interpreter Training 1372. Students study and practice mime components which are crucial to the production of American Sign Language and interpreting for deaf persons. Class is conducted in ASL. (3 Lec.)

EITP 1470 American Sign Language I (4)
(Former course prefix/number ITP 141. Common Course Number is SGNL 1401)
Prerequisite: Appropriate English Assessment score. Concurrent enrollment: Interpreter Training 1170. The study of American Sign Language linguistic principles is started. Study includes phonology, semantics, syntax and pragmatics of ASL. Pre-interpreting voicing, visual recognition and memory skills are practiced. Fingerspelling is taught through the whole word approach. An extensive video and audio collection is available for student practice in our laboratory. Injury prevention exercises are practiced. Laboratory fee. (3 Lec., 2 Lab.)

EITP 1471 American Sign Language II (4)
(Former course prefix/number ITP 143. Common Course Number is SGNL 1402)
Prerequisite: minimum grade of "C" in Interpreter Training 1170 and Interpreter Training 1470. Concurrent enrollment Interpreter Training 1372 and Interpreter Training 1373. Study of ASL linguistic components is continued. Emphasis is placed on connected language in phrases and short stories. Class is conducted a greater percentage of the time in ASL. Pre-interpreting skill development is continued. Injury prevention exercises are practiced. Mime concepts and their usage in discourse are begun. Receptive fingerspelling via the whole word approach is continued. (3 Lec., 2 Lab.)

EITP 2373 Interpreting: Sign To Voice (3)
(Former course prefix/number ITP 250)
Prerequisite: Speech Communications 1342. Concurrent enrollment: Interpreter Training 2374 and Interpreter Training 2470. This course is designed for the advanced sign language student. Sign to voice skills are developed and practiced through the use of video and audio tapes. Students focus on identifying topics and then adding the details of the message. (3 Lec.)

EITP 2374 Interpreting: Voice To Sign (3)
(Former course prefix/number ITP 253)
Prerequisite: Interpreter Training 1371 Concurrent enrollment: Interpreter Training 2373 and Interpreter Training 2470. Students will acquire theoretical information pertaining to the expressive aspect of interpreting. Students will interpret in class by using audio and video tapes. Each student's vocabulary/sign choice and performance will be analyzed and recommendations made for improvement of delivery. Students will analyze English idioms and translate them into ASL. Laboratory fee. (3 Lec.)

EITP 2375 Practicum (3)
(Former course prefix/number ITP 260)
Prerequisite or concurrent enrollment: Interpreter Training 2376 and Interpreter Training 2377. Students practice and implement the interpreting skills and knowledge acquired throughout this training program which is done under the guidance of certified/qualified interpreters in the field. The students meet during seminar to discuss issues which arise during their practicum experience. Students must have permission from program chair to enroll. (1 Lec., 15 Lab.)

EITP 2376 Transliterating: Sign to Voice (3)
(Former course prefix /number ITP 254)
Prerequisite: Minimum grade of "C" in Interpreter Training 2373. Concurrent enrollment: Interpreter Training 2377. Transliteration voicing skills are developed through the use of video and audio tapes. Recognition of technical sign symbols is taught. (3 Lec.)

EITP 2377 Transliterating: Voice to Sign (3)
(Former course prefix/number ITP 255)
Prerequisite: Minimum grade of "C" in Interpreter Training 2374. Concurrent enrollment: Interpreter Training 2376. The acts of interpreting and transliterating are compared and contrasted. Transliterating skills and appropriate inclusion of interpreting components will be discussed and practiced. Video and audio materials will be heavily used. (3 Lec.)

EITP 2470 American Sign Language III (4)
(Former course prefix/number ITP 240)
Prerequisite: Minimum grade of "C" in Interpreter Training 1372, Interpreter Training 1373 and Interpreter Training 1471. Concurrent enrollment: Interpreter Training 2373 and Interpreter Training 2374. Students continue to study linguistic components of American Sign Language. Emphasis is on immediate translation to ASL and production in ASL of the English form. Immediate translation and usage in ASL of English vocabulary with multiple meanings is practiced. Injury prevention exercises are continued. Laboratory fee. (3 Lec., 2 Lab.)

ECHOCARDIOLOGY TECHNOLOGY

ECHO 1270 Introduction to the Echocardiology Lab (2)
(Former course prefix/number ECH 101)
Prerequisites: A grade of "C" or better in all previous HOCC and support courses. Concurrent enrollment in Echocardiology Technology 1370. This course is an introductory lab for learning cardiac ultrasound. The student will obtain hands-on experience in a clinical laboratory setting with the opportunity to scan volunteers. Emphasis will be placed on instrumentation, on imaging and the identification of cardiac anatomy. The student will be introduced to Doppler, color flow mapping and M-mode. (18 Ext.)

ECHO 1370 Echocardiology Lab Fundamentals (3)
(Former course prefix/number ECH 100)
Prerequisites: A grade of "C" or better in all previous HOCC and support courses. Concurrent enrollment in Echocardiology Technology 1370. The student will be introduced to the principles of utrasound physics and instrumentation. Emphasis will be placed on transducers, artifacts, safety and quality assurance. The student will become familiar with metric units, sound beams, types of resolution, display modes and scan converters. This course is designed as an overview of the principles of echocardiography, and the student will learn proper techique: use of equipment controls, recognition of technical artifacts, best approach for Doppler studies, and two-dimensional studies, the student will also be able to identify M-mode patterns. Laboratory fee. (2 Lec., 2 Lab.)

ECHO 2470 Echocardiology I (4)
(Former course prefix/number ECH 200)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2670. Special emphasis will be placed on heart pathologies. This course includes a discussion of pericardial disease, cardiomyopathies, cardiac masses, and endocarditis. Related physician lectures and laboratory experiences are provided. Laboratory fee. (3 Lec., 3 Lab.)

ECHO 2471 Echocardiology II (4)
(Former course prefix/number ECH 202)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2671. This course is a continuation of Echocardiology Technology 2470. Emphasis in this course is placed on two dimensional images, Doppler waveforms and color flow mapping. Written reports, review of current professional literature and attendance at conferences are required. Laboratory fee. (3 Lec., 3 Lab.)

ECHO 2670 Echocardiology Clinical I (6)
(Former course prefix/number ECH 201)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2470. This course offers hands-on experience in a clinical setting. Emphasis will be placed on imaging and the identification of cardiac anatomy in the Standard Echocardiography views. The student will also evaluate the heart using Doppler and color flow mapping. The student will apply the principles of medical ethics, professionalism, and proper imaging protocol to the instructor, student, physician, and clinical staff. (32 Ext.)

ECHO 2671 Echocardiology Clinical II (6)
(Former course prefix/number ECH 203)
Prerequisites: A grade of "C" or better in all previous Echocardiology Technology and support courses. Concurrent enrollment in Echocardiology Technology 2471. This course is a full time clinical experience and will be completed at an affiliated health care facility. Students will broaden and perfect their echocardiographic skills through active hands-on participation in a non-invasive cardiovascular laboratory. Emphasis of this course is placed on two dimensional images, Doppler waveforms and color flow mapping. Written reports, review of current professional literature, and attendance at conferences are required. This is the capstone experience for the echocardiology technology program. (32 Ext.)

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 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 an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)
(Coordinating Board Academic Approval Number 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 are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)
(Coordinating Board Academic Approval Number 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)

ECON 2311 Economics of Global Issues (3)
(This is a common course number. Former course prefix/number ECO 203)
This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015242)

EDUCATIONAL PERSONNEL

EDUC 1370 Language Skills For Educational Personnel (3)
(Former course prefix/number EP 129)
This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills. (3 Lec.)

EDUC 1371 Introduction To Educational Processes I (3)
(Former course prefix/number EP 131)
The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

EDUC 1372 Introduction To Educational Processes II (3)
(Former course prefix/number EP 133)
This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of educational personnel are covered. (3 Lec.)

EDUC 1373 Introduction To Media (3)
(Former course prefix/number EP 134)
Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

EDUC 1374 Arts And Crafts (3)
(Former course prefix/number EP 135)
Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom. (3 Lec.)

EDUC 1375 Principles And Practices Of Multi-Cultural Communications (3)
(Former course prefix/number EP 136)
This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Students will look at their own culturally influenced behavior, study other major cultures, and develop an awareness of cultural diversity and the process of intercultural communication. Differences in lifestyles, communication styles, learning processes, educational philosophies, interpersonal relations, and sources of stress for various cultural groups will be explored in a seminar-type environment. (3 Lec.)

EDUC 1376 Child Language Development (3)
(Former course prefix/number EP 140)
This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

EDUC 1377 Bilingual Education: Philosophy, Techniques And Materials (3)
(Former course prefix/number EP 143)
This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

EDUC 2170 Diversified Studies (1)
(Former course prefix/number EP 245)
This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

EDUC 2270 Diversified Studies (2)
(Former course prefix/number EP 246)
This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

EDUC 2370 Computer Instruction For Educators (3)
(Former course prefix/number EP 210)
This course is an introduction to microcomputer use for educators. Topics include history, terminology, classroom applications, instructional software preview, introductory programming, and productivity software. Hands-on computer activities are emphasized throughout the course. (2 Lec., 2 Lab.)

EDUC 2371 Techniques For Teaching English To Non-Native Speakers (3)
(Former course prefix/number EP 241)
This course is a practical application of second language learning theory as it relates to the non-English speaking student. The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

EDUC 2372 Diversified Studies (3)
(Former course prefix/number EP 247)
This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of six credit hours. (3 Lec.)

EDUC 2373 The Exceptional Child (3)
(Former course prefix/number EP 249)
This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping condition on children. (3 Lec.)

EDUC 7271 Cooperative Work Experience (2)
(Former course prefix/number EP 702)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 10 Lab.)

EDUC 7272 Cooperative Work Experience (2)
(Former course prefix/number EP 712)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 10 Lab.)

EDUC 7371 Cooperative Work Experience (3)
(Former course prefix/number EP 703)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 15 Lab.)

EDUC 7372 Cooperative Work Experience (3)
(Former course prefix/number EP 713)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 15 Lab.)

EDUC 7471 Cooperative Work Experience (4)
(Former course prefix/number EP 704)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 20 Lab.)

EDUC 7472 Cooperative Work Experience (4)
(Former course prefix/number EP 714)
Prerequisites: Completion of two courses in the Educational Personnel 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 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 20 Lab.)

ELECTRICAL TECHNOLOGY

ELEC 1270 Introduction Of Electrical Technology (2)
(Former course prefix/number ELE 105)
This course focuses on the nature of the electrical technology industry and employment opportunities. Safety, materials, and the proper use of tools and common test devices are covered. Laboratory fee. (2 Lec., 1 Lab.)

ELEC 1271 General Electrical Codes (2)
(Former course prefix/number ELE 108)
General Electrical Codes as identified in the current National Electric Code are presented. General codes concepts and residential applications are stressed. (2 Lec.)

ELEC 1272 Commercial Codes (2)
(Former course prefix/number ELE 118)
This course is an extension of the Basic Electrical Codes to applications frequently encountered in commercial electrical wiring. Information presented is based upon the current National Electrical Code. (2 Lec.)

ELEC 1370 Low Voltage Circuits (3)
(Former course prefix/number ELE 115)
This course focuses on types of low voltage electrical circuits. The theory, installation, and testing of low voltage circuits such as bells, chimes, and alarm systems will be presented. Laboratory fee. (2 Lec., 2 Lab.)

ELEC 1371 General Electrical Wiring (3)
(Former course prefix/number ELE 116)
This course covers general wiring practices with emphasis on safety and procedures. Topics include materials selection, splicing, switches, receptacles, and lighting circuits for both residential and selected commercial applications. Laboratory fee. (2 Lec., 4 Lab.)

ELEC 1470 Fundamentals Of Electricity (4)
(Former course prefix/number ELE 106)
Electrical theory and basic DC and AC circuits are covered. Voltage, current, resistance, reactance, impedance, phase angle, and power factors are calculated and measured in series, parallel and combination circuits. Laboratory fee. (3 Lec., 3 Lab.)

ELEC 1471 Electrical Transformers (4)
(Former course prefix/number ELE 107)
This course focuses on the fundamentals, types and testing procedures of electrical transformers. Power generation, transmission, and distribution systems are presented utilizing both single-phase and three-phase transformers. Laboratory fee. (4 Lec., 2 Lab.)

ELEC 1472 General Electrical Planning (4)
(Former course prefix/number ELE 117)
This course presents service, feeders, and branch circuit load calculations. Student activities include calculating appliance loads and circuit locations using blueprints, construction drawings and specifications. Laboratory fee. (4 Lec., 2 Lab.)

ELEC 2170 Contemporary Topics In Electrical Technology (1)
(Former course prefix/number ELE 220)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

ELEC 2172 Contemporary Topics In Electrical Technology (1)
(Former course prefix/number ELE 222)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

ELEC 2270 Industrial Planning (2)
(Former course prefix/number ELEC 207)
This course covers power applications for industrial locations. Topics include high voltage wiring, feeder bus systems, switching, and system protection. Laboratory fee. (2 Lec., 1 Lab.)

ELEC 2271 Industrial Codes (2)
(Former course prefix/number ELE 208)
This course presents those areas of the current National Electric Code dealing with transformer and welder feeder circuits, motor and branch circuit overload protection. (2 Lec.)

ELEC 2272 Electrical Motor Fundamentals (2)
(Former course prefix/number ELE 213)
Theory and fundamentals of AC, DC, and three-phase electrical motors are presented. Emphasis is placed on the characteristics, connection, and testing of these machines. Laboratory fee. (2 Lec., 1 Lab.)

ELEC 2370 Commercial Wiring (3)
(Former course prefix/number ELE 205)
Topics in this course are centered on accepted procedures and practice in wiring for commercial applications. Materials, conduit, and circuit layouts are included. Laboratory fee. (2 Lec., 4 Lab.)

ELEC 2371 Solid State Controls (3)
(Former course prefix/number ELE 214)
Solid state digital logic concepts and applications for motor controls are presented. System diagnostic procedures are covered. Laboratory fee. (2 Lec., 2 Lab.)

ELEC 2374 Motor Controls (3)
(Former course prefix/number ELE 216)
This course focuses on the connection and testing of electrical systems used to control single and multiple motor operations. Topics included are control circuit diagrams, magnetic starting, overload protecting, jogging, reversing, and sequencing. Laboratory fee. (3 Lec., 2 Lab.)

ELEC 2376 Contemporary Topics In Electrical Technology (3)
(Former course prefix/number ELE 224)
Prerequisite: Will vary based on topics covered and will be annotated in each semester's schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

ELEC 2470 Commercial Planning (4)
(Former course prefix/number ELE 206)
This course stresses applications for service, feeders, and branch circuits for commercial loads. Topics covered include blueprint reading, load calculations, overload protection, and planning for selected commercial environments. Laboratory fee. (4 Lec., 2 Lab.)

ELEC 7371 Cooperative Work Experience (3)
(Former course prefix/number ELE 703)
Prerequisites: Completion of two courses in the Electrical 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. 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.)

ELEC 7372 Cooperative Work Experience (3)
(Former course prefix/number ELE 713)
Prerequisites: Completion of two courses in the Electrical 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. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

ELEC 7471 Cooperative Work Experience (4)
(Former course prefix/number ELE 704)
Prerequisites: Completion of two courses in the Electrical 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. 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.)

ELEC 7472 Cooperative Work Experience (4)
(Former course prefix/number ELE 714)
Prerequisites: Completion of two courses in the Electrical 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. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

ELECTRONICS TECHNOLOGY

All course descriptions in Electronics Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ELECTRONIC TELECOMMUNICATIONS

All course descriptions in Electronic Telecommunications will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY - MOTORCYCLE MECHANICS

(Formerly Motorcycle Mechanics)

All course descriptions in Engine Technology—Motorcycle Mechanics will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY - OUTBOARD MECHANICS

(Formerly Outboard Marine Engine Mechanics)

All course descriptions in Engine Technology—Outboard Mechanics will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINE TECHNOLOGY - SMALL ENGINE MECHANICS

(Formerly Small Engine Mechanics)

All course descriptions in Engine Technology—Small Engine Mechanics will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGINEERING

ENGR 1201 Engineering Analysis (2)
(This is a common course number. Former course prefix/number EGR 101)
Prerequisite: Two years of high school algebra or Developmental Mathematics 0093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)
(Coordinating Board Academic Approval Number 1401015129)

ENGR 1304 Engineering Design Graphics (3)
(This is a common course number. Former course prefix/number EGR 105)
Prerequisite: Engineering 1201 or Mathematics 1316 or 1375 or demonstrated competence approved by the instructor. Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801015129)

ENGR 1305 Descriptive Geometry (3)
(This is a common course number. Former course prefix/number EGR 106)
Prerequisite: Computer Aided Design 1470 or Engineering 1304. This course provides instruction in the visualization of three dimensional structures and computer transformations of geometric models. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4801015129)

ENGR 1307 Plane Surveying (3)
(This is a common course number. Former course prefix/number EGR 205)
Prerequisites: Mathematics 1316 or 1375 and Engineering 1304 or Computer Aided Design 1470. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 1511025129)

ENGR 2105 Electrical Engineering Laboratory (1)
(This is a common course number. Former course prefix/number EGR 206)
Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 4008015339)

ENGR 2270 Mechanics Of Structures (2)
(Former course prefix/number EGR 290)
Prerequisite: Mathematics 1375. This is a basic course in engineering mechanics for technology students. It covers the principles of statics and strengths of materials. Topics include force systems, equilibrium, moments, centroids, elasticity, yield, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced. Laboratory fee. (2 Lec., 2 Lab.)

ENGR 2301 Engineering Mechanics I (3)
(This is a common course number. Former course prefix/number EGR 107)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015229)

ENGR 2302 Engineering Mechanics II (3)
(This is a common course number. Former course prefix/number EGR 201)
Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015329)

ENGR 2305 Electrical Systems Analysis (3)
(This is a common course number. Former course prefix/number EGR 204)
Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)
(Coordinating Board Academic Approval Number 4008015339)

ENGR 2332 Engineering Mechanics Of Materials (3)
(This is a common course number. Former course prefix/number EGR 202)
Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. Simple structural elements are studied. Forces, deformation, material properties, the concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 1411015129)

ENGR 2370 Computer Methods In Engineering (3)
(Former course prefix/number EGR 207)
Prerequisite: Credit or concurrent enrollment in Mathematics 2513 and demonstrated ability to program in a computer language approved by the instructor. Fundamental methods of numerical analysis with computer programming applications are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, nonlinear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolations, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered. (3 Lec.)
(Coordinating Board Academic Approval Number 1102015127)

ENGINEERING TECHNOLOGY

All course descriptions in Engineering Technology will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1111 Creative Writing (1)
(This is a common course number. Former course prefix/number ENG 111)
This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 1301 Composition I (3)
(This is a common course number. Former course prefix/number ENG 101)
Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. 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 and TASP/Alternative Assessment Standard in Reading and Writing must be met In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

ENGL 2307 Creative Writing (3)
(This is a common course number. Former course prefix/number ENG 209)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 2308 Creative Writing (3)
(This is a common course number. Former course prefix/number ENG 211)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or 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 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)
(Coordinating Board Academic Approval Number 2311015135)

English In The Sophomore Year
English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 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 2321 British Literature (3)
(This is a common course number. Former course prefix/number ENG 212)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2322 British Literature (3)
(This is a common course number. Former course prefix/number ENG 201)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British 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 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2326 American Literature (3)
(This is a common course number. Former course prefix/number ENG 213)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2327 American Literature (3)
(This is a common course number. Former course prefix/number ENG 205)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from 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 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2331 World Literature (3)
(This is a common course number. Former course prefix/number ENG 214)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

ENGL 2332 World Literature (3)
(This is a common course number. Former course prefix/number ENG 203)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world 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 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the 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 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015335)

ENGL 2371 Studies In Literature (3)
(Former course prefix/number ENG 216)
Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course 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)

ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening-Speaking)
These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)
These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)
These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)
These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)
Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)
Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)
Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

ESOL 0061 - ESOL 0064 (Gramatica)
Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESL Listening/Speaking (3)
(Former course prefix/number ESL 031)
This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0032 ESL Listening/Speaking (3)
(Former course prefix/number ESL 032)
This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0033 ESL Speaking (3)
(Former course prefix/number ESL 033)
This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0034 ESL Academic Speaking (3)
(Former course prefix/number ESL 034)
This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

ESOL 0041 ESL Reading (3)
(Former course prefix/number ESL 041)
This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0042 ESL Reading (3)
(Former course prefix/number ESL 042)
This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0043 ESL Reading (3)
(Former course prefix/number ESL 043)
This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0044 ESL Reading (3)
(Former course prefix/number ESL 044)
This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085635)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)
(Former course prefix/number ESL 045)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

ESOL 0051 ESL Writing (3)
(Former course prefix/number ESL 051)
This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0052 ESL Writing (3)
(Former course prefix/number ESL 052)
This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0053 ESL Writing (3)
(Former course prefix/number ESL 053)
This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0054 ESL Writing (3)
(Former course prefix/number ESL 054)
This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0055 ESL Writing (1)
(Former course prefix/number ESL 055)
This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)
(Coordinating Board Academic Approval Number 3201085435)

ESOL 0061 ESL Grammar (3)
(Former course prefix/number ESL 061)
This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0062 ESL Grammar (3)
(Former course prefix/number ESL 062)
This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0063 ESL Grammar (3)
(Former course prefix/number ESL 063)
This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

ESOL 0064 ESL Grammar (3)
(Former course prefix/number ESL 064)
This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)
(Coordinating Board Academic Approval Number 3201085735)

FASHION DESIGN

(See Apparel Design for APPD courses)
(See Design for DESI courses)
(See Pattern Design for PDDD courses)

FASHION MARKETING

(See Marketing Careers)

FOOD AND HOSPITALITY SERVICE

FHSV 1370 Principles of Food and Beverage Administration (3)
(Former course prefix/number FHS 110)
This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1371 Dining Room Service Management (3)
(Former course prefix/number FHS 111)
This course provides students with practical skills and knowledge for effective management of food and beverage service in restaurants, cafeterias, coffee shops, room service, banquet areas, and dining rooms. Presents basic service principles while emphasizing the special needs of guests. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1372 Organization and Management (3)
(Former course prefix/number FHS 112)
The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1373 Front Office Procedures (3)
(Former course prefix/number FHS 114)
This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1374 Principles of Hotel/Motel Administration (3)
(Former course prefix/number FHS 115)
The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1375 Supervision for Hospitality Services (3)
(Former course prefix/number FHS 116)
Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvements are included. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1376 Food Service Equipment (3)
(Former course prefix/number FHS 119)
This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and cleanup is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1377 Basic Food Preparation (3)
(Former course prefix/number FHS 120)
Prerequisite or concurrent enrollment is required in Food and Hospitality Service 1370, Food and Hospitality Service 1371, Food and Hospitality Service 1372, Food and Hospitality Service 1373, Food and Hospitality Service 1374, Food and Hospitality Service 1375, Food and Hospitality Service 1376 or Food and Hospitality Service 1379 or consent of instructor. Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 1378 Advanced Food Preparation (3)
(Former course prefix/number FHS 122)
Prerequisite: Food and Hospitality Service 1377. This course is a continuation of Food and Hospitality Service 1377. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 1379 Food Service Sanitation and Safety (3)
(Former course prefix/number FHS 124)
The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1380 Food Purchasing, Handling and Storage (3)
(Former course prefix/number FHS 132)
This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1381 Nutrition and Menu Planning (3)
(Former course prefix/number FHS 135)
Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1382 Food Service Cost Control (3)
(Former course prefix/number FHS 138)
Prerequisite: Mathematics 1371. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1383 Elementary Bakery Training (3)
(Former course prefix/number FHS 140)
Students are introduced to the work of the baker. Yeast doughs, quick breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frostings. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and the handling of the pastry bag are covered. Hands-on participation is emphasized and written tests are included. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 1384 Breads And Rolls (3)
(Former course prefix/number FHS 137)
This class is a concentration on yeast raised products and quick breads. A wide variety of techniques and products are utilized to provide students with an in-depth understanding of the principles and practical skills of quality baking. Included in the types of breads produced are brioche, sponges and sours, traditional and specialty breads, donuts and muffins. The use of manufactured and convenience products is covered. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and mixing and make-up methods is emphasized. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 1385 Bakery Operations And Management (3)
(Former course prefix/number FHS 145)
Students are introduced to management, marketing, supervision and sanitation principles required in retail bakery operations. Costing, pricing, computer usage and personnel issues are included. Field trips and guest speakers supplement classroom lecture, discussion and projects. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 1386 Pies, Tarts, Tea Cakes And Cookies (3)
(Former course prefix/number FHS 139)
Prerequisite: Food and Hospitality Service 1383 or 1384. Students produce a wide variety of pies, tea cakes, cheesecakes and cookies. American and European style pie and tart fillings and dough, numerous types of cookies and tea cakes as well as custards and batters are studied along with correct oven temperatures, make-up and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 1387 Laminated Dough, Pate A Choux And Donuts (3)
(Former course prefix/number FHS 144)
Prerequisite: Food and Hospitality Service 1383 or 1384. Laminated doughs including croissants, danish and puff pastry, a variety of pate a choux (eclair paste) products, strudels and donuts are the focus of this class. Emphasis is placed on fillings and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2170 Hotel/Restaurant/Institutions Special Topics (1)
(Former course prefix/number FHS 201)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

FHSV 2270 Hotel/Restaurant/Institutions Special Topics (2)
(Former course prefix/number FHS 202)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 1 Lab.)

FHSV 2271 Entry Level Cake Decorating (2)
(Former course prefix/number FHS 260)
Students are introduced to skills, concepts and techniques of American style cake decorating. The course includes: preparation of icings and butter creams, use of pastry tips, paper cones and pastry bags, cake preparation and icing, borders, flowers and piping. Paper cone writing, spray gun techniques and opaque projector techniques are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

FHSV 2272 Intermediate Cake Decorating (2)
(Former course prefix/number FHS 261)
Prerequisite: Food and Hospitality Service 2271. In this advanced course specialized and seasonal cakes are produced. Figure piping working, specialized icing flowers and wedding cakes are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

FHSV 2370 Hotel/Restaurant/Institutions Special Topics (3)
(Former course prefix/number FHS 203)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2371 Hotel-Restaurant-Institutions-Special Topics (3)
(Former course prefix/number FHS 204)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in lecture and laboratory situations in identifying, defining and analyzing current trends and topics of interest in the food and hospitality industry. The course emphasizes topics which are current needs and are covered in lectures. The laboratory allows each student to acquire hands-on experience in areas of food preparation, baking, pastry and other areas of the industry. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2372 Hotel/Motel Sales Development (3)
(Former course prefix/number FHS 210)
The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2373 Hotel/Motel Law (3)
(Former course prefix/number FHS 214)
This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2374 Food Marketing (3)
(Former course prefix/number FHS 233)
The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2375 Garde-Manger Training (3)
(Former course prefix/number FHS 238)
Prerequisite: Food and Hospitality Service 1378 or consent of instructor. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper setup of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2376 Saucier Training (3)
(Former course prefix/number FHS 239)
Prerequisite: Food and Hospitality Service 1378. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper setup of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2377 Advanced Pastry Shop Training (3)
(Former course prefix/number FHS 245)
Prerequisite: Food and Hospitality Service 1383 or 1384. Topics covered include American and European pastries. French pastries, torts, petit fours, chocolate and candies, pastillage, marzipan and other pastry shop desserts and techniques are covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2378 Beverage Operations and Service (3)
(Former course prefix/number FHS 247)
This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2379 Advanced Nutrition and Dietetics (3)
(Former course prefix/number FHS 248)
Prerequisite: Food and Hospitality Service 1381. Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2380 Child Nutrition (3)
(Former course prefix/number FHS 249)
Prerequisite: Food and Hospitality Service 1381. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. Laboratory fee. (3 Lec., 1 Lab.)

FHSV 2381 Advanced Pastry Shop Training II (3)
(Former course prefix/number FHS 251)
Prerequisite: Food and Hospitality Service 2377. This course builds on the skills and techniques learned in Advanced Pastry Shop Training I. A wide variety of European desserts, showpieces utilizing chocolate, marzipan, pulled sugar and pastillage are studied and produced. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2382 Special Topics In Baking/Pastry (3)
(Former course prefix/number FHS 253)
Prerequisite: Demonstrated competence approved by the instructor. Students participate in lecture and laboratory situations in identifying, defining and analyzing current trends and topics of interest in baking and pastry. The course emphasizes topics which are current needs and are covered in lectures. The laboratory allows each student to acquire hands-on experience in areas of baking and pastry. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

FHSV 2470 Quantity Food Preparation And Service (4)
(Former course prefix/number FHS 220)
Prerequisite: Food and Hospitality Service 1378. A lecture- laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee. (3 Lec., 5 Lab.)

FHSV 2471 Advanced Quantity Food Preparation And Service (4)
(Former course prefix/number FHS 222)
Prerequisite: Food and Hospitality Service 2470. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

FHSV 7471 Cooperative Work Experience (4)
(Former course prefix/number FHS 704)
Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor 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 outside reading in professional journals and books. Other topics include employment guidance in resume writing, security and holding interviews, and building a professional outlook. (1 Lec., 20 Lab.)

FHSV 7472 Cooperative Work Experience (4)
(Former course prefix/number FHS 714)
Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The weekly seminar consists of discussions with industry leaders on management/supervisory styles, marketing strategies, and procurement problems. Students will be involved concurrently in outside readings on topics of special interest in the food and hospitality industry. (1 Lec., 20 Lab.)

FRENCH

FREN 1311 Beginning French (3)
(This is a common course number.)
This course is an introduction to French speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study French for more than one semester enroll in French 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete French 1311 and wish to continue their studies of French may register for French 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609015131)

FREN 1411 Beginning French (4)
(This is a common course number. Former course prefix/number FR 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 1609015131)

FREN 1412 Beginning French (4)
(This is a common course number. Former course prefix/number FR 102)
Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609015131)

FREN 2303 Introduction To French Literature (3)
(This is a common course number. Former course prefix/number FR 203)
Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015331)

FREN 2304 Introduction To French Literature (3)
(This is a common course number. Former course prefix/number FR 204)
Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015331)

FREN 2306 French Conversation I (3)
(This is a common course number. Former course prefix/number FR 207)
Prerequisite: French 1411 and French 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 French life and society. This course is intended to complement French 2311. The next course in this conversation sequence is French 2372. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015431)

FREN 2311 Intermediate French (3)
(This is a common course number. Former course prefix/number FR 201)
Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015231)

FREN 2312 Intermediate French (3)
(This is a common course number. Former course prefix/number FR 202)
Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015231)

FREN 2372 French Conversation II (3)
Former course prefix/number FR 208)
Prerequisite: French 2306 or French 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 French life and society. This course is intended to complement French 2312. (3 Lec.)
(Coordinating Board Academic Approval Number 1609015431)

GEOGRAPHY

GEOG 1301 Physical Geography (3)
(This is a common course number. Former course prefix/number GPY 101)
The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015142)

GEOG 1302 Cultural Geography (3)
(This is a common course number. Former course prefix/number GPY 103)
This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015342)

GEOG 1303 World Regional Geography (3)
(This is a common course number. Common Course Number GPY 104)
A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015342)

GEOG 2312 Economic Geography (3)
(This is a common course number. Former course prefix/number GPY 102)
The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 4507015242)

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 1404 Historical Geology (4)
(This is a common course number. Former course prefix/number GEO 102)
This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. 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)

GEOL 1470 Meteorology (4)
(Former course prefix/number ES 115)
This course will cover weather phenomena and the modern methods of study and presentation of this information. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 4007035139)

GEOL 2407 Geologic Field Methods (4)
(This is a common course number. Former course prefix/number GEO 207)
Prerequisites: Geology 1403 and 1404. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

GEOL 2409 Introduction To Rocks And Mineral Identification (4)

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

Prerequisites: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GEOL 2470 Field Geology (4)

(Former course prefix/number GEO 205)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

GEOL 2471 Mineralogy (4)

(Former course prefix/number GEO 209)

Prerequisites: Geology 1403 and 1404 and Chemistry 1412. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GERMAN

GERM 1311 Beginning German (3)

(This is a common course number.)

This course is an introduction to German speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study German for more than one semester enroll in German 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete German 1311 and wish to continue their studies of German may register for German 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

GERM 1411 Beginning German (4)

(This is a common course number. Former course prefix/number GER 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 1605015131)

GERM 1412 Beginning German (4)

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

GERM 2311 Intermediate German (3)

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

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

GERM 2312 Intermediate German (3)

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

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

GOVERNMENT

GOVT 2301 American Government (3)

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

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

GOVT 2302 American Government (3)
(This is a common course number. Former course prefix/number GVT 202)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)
(Coordinating Board Academic Approval Number 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.)

GRAPHIC COMMUNICATIONS

(Digital Imaging)

GRPH 1223 Digital Imaging I (2)
(This is a WECM course number. Former course prefix/number GRP 100)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1224 Digital Imaging I (2)
(This is a WECM course number. Former course prefix/number GRP 101)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1258 Object Oriented Computer Graphics (2)
(This is a WECM course number. Former course prefix/number GRP 102)
Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate bot text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1305 Introduction to Graphic Arts and Printing (3)
(This is a WECM course number. Former course prefix/number GRP 103)
An introductionn to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1309 Press Operations I (3)
(This is a WECM course number. Former course prefix/number GRP 104)
An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1322 Electronic Publishing I (3)
(This is a WECM course number. Former course prefix/number GRP 105)
An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1325 Digital Imaging I (3)
(This is a WECM course number. Former course prefix/number GRP 106)
An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1354 Electronic Publishing II (3)
(This is a WECM course number. Former course prefix/number GRP 107)
Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Master of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1357 Digital Imaging II (3)
(This is a WECM course number. Former course prefix/number GRP 108)
An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1359 Object Oriented Computer Graphics (3)
(This is a WECM course number. Former course prefix/number GRP 109)
Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate bot text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1391 Special Topics in Graphic and Printing Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRP 110)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1395 Special Topics in Computer Typographer and Composition Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRP 111)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1396 Special Topics in Desktop Publishing Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRP 112)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 2336 Prepress Techniques (3)
(This is a WECM course number. Former course prefix/number GRP 114)
Hands-on experience in both electronic file imaging and traditional graphics camera use. Electronic file output and troubleshooting, graphics camera knowledge, traditional film assembly, and proofing process. High-end color scanning. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 2341 Electronic Publishing III (3)
(This is a WECM course number. Former course prefix/number GRP 113)
Advanced concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes, software additions (plug-ins, filters, utilities), and preparation of files for printing. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator (3)
(This is a WECM course number. Former course prefix/number GRP 703)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

HEALTH INFORMATION MANAGEMENT

HIMT 1270 Clinical Practice I (2)
(Former course prefix/number HIM 115)
Prerequisites: Health Information Management 1370 and Health Information Management 2470 with a minimum grade of "C" in each course and approval of program director. A supervised learning experience in a medical records department/health care facility enabling the student to apply skills in the basic record processing procedures and practices. Requires 56 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. Emphasis is placed on students achieving entry level proficiency in medical records department clerical functions, medical record assembly, analyses and abstraction, processing release of information guidelines, filing/archiving, medical record retrieving, interfacing with multiple hospital departments and the application of policies, standards and guidelines. Classes/clinicals meet on Fridays only. (1 Lec., 2 Lab.)

HIMT 1370 Medical Records I (3)
(Former course prefix/number HIM 101)
This course introduces the basic concepts and functions of medical records environments. Topics include the organization and functions of the health care facility and the medical records department; an examination of the medical record including design, structure, content, transcription and filing systems; legal parameters guiding the creation and care of the medical record; medical record requirements including peer review, quality assurance and utilization review, tumor registry; time frames including turn -arounds and completion responsibilities and medical ethical issues including topics including but not limited to AIDS, abortions, euthanasia, and living wills. (3 Lec.)

HIMT 1371 Pathophysiology (3)
(Former course prefix/number HIM 120)
Prerequisite: Biology 1470 and Health Information Management 2470. This course is an introduction to the study of the pathophysiology of disease processes and the drugs associated with the treatment processes. Students will examine disease and drug therapy from a body systems approach. Topics include the development of disease, abnormal physiological responses, clinical manifestations, and treatment modalities including drug therapy: dosages, actions and drug administration routes. Emphasis will be placed on research, spelling, and abbreviation of pertinent terms. (3 Lec.)

HIMT 1372 Quality Standards And Procedures In Health Information Management (3)
(Former course prefix/number HIM 140)
In this critical course students explore the many facets of quality standards and methodologies in the health information management environment. Topics include requirements of the Joint Commission of the Accreditation of Healthcare Organizations, licensing, accreditation, the compilation and presentation of data in statistical formats, quality improvement, quality tools, utilization, risk management and medical staff data quality issues. (3 Lec.)

HIMT 1470 Disease Classification And Nomenclatures I (4)
(Former course prefix/number HIM 108)
Prerequisite: Biology 1470. Students will examine the nomenclatures and classification systems with particular emphasis on ICD-9-CM. Emphasis is placed on basic coding rules, principles, guidelines, and use of symbols and conventions. Students will learn to assign codes manually and electronically, and differentiate between the various abstracting methods used to collect patient data. (3 Lec., 3 Lab.)

HIMT 2270 Advanced Topics In Health Information Management (2)
(Former course prefix/number HIM 210)
Students will explore new technology, systems and issues essential to successful operations and performance in the health information management profession. Topics will include reimbursement issues, managed care, PPO's and HMO's, DRG's, ramifications and implications of emerging care systems, socialized medicine and international practices and trends. (2 Lec.)

HIMT 2271 Clinical Practice III (2)
(Former course prefix/number HIM 245)
Directed and supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of management processes and procedures. Requires 80 hours to be done in a hospital during regular business hours: 7:00am-6:00pm. Activities will include planning, organizing, controlling, evaluating department systems and performance, preparation of documentation necessary for supervision of personnel, performance of activities relating to utilization review, quality assurance, risk management, committee and team participation. Meets in May Term only. (1 Lec., 4 Lab.)

HIMT 2272 Clinical Practice II (2)
(Former course prefix/number HIM 216)
Prerequisites: Health Information Management 1470, Health Information Management 1371, and Health Information Management 2470. Requires 24 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. A supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of coding using the nomenclature and classification system, International Classification of Disease - 9th revision (ICD-9-CM). Emphasis is placed on use of the coding manual and research manuals, basic coding rules, guidelines to use of symbols and conventions, and problem solving skills. Students will complete a project. (1 Lec., 5 Lab.)

HIMT 2370 Medical Records II (3)
(Former course prefix/number HIM 201)
Prerequisite: Health Information Management 1370. In this course, students will explore management issues as they relate specifically to the medical records department. Topics include human resource management, departmental systems and operations management, committee work, budgeting and accounting, organization of the work environment, interpretation and application of state and federal guidelines, interpretation and compliance with accreditation, and insure licensing, accreditation. (3 Lec.)

HIMT 2470 Medical Terminology (4)
(Former course prefix/number HIM 131)
Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Exercises will include problem solving using research resources. (4 Lec.)

HIMT 2471 Disease Classification And Nomenclatures II (4)
(Former course prefix/number HIM 208)
Prerequisites: Health Information Management 1470 and Health Information Management 1371. Current Procedural Terminology (CPT-4) coding principles are examined. The course will involve activities in which medical record professionals code, classify and index procedures in CPT-4 for purposes of standardization, retrieval and statistical analysis. Additional emphasis is placed on prospective payment systems, assignment of DRG's, application and sequencing under UHDDS guidelines with emphasis on sequencing for appropriate reimbursement and data quality within coding systems. (3 Lec., 3 Lab.)

HEALTH OCCUPATIONS CORE CURRICULUM

HOCC 1270 Basic Skills I (2)
(Former course prefix/number HIM 100)
This course provides the concepts which serve as the foundation for health occupations courses. This course includes an introduction to patient/personal safety issues, basic patient monitoring, patient treatment, and documentation methods. A medical terminology component is included. Basic skills are described, demonstrated, then practiced in the lab setting. An effective level of practice and knowledge must be demonstrated by the student for successful completion. Laboratory fee. (1 Lec., 4 Lab.)

HOCC 1271 Basic Skills II (2)
(Former course prefix/number HIM 101)
Prerequisite: Health Occupation Core Curriculum 1270. This course builds on previously acquired knowledge and skills. Lecture and simulated laboratory experience prepares the student to perform patient care utilizing critical thinking and advanced clinical skills. An effective level of practice and knowledge must be demonstrated by the student for successful completion. Laboratory fee. (1 Lec., 4 Lab.)

HOCC 1272 Introduction to the Health Care Environment (2)
(Former course prefix/number HIM 102)
This course presents a basic introduction to the organization, structure, function, and issues related to the allied health care environment. Major subjects to be addressed are legal and ethical issues, accreditation, professionalism, the health delivery process, health care management, lifelong learning, quality assurance and continuous quality improvement outcomes. Students will proactively investigate these issues. This investigation will result in the formulation of a personal career action plan. Laboratory fee. (1 Lec., 3 Lab.)

HOCC 1273 Introduction to Human Disease (2)
(Former course prefix/number HIM 103)
This course is designed to increase awareness and understanding of the diagnosis treatment, care, and prevention of disease processes as they relate to the different body systems. (2 Lec.)

HOCC 1274 Wellness (2)
(Former course prefix/number HIM 104)
This course is an overview of wellness theory and application throughout the lifespan. Focus is on attitude development, impact of cultural beliefs and communications of wellness. It also includes research literature interpretation. (2 Lec.)

HOCC 1370 Health Careers Pharmacology (3)
(Former course prefix/number HIM 130)
This course offers an overview of general principles of pharmacology as they relate to health occupations professionals. Topics include an introduction to pharmacology, basic dosage calculations and drug classifications as they affect major body systems. (3 Lec.)

HEATING, VENTILATION AND AIR CONDITIONING

(Air Conditioning and Refrigeration Technology)

All course descriptions in Heating, Ventilation and Air Conditioning (Air Conditioning and Refrigeration Technology) will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

HISTORY

HIST 1301 History Of The United States (3)
(This is a common course number. Former course prefix/number HST 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

HIST 1302 History Of The United States (3)
(This is a common course number. Former course prefix/number HST 102)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025142)

HIST 2301 History of Texas from 1500 to the Present (3)
(This is a common course number.)
A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)
(Coordinating Board Academic Approval Number 4508025242)

HIST 2311 Western Civilization (3)
(This is a common course number. Former course prefix/number HST 105)
The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)
(Coordinating Board Academic Approval Number 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 Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)
(Coordinating Board Academic Approval Number 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 2380) 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 2380, 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 African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)
(Coordinating Board Academic Approval Number 4511015342)

HORTICULTURE TECHNOLOGY

HORT 1270 Landscape Trees (2)
(Former course prefix/number HLN 132)
The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

HORT 1271 Landscape Shrubs, Vines, And Ground Cover (2)
(Former course prefix/number HLN 133)
The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

HORT 1272 Interior Plant Identification (2)
(Former course prefix/number HLN 134)
This course covers the identification and classification of tropical plants used in the home and commercial interior landscapes. Design characteristics for interiorscapes and environmental requirements of the plants used are included. (1 Lec., 3 Lab.)

HORT 1273 Landscape Computer Design (2)
(Former course prefix/number HLN 135)
Prerequisites: Horticulture Technology 1372. This course covers basic landscape computer design. Students will learn design setup, design layout including the planting plan view, plant libraries, elevation views, materials and cost estimating, as well as plotting the drawing to scale. Laboratory fee. (1 Lec., 3 Lab.)

HORT 1370 Herbaceous And Exotic Plants (3)
(Former course prefix/number HLN 140)
The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee. (2 Lec., 3 Lab.)

HORT 1371 Landscape Development I (3)
(Former course prefix/number HLN 145)
Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course covers the planning and scheduling of landscape operations, the application of pesticides, the study of pests and diseases in the landscape, maintenance of landscaping tools and equipment, installation of irrigation systems, contracts and construction specifications, and related government regulations. Laboratory fee. (1 Lec., 6 Lab.)

HORT 1372 Fundamentals Of Landscape Planning (3)
(Former course prefix/number HLN 146)
Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee. (1 Lec., 6 Lab.)

HORT 1373 Landscape Development II (3)
(Former course prefix/number HLN 147)
Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course trains the student in the use and maintenance of landscape plants, tree surgery and repair, pruning and training plants in the landscape, and the installation and maintenance of turf grasses in the landscape. Laboratory fee. (1 Lec., 6 Lab.)

HORT 1470 Horticulture Science (4)
(Former course prefix/number HLN 131)
This course covers the science and practices of ornamental horticulture. Stress is on the culture and growth of plants, landscaping, plant production, and nursery propagation. Laboratory fee. (3 Lec., 3 Lab.)

HORT 1471 Floral Design (4)
(Former course prefix/number HLN 141)
This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee. (2 Lec., 6 Lab.)

HORT 2270 Propagation Of Woody Ornamental Plants (2)
(Former course prefix/number HLN 235)
Prerequisites: Horticulture Technology 1470 and 1370. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee. (1 Lec., 3 Lab.)

HORT 2370 Nursery Operations (3)
(Former course prefix/number HLN 233)
Prerequisites: Horticulture Technology 1470. In this course emphasis is placed on nursery site selection and layout, plant growth and plant protection, and production in field nurseries and container nurseries. Laboratory fee. (2 Lec., 3 Lab.)

HORT 2371 Landscape Management (3)
(Former course prefix/number HLN 238)
Prerequisite: Horticulture Technology 2471. This course provides advanced studies in landscape business operations including landscape contracting and garden center management. It is a study of the landscape horticulture industry, management practices, marketing methods and estimating, bidding and contracting landscape jobs. Laboratory fee. (2 Lec., 3 Lab.)

HORT 2372 Problems And Practices In Industry (3)
(Former course prefix/number HLN 246)
Prerequisites: Horticulture Technology 2470 or Horticulture Technology 2370 or Horticulture Technology 2371 or Horticulture Technology 2374 or Horticulture 2376 or concurrent enrollment. This course enables students to research current regional problems and practices in the ornamental horticulture industry. The student visits specialists; observes operations; conducts research on problems; implements findings; and prepares a report. This course may be repeated in place of Horticulture Technology 7371. (1 Lec., 6 Lab.)

HORT 2373 Advanced Floral Design (3)
(Former course prefix/number HLN 248)
Prerequisite: Horticulture Technology 1471. This course is an advanced study of commercial floral design as used in the retail florist business. Advanced techniques in floral art are practiced in corsage making, wedding design, memorial decoration, religious and fraternal designs and other special occasion designs. Laboratory fee. (2 Lec., 3 Lab.)

HORT 2374 Foliage Plants And Interiorscaping (3)
(Former course prefix/number HLN 249)
Prerequisites: Horticulture Technology 1470, 1272 and 1370. This course covers the propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Principles of interiorscaping and care of plants in indoor environments are studied. Laboratory fee. (2 Lec., 3 Lab.)

HORT 2375 Advanced Landscape Planning (3)
(Former course prefix/number HLN 250)
Prerequisites: Horticulture Technology 1371 and 2471. Landscape planning and design principles are studied in depth. Topics include advanced design analysis, architectural elements, space articulation, and engineering land and plant uses. Laboratory fee. Students will be introduced to advanced landscape planning with a computer design system. (2 Lec., 3 Lab.)

HORT 2376 Flower Shop Management (3)
(Former course prefix/number HLN 252)
Prerequisite: Horticulture Technology 1471. This course is an advanced study of flower shop operations in the florist industry. Included in this study is the structure of the industry, shop location and organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

HORT 2470 Greenhouse Horticulture (4)
(Former course prefix/number HLN 227)
Prerequisites: Horticulture Technology 1470. The construction and operation of ornamental horticulture production structures are studied. Included are greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is on installing, operating, and maintaining equipment for environmental control and efficiency in production operations. Students will learn the production of poinsettia and chrysanthemum crops. Laboratory fee. (2 Lec., 6 Lab.)

HORT 2471 Landscape Design (4)
(Former course prefix/number HLN 231)
Prerequisites: Horticulture Technology 1270, 1271, and 1372; Mathematics 1324 or 1371. This course introduces the basic principles of landscape design for residences. Plant selection is included. Students will learn how to design a plot plan for a residential landscape using a computer design system. Laboratory fee. (2 Lec., 6 Lab.)

HORT 7371 Cooperative Work Experience (3)
(Former course prefix/number HLN 703)
Prerequisites: Completion of two courses in the Horticulture Technology program 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. Students must develop new learning objectives each semester. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminars consist of 15 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job related problem solving, interpersonal communication skills, and other topics as needed for success in the horticulture industry. (1 Lec., 15 Lab.)

HORT 7372 Cooperative Work Experience (3)
(Former course prefix/number HLN 713)
Prerequisite: Completion of two courses in the Horticulture Technology program or instructor approval. This course combines work experience with academic study. The student should be gaining experience at a management or supervisory level position. 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. Each student must complete three learning objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminar consists of 15 hours of group and individual learning experiences related to such topics as development of management and supervisory skills, conducting interviews, negotiating business deals, and evaluating work performance of employees. (1 Lec., 15 Lab.)

HOTEL/MOTEL MANAGEMENT

All course descriptions in Hotel/Motel Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.)

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 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.)

HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)
(Former course prefix/number HD 112. Common course number is PSYC 2315)
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)

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)

HUMA 1302 Advanced Humanities (3)
(This is a common course number. Former course prefix/number HUM 102)
Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 2401035135)

INTERIOR DESIGN

INTD 1370 Color Theory And Application For Interior Designers (3)
(Former course prefix/number INT 164)
Prerequisites: Interior Design major. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

INTD 1371 Drafting For Interior Designers (3)
(Former course prefix/number INT 171)
Prerequisites: Interior Design major. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Building codes and barrier free design are utilized. Laboratory fee. (2 Lec., 4 Lab.)

INTD 1372 Construction Drawings For Interior Designers (3)
(Former course prefix/number INT 173)
Prerequisite: Interior Design 1371. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

INTD 1373 History Of Modern Design (3)
(Former course prefix/number INT 191)
This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

INTD 1374 Fundamental Design Studio I (3)
(Former course prefix/number INT 168)
Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 4 Lab.)

INTD 1375 Interior Design Studio II (3)
(Former course prefix/number INT 167)
Prerequisites: Interior Design 1370, 1374 and 1371. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Building codes are introduced. Laboratory fee. (2 Lec., 4 Lab.)

INTD 1376 Perspective Drawing And Design Sketching (3)
(Former course prefix/number INT 177)
Prerequisites: Interior Design 1371 and Art 1316. This course introduces the student to the principles of one- and two-point perspective construction including the office method, grid system and printed charts. Freehand sketching methods of spatial representation are included. Shading, shadows and simple pencil sketching techniques are introduced. Laboratory fee. (2 Lec., 4 Lab.)

INTD 2371 Interior Design Studio III (3)
(Former course prefix/number INT 261)
Prerequisites: Interior Design 1370, 1375, 1372 and 1376. The principles studied in Interior Design 1375 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

INTD 2372 Interior Design Studio IV (3)
(Former course prefix/number INT 262)
Prerequisites: Interior Design 2371, 2374, and 2377. The principles studied in Interior Design 2371 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of millwork and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

INTD 2373 Rendering for Interior Design (3)
(Former course prefix/number INT 277)
Prerequisites: Interior Design 1370 and 1376. This course introduces the student to basic delineation techniques to render two- and three-dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Medias applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

INTD 2374 Textiles For Interior Design (3)
(Former course prefix/number INT 281)
This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

INTD 2375 Materials For Interior Design (3)
(Former course prefix/number INT 283)
Prerequisites: Interior Design major. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (2 Lec., 4 Lab.)

INTD 2376 Lighting Design (3)
(Former course prefix/number INT 284)
Prerequisites: Interior Design 1370 and 1372. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

INTD 2377 History Of Interior Arts (3)
(Former course prefix/number INT 293)
Prerequisites: Art 1303 and Art 1304. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

INTD 2378 Comparative Survey Of Styles (3)
(Former course prefix/number INT 294)
Prerequisite: Interior Design 2377. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

INTD 3370 Interior Design Studio V (3)
(Former course prefix/number INT 363)
Prerequisites: Interior Design 2372, 2373, 2375, 2376, and 2378. The principles studied in Interior Design 2372 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

INTD 3372 Professional Practice For Interior Designers (3)
(Former course prefix/number INT 385)
Prerequisite: Interior Design 2372 or demonstrated competence approved by the instructor. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

INTD 3373 Restoration And Preservation (3)
(Former course prefix/number INT 395)
Prerequisites: Interior Design 2378 and concurrent enrollment in Interior Design 3370 and 3372. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

INTD 3374 Directed Design Research (3)
(Former course prefix/number INT 367)
Prerequisite: Interior Design 2372, Interior Design 2375, Interior Design 2376, Interior Design 2878, and English 1301. The student will select a design topic and formulate a design project proposal for review and approval by the faculty. Original written research will include a review of the literature, surveys and case observations. An emphasis will be placed on a system of programming of the research data, evaluation of that data through analytical thinking and conclusions drawn from the evaluations. A statement of purpose, needs, goals, expected outcomes and timelines will be set for the project. A concept statement will be written. A research paper for the capstone design course for next semester will be presented at the end of this course. (2 Lec., 4 Lab.)

INTD 3375 Directed Design Studies (3)
(Former course prefix/number INT 368)
Prerequisite: Interior Design 3370 and 3374. The student will implement the design research document completed in Interior Design 3374 and develop it into a capstone design experience project in the final semester of the Interior Design program. This project will require the students to demonstrate their mastery of the interior design process from conception to completion. The students will demonstrate a competency of specialized knowledge and technologies that will allow them to secure a valuable entry level position, to enhance the portfolio in an area of major interest and to strengthen any weak aspects that may exist. (2 Lec., 4 Lab.)

INTD 3470 Interior Design Studio VI (4)
(Former course prefix/number INT 365)
Prerequisites: Interior Design 1373, 3370, 3372, and 3373. The principles studied in Interior Design 3370 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (3 Lec., 4 Lab.)

INTD 7271 Cooperative Work Experience (2)
(Former course prefix/number INT 702)
Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 10 Lab.)

INTD 7371 Cooperative Work Experience (3)
(Former course prefix/number INT 703)
Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 15 Lab.)

INTERNATIONAL BUSINESS AND TRADE

All course descriptions in International Business and Trade will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

WEBT 1270 The Multimedia/Internet Computer: Components and Operating Systems (2)
(Former course prefix/number WEB 140)
This course introduces the basic hardware, software and operating systems in the Multimedia/Internet computer. Students will identify and describe the function of each component. Various operating systems and corresponding Graphical User Interfaces (GUI's) will be presented with the student demonstrating competency in each system. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1271 Introduction To Internet Publishing (2)
(Former course prefix/number WEB 141)
Prerequisites: Concurrent enrollment in WEBT 1270 or demonstrated competence approved by program director. This course will review the history, employment possibilities, current trends and effects on society of the digital information age. Current Internet technology, project development methodology and evaluation will be described. Web development tools like HTML editors, scripting languages, graphic utilities, site administration and productivity software will also be discussed and demonstrated. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1272 Digital Media Production (2)
(Former course prefix/number WEB 142)
Prerequisites: Concurrent enrollment in WEBT 1270 or demonstrated competence approved by program director. This course introduces the student to the processes and tools of media acquisition for constructing media rich, web based information spaces. Emphasis is on skill building in the use of scanners, digital cameras, VCRs, camcorders, CD-ROM players and tape players to acquire digital objects. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1273 Instructional Design For Interactive Publishing (2)
(Former course prefix/number WEB 143)
Prerequisites: English 1301. This course provides an exploration of instructional design principles and methods utilized in the development of Web based interactive projects. Students will conduct a needs analysis, task analysis, estimate costs, and design media rich instructional sequences using flow charts, scripts, and story boards. Tools for evaluating Web based interactive projects will also be described. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1274 Writing For Interactive Publishing (2)
(Former course prefix/number WEB 144)
Prerequisites: English 1301. Introduction to the specialized writing requirements of electronic publishing will be covered. Emphasis is placed on ensuring script content is appropriate for Web based training, and marketing projects. (2 Lec.)

WEBT 1275 Digital Graphics And Advanced Visual Design (2)
(Former course prefix/number WEB 145)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272 or demonstrated competence approved by program director. Visual design concepts for new media will be explored using raster and vector based software applications. Digital imaging and illustration projects will utilize advanced color theory, typography, 2D and 3D visual composition and communication techniques. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1276 Web Site Production Techniques (2)
(Former course prefix/number WEB 146)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272 or demonstrated competence approved by program director. This course provides in-depth study of the tools required to publish electronic documents on the World-Wide Web. Emphasis is on utilizing Hyper Text Markup Language to construct media rich Web pages for distribution over the Internet. A review of HTML page editors with proficiency in their use is also required. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1277 Authoring Web Based Training (2)
(Former course prefix/number WEB 147)
Prerequisites: Arts 1311, English 1301, WEBT 1270, WEBT 1271, WEBT 1272, or demonstrated competence approved by program director. This course will prepare students to design and develop Web Based Training and distance education programs using the Toolbook II Instructor authoring software. Emphasis is placed on hands-on use of the software to create media rich, interactive Internet training and educational programs. Topics will include organizational structure, navigation, branching, interactivity and course management systems. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1278 2D Digital Animation For Internet Publishing (2)
(Former course prefix/number WEB 148)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, or demonstrated competence approved by program director. Introduction of two dimensional animation techniques including; background and actor development, placement, movement, and timing of digital objects to create the illusion of movement. Emphasis will be on the specialized requirements of animation delivery over Internetworking systems. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1279 2D Virtual Reality For Internet Publishing (2)
(Former course prefix/number WEB 149)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1275, WEBT 1276, WEBT 1278 or demonstrated competence approved by program director. Advance study in animation software with emphasis on complex photo realistic 3D animation sequences delivered over Internetworking systems will be covered. Students will produce animated sequences involving movement of models, logos, and text in a 3D environment. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1280 Web Based Marketing & Commerce (2)
(Former course prefix/number WEB 150)
Prerequisites: Arts 1311, English 1301, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1275, WEBT 1276, WEBT 1278 or demonstrated competence approved by program director. This course explores Web based marketing and electronic commerce. Emphasis will be on planning, designing and marketing digital storefronts. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1281 Managing Large-Scale Interactive Projects (2)
(Former course prefix/number WEB 151)
Prerequisites: WEBT 1270, WEBT 1271, or demonstrated competence approved by program director. This course is an introduction to the complexities of managing large-scale interactive projects. Students will learn cost specification, budgeting, schedule construction, negotiation, team-building, time management and status reporting skills. Legal issues like intellectual property rights, contract agreements, ethics, and confidentiality will be described and applied through role-playing exercises. (2 Lec.)

WEBT 1282 Authoring New Media Projects (2)
(Former course prefix/number WEB 152)
Prerequisites: Arts 1311, WEBT 1270, WEBT 1271, WEBT 1272, WEBT 1273, WEBT 1275, WEBT 1276, WEBT 1277, WEBT 1278 or demonstrated competence approved by program director. Further study in the use of authoring software to produce advanced, media rich, interactive projects with emphasis on programming, scripting, cross-platform functionality and Internet distribution will be covered. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1283 Portfolio (2)
(Former course prefix/number WEB 153)
Prerequisites: All previously listed Semester I & II WEBT, support courses and concurrent enrollment in Semester III WEBT courses or demonstrated competence approved by program director. Advanced directed study with development of a media rich, Internet project for corporate or in-house client. Additional topics will include an overview of professional practices required of the work place like networking, presentation skills and job-seeking techniques. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1284 Web Server Management (2)
(Former course prefix/number WEB 154)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course explores the functionality of World-Wide Web server technology. Students will install, configure and optimize various server products. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1285 Web Site Maintenance (2)
(Former course prefix/number WEB 155)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course provides students the essential skills required to maintain large-scale Web sites. Emphasis is placed on; hardware/software maintenance, site analyzation and monitoring tools, backup procedures, disaster recovery, document management, site indexing/cataloging and security. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1286 Web Based Training System Management (2)
(Former course prefix/number WEB 156)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This course provides skills required to manage web based training environments. Emphasis is placed on installation, configuration and maintenance of news, mail, chat and SQL servers. Laboratory fee. (1 Lec., 2 Lab.)

WEBT 1370 Internet Scripting Languages (3)
(Former course prefix/number WEB 157)
Prerequisites: All previously listed Level I, WEBT and support courses or demonstrated competence approved by program director. This survey course explores Internet scripting languages. Emphasis will be placed on increasing Web page interactivity through development of CGI scripts to include; client-pull, server-push, dynamic page generation, and form processing techniques. Additionally, students will explore development of media rich Internet applications using Java. Laboratory fee. (2 Lec., 3 Lab.)

WEBT 7371 Cooperative Work Experience (3)
(Former course prefix/number WEB 703)
Prerequisites: All previously listed Level I, WEBT, support courses, and concurrent enrollment in Semester IV WEBT courses or demonstrated competence approved by program director. Students will work either in an off-campus cooperative work arrangement or on a campus production team to create a Web based interactive project. This cooperative education offers the student college credit for practical work experience related to their career goals. Laboratory fee. (1 Lec., 14 Lab.)

INTERPRETER TRAINING PROGRAM

(See Eastfield Interpreter Training Program)

INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 1272 Introduction to the Cath Lab (2)
(Former course prefix/number ICV 139)
Prerequisite: A grade of "C" or better in all previous course work. Concurrent enrollment in Invasive Cardiovascular Technology 1375. This course introduces the student to a working cath lab. Under the supervision of faculty and clinical staff, the student will observe and familiarize themselves with various affiliated hospital cath labs. The student will, under the supervision of faculty and clinical staff, observe, assist, and perform tasks specific to the cath lab. Such tasks may include sterile back table setup, standard procedures, and laboratory operations. (20 Ext.)

ICVT 1375 Cath Lab Fundamentals (3)
(Former course prefix/number ICV 137)
Prerequisite: Current American Heart Association Class C Basic Life Support certification. A grade of "C" or better in all previous support courses and Allied Health Imaging Core course work. Concurrent enrollment in Invasive Cardiovascular Technology 1570. This course introduces the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical imaging will be applied to cath lab procedures including patient preparation and monitoring, angiographic equipment setup and the coronary angiography procedure itself. Emphasis will be placed on hemodynamic data collection and analysis, X-Ray technology, and interventional procedures in the cardiac cath lab. Discussion will also focus on the beginning cath lab clinical experience. Laboratory fee. (3 Lec., 3 Lab.)

ICVT 2371 Cath Lab III (3)
(Former course prefix/number ICV 220)
Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 2571. This course is a continuation of Invasive Cardiovascular Technology 2370. The student will study areas of opportunity outside the cath lab. These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. The course will also assist the student in role transition from student to cath lab employee. (3 Lec.)

ICVT 2470 Cath Lab I (4)
(Former course prefix/number ICV 223)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2670. This course is a continuation of Invasive Cardiovascular Technology 1375. An intensive study of advanced cardiovascular diagnostic procedures will occur. Emphasis will be on hemodynamic data collection and implications in relation to cardiac diseases. Topics include electrophysiology studies, pacemakers, and an introduction to interventional procedures. A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

ICVT 2471 Cath Lab II (4)
(Former course prefix/number ICV 224)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2671. This course is a continuation of Invasive Cardiovascular Technology 2470. The student will study areas of opportunity outside the cath lab. These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. The course will also assist the student in the role transition from student to cath lab employee. A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

ICVT 2670 Cath Lab Clinical I (6)
(Former course prefix/number ICV 225)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2470. This course will provide the student continued opportunity to observe, assist, and perform tasks specific to the cath lab. Student will be assigned to an affiliated hospital cath lab. Laboratory fee. (32 Ext.)

ICVT 2671 Cath Lab Clinical II (6)
(Former course prefix/number ICV 226)
Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2471. This course is a continuation of Invasive Cardiovascular Technology 2670. The student will be provided continued opportunity to observe, assist, and perform tasks specific to the cath lab. Students will be assigned to an affiliated hospital cath lab. Laboratory fee. (32 Ext.)

JAPANESE

JAPN 1311 Beginning Japanese (3)
(This is a common course number.)
This course is an introduction to Japanese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Japanese for more than one semester enroll in Japanese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Japanese 1311 and wish to continue their studies of Japanese may register for Japanese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1603025131)

JAPN 1411 Beginning Japanese (4)
(This is a common course number. Former course prefix/number JPN 101)
This course focuses on basic conversation, reading, and writing. Students will also be introduced to Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603025131)

JAPN 1412 Beginning Japanese (4)
(This is a common course number. Former course prefix/number JPN 102)
Prerequisite: Japanese 1411 or the equivalent. This course is a continuation of Japanese 1411. Conversation, reading, and writing are continued. Students will continue study of Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1603025131)

JAPN 2311 Intermediate Japanese (3)
(This is a common course number. Former course prefix/number JPN 201)
Prerequisite: Japanese 1411 and Japanese 1412 or the equivalent. Reading, writing, and intense oral practice are covered. Japanese language structures, vocabulary and the phonetic system are reviewed. The study of culture and institutions is continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1603025231)

JAPN 2312 Intermediate Japanese (3)
(This is a common course number. Former course prefix/number JPN 202)
Prerequisite: Japanese 2311 or the equivalent. This course is a continuation of Japanese 2311. Reading, writing, and intense oral practice are continued. (3 Lec.)
(Coordinating Board Academic Approval Number 1603025231)

JOURNALISM

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1129 Student Publications (1)
(Former course prefix/number JN 106. The common course number is COMM 1129)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

JOUR 1307 Introduction To Mass Communications (3)
(Former course prefix/number JN 101. The common course number is COMM 1307)
This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035126)

JOUR 1335 Survey Of Broadcasting (3)
(Former course prefix/number JN 203. The common course number is COMM 1335)
This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)
(Coordinating Board Academic Approval Number 0904035226)

JOUR 2129 Student Publications (1)
(Former course prefix/number JN 104. The common course number is COMM 2129)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

JOUR 2130 Student Publications (1)
(Former course prefix/number JN 105. The common course number is COMM 2130)
Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 0904015426)

JOUR 2309 News Editing And Copy Reading (3)
(Former course prefix/number JN 204 . The common course number is COMM 2309)
Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)
(Coordinating Board Academic Approval Number 0904015326)

JOUR 2311 News Gathering And Writing (3)
(Former course prefix/number JN 102. The common course number is COMM 2311)
Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0904015726)

JOUR 2315 News Gathering And Writing II (3)
(Former course prefix/number JN 103. The common course number is COMM 2315)
Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 0904015826)

JOUR 2327 Principles Of Advertising (3)
(Former course prefix/number JN 202. The common course number is COMM 2327)
Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)
(Coordinating Board Academic Approval Number 0902015126)

LEGAL ASSISTANT

*All course descriptions in Legal Assistant will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

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

*All course descriptions in Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

MARKETING CAREERS

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MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

MATH 1314 is a 3 credit hour lecture course. MATH 1414 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 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (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 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)
(Coordinating Board Academic Approval Number 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 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)
(Coordinating Board Academic Approval Number 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 0099 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 0099 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 0099 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 and an appropriate test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. 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 0097 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 1414 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 1414 College Algebra (4)
(Former course prefix/number MTH 103)
Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)
(Coordinating Board Academic Approval Number is 2701015437.)

MATH 2305 Discrete Mathematics (3)
(This is a common course number. Former course prefix/number MTH 215)
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 2705015137)

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: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)
(Coordinating Board Academic Approval Number 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)

MEDICAL ASSISTING

MEDA 1170 Law and Ethics for Health Professionals (1)
(Former course prefix/number MA 100)
Prerequisites: GED or High school diploma. Principles of medical ethics and law will be examined. Topics include legal relationship between physician and patient, preparation and distribution of legal documents, initiation and termination of contracts, informed consent, professional liability and torts especially negligence, medico-legal aspects of Medical Assisting, maintenance of licenses and accreditation, types of medical practice. (1 Lec.)

MEDA 1171 Medical Emergencies (1)
(Former course prefix/number MA 101)
Prerequisites: GED or High School diploma. Participants will learn to recognize a medical emergency, maintain and utilize emergency equipment and supplies, apply first aid, communication in emergency situations and legal considerations. Eight hours of the course are dedicated to lifesaving skills in respiratory and cardiac emergencies involving adults, children and infants and meets CPR certification standards. Laboratory fee. (1 Lab.)

MEDA 1172 Computer Applications for the Medical Office (1)
(Former course prefix/number MA 102)
Prerequisite: Medical Assisting 1370. Skill development in keyboarding is emphasized as the student is introduced to software applications for the medical office. Continued emphasis on business communication skills, correspondence, grammar and writing occurs. Laboratory fee. (1 Lec., 1 Lab.)

MEDA 1270 Medical Office Procedures I (2)
(Former course prefix/number MA 103)
This course introduces telephone techniques, filing and indexing, correspondence, mail handling and bookkeeping skills. Keyboarding and office skills and business transactions are emphasized. Sheduling, appointment monitoring and hospital admission and surgical/outpatient procedures are also covered. Laboratory fee. (2 Lec., 1 Lab.)

MEDA 1271 Human Diseases (2)
(Former course prefix/number MA 104)
Prerequisite: Medical Assisting 1370. This course provides an overall view of the more common human diseases including the definition, etiology, signs and symptoms, course of the disease, diagnostic tests, and treatments. (2 Lec.)

MEDA 1272 Transcription for the Medical Office (2)
(Former course prefix/number MA 105)
Prerequisite: Medical Assisting 1172 and Medical Assisting 1370. Word processing and beginning transcription skills are emphasized in transcribing medical data. Emphasis will be on medical office applications. Laboratory fee. (1 Lec., 2 Lab.)

MEDA 1273 Medical Office Procedures II (2)
(Former course prefix/number MA 106)
Prerequisite: Medical Assisting 1270 and Medical Assisting 1370. This course provides an overview of administrative techniques required in a health care setting. Emphasis is placed on time management, policies and procedures, quality control, equipment and supply inventory, and hiring. (2 Lec.)

MEDA 1274 Medical Office Externship (2)
(Former course prefix/number MA 107)
Prerequisites: Successful completion of all the following coursework: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1270, Medical Assisting 1271, Medical Assisting 1272, Medical Assisting 1273, Medical Assisting 1279, Medical Assisting 1370, English 1301, and Speech Communications 1311. Medical Office Externship gives the student the opportunity to perform administrative medical assisting skills in health care settings. The student performs 80 hours of the administrative functions of medical assisting in a job setting. (5 Lab.)

MEDA 1275 Clinical Procedures I (2)
(Former course prefix/number MA 108)
Prerequisites: Medical Assisting 1271 and Medical Assisting 1370. This course instructs the Medical Assisting student in obtaining and recording patient histories, assessing patients' vital signs, assisting the physician with physical examinations, recognizing instruments used in the various examinations, caring for equipment in the office, and disposing of hazardous wastes. Additional topics include basic aseptic techniques, prevention of infections, materials management, and cultural awareness. Laboratory fee. (1 Lec., 2 Lab.)

MEDA 1276 Clinical Procedures II (2)
(Former course prefix/number MA 109)
Prerequisite: Medical Assisting 1275. This course introduces the Medical Assisting student to more complex physical examinations techniques including assisting with surgical office procedures, surgical asepsis, setting up surgical trays, gowning and gloving, collecting and labeling of surgical specimens, and maintaining surgical records including informed consent. The technique and theory of phlebotomy including capillary puncture, venipuncture, pediatric phlebotomy and universal precautions are also covered. Laboratory fee. (1 Lec., 2 Lab.)

MEDA 1277 Medical Office Laboratory Procedures (2)
(Former course prefix/number MA 110)
Prerequisite: Medical Assisting 1275. This course provides an overview of the collection of specimens of body fluids and secretions using CDC universal precautions guidelines. Also included are techniques for processing specimens using quality control, the use and care of the microscope and other laboratory equipment, and basic microbiology. Laboratory fee. (1 Lec., 2 Lab.)

MEDA 1278 Clinical Office Externship (2)
(Former course prefix/number MA 111)
Prerequisite: Successful completion of all the following course work: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1275, Medical Assisting 1276, Medical Assisting 1277, Medical Assisting 1280, Medical Assisting 1370, and English 1301. Clinical Office Externship gives the student the opportunity to perform clinical assisting skills in health care settings. The student performs 80 hours of the clinical functions of medical assisting in a job setting. (5 Lab.)

MEDA 1279 Medical Office Coding and Insurance (2)
(Former course prefix/number MA 112)
Prerequisites: Medical Assisting 1271 and Medical Assisting 1370 must be taken prior to or concurrently. Diagnosis and procedure coding for the medical office is presented. ICD-9 coding CPT are covered as well as insurance programs, both public and private, including worker's compensation claims, Medicare and Medicaid claims. Fundamentals of medical recordkeeping including creation, maintenance and protection of medical records, electronic claims submission and the precertification process are presented. Laboratory fee. (2 Lec., 1 Lab.)

MEDA 1280 Pharmacology and Medication Administration (2)
(Former course prefix/number MA 113)
Prerequisites: Medical Assisting 1275 and Medical Assisting 1370. This course provides an overview of the drug classifications used in the physicians' offices, dosage preparation, the administration of oral and parenteral medications, and the maintenance of medication records. Laboratory fee. (2 Lec., 1 Lab.)

MEDA 1370 Medical Terminology (3)
(Former course prefix/number MA 114)
Prerequisites: GED or high school diploma. This course presents a basic introduction to the organization, structure, function and tissues of the human body. Major systems to be discussed include the skeletal, muscle, nervous and endocrine systems, as well as the structure and organization of the human body. Students will examine the word structure and spelling of terms related to these system. (3 Lec.)

MEDICAL LABORATORY TECHNICIAN

MDLT 1171 Practicum I (1)
(Former course prefix/number MLT 143)
Prerequisite: Completion of in Medical Laboratory Technology 1470 with a minimum grade of "C". This course provides supervised clinical practice in a hematology laboratory. The student will perform procedures associated with hematologic studies including computer applications. (8 Ext.)

MDLT 1370 Immunology/Serology (3)
(Former course prefix/number MLT 136)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1470 or demonstrated competence approved by instructor. The theory and practice of clinical immunology are presented. Serological laboratory procedures are performed and applied to diagnostic correlations. Laboratory fee. (2 Lec., 3 Lab.)

MDLT 1371 Immunohematology (3)
(Former course prefix/number MLT 137)
Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C", and concurrent enrollment in Medical Lab Technology 1370. The theory and practice of clinical immunohematology are presented. An overview of modern blood banking will include component preparation to specialized testing necessary for antibody identification. Laboratory fee. (2 Lec., 4 Lab.)

MDLT 1470 Hematology (4)
(Former course prefix/number MLT 133)
Prerequisite: Acceptance into the Medical Laboratory Technician Program, completion of Biology 2401 or Biology 1470 and English 1301 with a minimum grade of "C". The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

MDLT 1471 Clinical Practice I (4)
(Former course prefix/number MLT 141)
Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and phlebotomy. The student will perform procedures associate with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

MDLT 2271 Medical Microbiology II (2)
(Former course prefix/number MLT 237)
Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 2470. This course is a continuation of Medical Laboratory Technology 2470. It includes a study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (1 Lec., 4 Lab.)

MDLT 2272 Practicum II (2)
(Former course prefix/number MLT 244)
Prerequisites: Completion of Medical Laboratory Technology 2570, Medical Laboratory Technology 2371 with a minimum grade of "C". This course provides supervised clinical practice in clinical chemistry and serology. The student will perform procedures associated with various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (14 Ext.)

MDLT 2273 Practicum III (2)
(Former course prefix/number MLT 245)
Prerequisites: Completion of Medical Laboratory Technology 2372 and Medical Laboratory Technology 2473 with a minimum grade of "C". This course provides supervised clinical practice in immunohematology and clinical microbiology. The student will perform procedures associated with various laboratory areas including computer applications. The student is assigned to a clinical laboratory. Completion of this course requires passing a comprehensive examination. (20 Ext.)

MDLT 2370 Urinalysis And Body Fluids (3)
(Former course prefix/number MLT 225)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1370, 1371, 1372, and 1470 or demonstrated competence approved by the instructor. This course is a study of the theory and laboratory procedures used in the analysis of urine and other body fluids. Laboratory fee. (2 Lec., 4 Lab.)

MDLT 2371 Immunology/Serology (3)
(Former course prefix/number MLT 214)
Prerequisites: Acceptance into the Medical Laboratory Technology program. An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Laboratory fee. (2 Lec., 2 Lab.)

MDLT 2372 Immunohematology (3)
(Former course prefix/number MLT 243)
Prerequisite: Acceptance into the Medical Laboratory Technology program. A study of blood group antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. Laboratory fee. (2 Lec., 2 Lab.)

MDLT 2470 Medical Microbiology I (4)
(Former course prefix/number MLT 229)
Prerequisites: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lab.)

MDLT 2471 Clinical Chemistry (4)
(Former course prefix/number MLT 231)
Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 2470 and completion of Chemistry 2401. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

MDLT 2472 Clinical Practice II (4)
(Former course prefix/number MLT 241)
Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in diagnostic microbiology and clinical chemistry and urinalysis. The student will perform procedures associated with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

MDLT 2473 Clinical Microbiology (4)
(Former course prefix/number MLT 247)
Prerequisite: Acceptance into the Medical Laboratory Technology program. Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Laboratory fee. (3 Lec., 4 Lab.)

MDLT 2570 Clinical Chemistry (5)
(Former course prefix/number MLT 246)
Prerequisite: Chemistry 1411 and Chemistry 1412 with a minimum grade of "C" and acceptance into the Medical Laboratory Technology program. An introduction to the principles and procedures of various tests performed on Clinical Chemistry, including urinalysis and body fluids. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrates, lipids, enzymes, metabolites, endocrine function, and toxicology. Laboratory fee. (4 Lec., 4 Lab.)

MEDICAL STAFF SERVICES

MEDS 1270 Legal and Ethical Aspects of Health Care (2)
(Former course prefix/number MED 102)
The focus of this course is on the legal processes and ethical aspects affecting health care. Exposure to legal terminology and statutes, as well as ethical decision making is provided. Confidentiality, consent, patient rights, liability and negligence will be covered. (2 Lec.)

MEDS 1370 Medical Staff Services I (3)
(Former course prefix/number MED 100)
This introductory course covers the fundamental concepts, principles and organization of the Medical Staff Office in a health care organization. The role of the office, organization of health care facilities, credentialing of medical staff and allied health practitioners, staff appointments, privilege delineation, monitoring and documenting proctoring, peer review, medical management, and preparing agendas and minutes are covered. (3 Lec.)

MEDS 1371 Medical Staff Services II (3)
(Former course prefix/number MED 101)
Prerequisite: Medical Staff Services 1370. This course is a continuation of Medical Staff Services 1370, covering the process of meeting standards of the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), National Committee for Quality Assurance (NCQA), state licensure laws and other regulatory requirements. (3 Lec.)

MEDS 2270 Performance Improvement (2)
(Former course prefix/number MED 201)
Performance Improvement efforts in health care are the focus of this course. Quality assessment techniques, utilization review, medical staff peer review and risk management are covered. The roles and responsibilities of individuals involved in performance improvement are also included. (2 Lec.)

MEDS 2370 Medical Staff Sciences Directed Study (2)
(Former course prefix/number MED 200)
Prerequisite: All Medical Staff Services courses. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with learning objectives. Emphasis is on developing organizational and problem-solving skills. Laboratory fee. (1 Lec., 20 Lab.)

MEDICAL TRANSCRIPTION

MEDT 1270 Disease Processes I (2)
(Former course prefix/number MTR 135)
This course includes the study of common human disease conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. Medical references will be used for research and verification. (2 Lec.)

MEDT 1271 Introduction to Medical Word Processing (2)
(Former course prefix/number MTR 137)
Prerequisite: Admission to the Medical Transcription program. This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

MEDT 1370 Fundamentals of Medical Transcription (3)
(Former course prefix/number MTR 133)
Prerequisite: Admission to the Medical Transcription program and typing skills of 50 words per minute corrected or instructor approval. This course is an introduction to the health care record and medical documentation. Included will be transcription of basic medical dictation utilizing English mechanics and machine transcription skills. Proofreading, editing and accuracy and production will be stressed. Medicolegal and ethics issues will also be covered. Laboratory fee. (2 Lec., 3 Lab.)

MEDT 1470 Medical Terminology (4)
(Former course prefix/number MTR 131)
This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definitions. Exercises in the use of the medical dictionary are included. (4 Lec.)

MEDT 1471 Medical Transcription (4)
(Former course prefix/number MTR 141)
Prerequisite: Admission to the Medical Transcription program and completion of Medical Transcription 1370 and prior course work with a "C" or better or instructor approval. Speed and accuracy in transcription, use of transcribing equipment, and medical-surgical terminology are all included in this course. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. Laboratory fee. (2 Lec., 6 Lab.)

MEDT 1472 Disease Processes II (4)
(Former course prefix/number MTR 145)
Prerequisite: "C" or better in previous courses and completion of Medical Transcription 1270. This course is a continuation of Medical Transcription 1270. Common human disease conditions will be covered. Included will be prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. (4 Lec.)

MEDT 7472 Cooperative Work Experience (4)
(Former course prefix/number MTR 714)
Prerequisite: Completion of all Medical Transcription course work with a "C" or concurrent enrollment in Medical Transcription 1471 or coordinator 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. The seminar will consist of exploration and analysis of the impact of the work environment on the medical transcriptionist. Resources for professional and career development will be included. (1 Lec., 20 Lab.)

MILITARY SCIENCE

(Offered in cooperation with the University of Texas at Arlington. Registration for these courses is through Mountain View College.)

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 1241 Introduction to ROTC and the Army (2)
(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. (2 Lec.)

MILS 1242 Introduction to Leadership (2)
(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. (2 Lec.)

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 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.)

MILS 2351 Self/Team Development (3)
(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. (3 Lec.)

MILS 2352 Individual/Team Military Tactics (3)
(Former course prefix/number MIL 205)
Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in Military Science 1180 mandatory, plus optional participation in physical fitness and a weekend exercise. (3 Lec.)

MORTGAGE BANKING

All course descriptions in Mortgage Banking will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

MOTORCYCLE MECHANICS

(See Engine Technology -- Motorcycle Mechanics)

MULTIMEDIA TECHNOLOGY

MULT 1170 Contemporary Topics in Multimedia (1)
(Former course prefix/number MUL 114)
Course will focus on current topics in the multimedia industry. May be repeated for credit. (1 Lec.)

MULT 1370 Introduction to Multimedia in a Cross-Platform Environment (3)
(Former course prefix/number MUL 100)
In this course, students will learn the Macintosh and Windows operating environments. They will also be introduced to the issues involved in developing creative, cross-platform multimedia projects. Activities will include incorporating sound, video, graphics and animation in the development of client-focused multimedia presentations. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1371 Video and Audio Techniques (3)
(Former course prefix/number MUL 101)
Corequisite: Multimedia Technology 1370. This course is a study of current trends in digital video and digital audio production. Topics will include audio and video capture from numerous sources including camcorders, VCR and laser disk players. Students will also learn audio and video digital editing techniques, applying filters and special effects in multimedia projects designed for corporate, educational or personal use. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1372 Multimedia Project Management (3)
(Former course prefix/number MUL 102)
Corequisite: Multimedia Technology 1370. This course is designed to teach students techniques and practices of software project management. Topics will include team dynamics, project budgeting, and reporting and tracking procedures. These concepts will also be applied to software configuration, identifying strategies for organization and version control throughout the software life cycle. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1373 Multimedia Authoring I (3)
(Former course prefix/number MUL 103)
Corequisite: Multimedia Technology 1370. In this class, students will continue developing the skills to produce multimedia products for training and communications. Topics will include interactivity, branching, navigation and interface/information design. Students will be introduced to the major Macintosh and Windows authoring packages for information delivery and training. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1374 Multimedia Authoring II (3)
(Former course prefix/number MUL 104)
Prerequisite: Multimedia Technology 1373. The focus of this course is on the development of programming/scripting skills using a cross-platform authoring system. Students will develop prototypes of multimedia information or training systems to be run on the Macintosh and PC platforms. Student work will become a part of their digital portfolio. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1375 Computer Illustration (3)
(Former course prefix/number MUL 105)
Prerequisites: Photography 2325 or Multimedia Technology 1383. This course is a study of current trends in computer graphic design and illustration. Students will develop skills needed in client/illustrator communications while developing proficiency in typography and the production of vector images. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1377 Internet Communications Design (3)
(Former course prefix/number MUL 107)
Prerequisite: Multimedia Technology 1370. This course will give students an overview of personal, educational and commercial uses of the World Wide Web. Students will develop proficiency at designing creative information delivery systems for PC and Macintosh platforms. Special emphasis will be placed on incorporating multimedia elements to develop dynamic Web sites. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1378 Advanced Internet Communications (3)
(Former course prefix/number MUL 108)
Prerequisite: Multimedia Technology 1377. This course teaches students to install and maintain a web server. In addition to learning advanced HTML, students will learn to use CGI gateway programming to connect servers to common educational and corporate data sources. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1379 Multimedia Project Design (3)
(Former course prefix/number MUL 109)
Prerequisite: Completion of the multimedia core courses and specialization courses. This course will teach students to approach multimedia development through processes of analysis and design. Students will develop functional requirements which lead to the production and implementation of a multimedia product for clients in various settings. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1380 Multimedia Portfolio (3)
(Former course prefix/number MUL 110)
Prerequisite: Completion of Level I Multimedia Certificate. Students will work in an advanced directed study developing multimedia projects for corporate or educational client use. Student projects will be reviewed by an interdisciplinary faculty panel. Additional topics in this course will include professional organizations, presentation skills and job-seeking techniques. Laboratory fee. (1 Lec., 4 Lab.)

MULT 1381 Special Topics (3)
(Former course prefix/number MUL 111)
Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. In this course, current developments in the rapidly changing field of multimedia technology are studied. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1382 2D Animation I (3)
(Former course prefix/number MUL 112)
Corequisite: Multimedia Technology 1370. Use of animation software to introduce the development of multimedia storyboards and two-dimensional animations with soundtracks. Students will create, import and sequence media elements to create multimedia presentations. Emphasis on conceptualization, creativity and visual aesthetics. Laboratory fee. (2 Lec., 4 Lab.)

MULT 1383 Digital Imaging for Multimedia (3)
(Former course prefix/number MUL 113)
Corequisite: Multimedia Technology 1370. Use of imaging software to familiarize students with computerized image enhancement and manipulation. Topics include scanning images, creation of original digital artwork, and combing, retouching and colorizing photographs. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2270 Contemporary Topics in Multimedia (2)
(Former course prefix/number MUL 205)
Course will focus on current topics in the multimedia industry. May be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)

MULT 2370 2D Animation II (3)
(Former course prefix/number MUL 200)
Prerequisite: Multimedia Technology 1382. Students will do advanced cross-platform work in two-dimensional computer animation using a scripting language. Multimedia projects will include the concepts of title design, hypertext, interactivity and computer gaming. In this class, students will begin to develop prototypes for a CD-ROM portfolio. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2371 3D Graphics (3)
(Former course prefix/number MUL 201)
Prerequisite: Multimedia Technology 1370. Course focuses on the development of three-dimensional images and animations with soundtrack for artistic visualization, advertising, and interactive multimedia. Topics include modeling, texture and environmental mapping, wire-frame animation, shading and rendering. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2372 Advanced Internet Seminar (3)
(Former course prefix/number MUL 202)
Prerequisite: Multimedia Technology 1378. Advanced seminar in we server design and maintenance. Topics include scripting, web site planning, testing security, production and marketing. Topics may vary depending on developments in the field of Internet Communications. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2373 Advanced Authoring Seminar (3)
(Former course prefix/number MUL 203)
Prerequisite: Multimedia Technology 1374 and Multimedia Technology 2370. Advanced seminar in cross-platform multimedia authoring. In-depth focus on the development of custom scripts for data-tracking in the leading authoring tools. Topics may vary depending on developments in the field of multimedia authoring. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2374 Advanced Digital Imaging Seminar (3)
(Former course prefix/number MUL 204)
Prerequisite: Multimedia Technology 1383 or Photography 2325. Students will master more progressive creative possibilities in image manipulation. Topics include advanced compositing techniques, channel operations, third-party filters, color correction, output options, and the creation of a digital imaging portfolio. Topics may vary depending on developments in the field of digital imaging. Laboratory fee. (2 Lec., 4 Lab.)

MULT 2375 Multimedia Production Team (3)
(Former course prefix/number MUL 206)
Prerequisite: Completion of Level I Certificate. In this course students work on campus in an industry-modeled production team to create protypes and fully intergrated multimedia projects. Students will apply academic studies to this production team to further develop individual competencies. Laboratory fee. (1 Lec., 8 Lab.)

MULT 7371 Cooperative Work Experience/Multimedia Production Team (3)
(Former course prefix/number MUL 703)
Prerequisite: Completion of Level I Multimedia Certificate. In this course, the students work either in a field-related, entry-level multimedia cooperative work experience or on campus in an industry-modeled production team to create prototypes and fully integrated multimedia projects. (1 Lec., 15 Lab.)

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 162)
Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)
(Coordinating Board Academic Approval Number 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 5009035530)

MUSI 1125 Jazz Ensemble (1)
(This is a common course number. Former course prefix/number MUS 184)
Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035530

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 1139 String Ensemble (1)
(This is a common course number. Former course prefix/number MUS 175)
Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1140 Symphonic Wind Ensemble (1)
(This is a common course number. Former course prefix/number MUS 176)
Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1143 Vocal Ensemble (1)
(This is a common course number. Former course prefix/number MUS 155)
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 1151 Chamber Ensemble (1)
(This is a common course number. Former course prefix/number MUS 177)
Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035830)

MUSI 1152 Madrigal Singers (1)
(This is a common course number. Former course prefix/number MUS 156)
A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

MUSI 1160 Italian Diction (1)
(This is a common course number. Former course prefix/number MUS 105)
The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 1161 English Diction (1)
(This is a common course number. Former course prefix/number MUS 108)
The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 1170 Synthesizer Class I (1)
(Former course prefix/number MUS 147)
Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037130)

MUSI 1172 Synthesizer Class II (1)
(Former course prefix/number MUS 148)
Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)
(Coordinating Board Academic Approval Number 5009037130)

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 151)
This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085130)

MUSI 1184 Voice Class II (1)
(This is a common course number. Former course prefix/number MUS 152)
This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 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 1237 Band (1)
(This is a common course number. Former course prefix/number MUS 160)
Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

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 1304 Foundations Of Music II (3)
(This is a common course number. Former course prefix/number MUS 114)
Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)
(Coordinating Board Academic Approval Number 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 1310 History Of Jazz/Rock Music (3)
(This is a common course number. Former course prefix/number MUS 166)
The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 5009025330)

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 1372 Digital Music Production (3)
(Former course prefix/number MUS 153)
Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009035630.)

MUSI 1373 Digital Music Production (3)
(Former course prefix/number MUS 154)
Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number is 5009045130.)

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 150)
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 5009035730)

MUSI 2160 German Diction (1)
(This is a common course number. Former course prefix/number MUS 107)
The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

MUSI 2161 French Diction (1)
(This is a common course number. Former course prefix/number MUS 106)
The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)
(Coordinating Board Academic Approval Number 5009085330)

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 2192 Guitar Pedagogy (1)
(This is a common course number. Former course prefix/number MUS 205)
Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)
(Coordinating Board Academic Approval Number 5009035130)

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.)

MUSI 9176 Recital (1)
(Former course prefix/number MUS 199)
This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

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)

MUAP 2205 Applied Music-Viola (2)
(This is a common course number. Former course prefix/number MUS 225)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)
(This is a common course number. Former course prefix/number MUS 226)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2213 Applied Music-Double Bass (2)
(This is a common course number. Former course prefix/number MUS 227)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2215 Applied Music-Electric Bass (2)
(This is a common course number. Former course prefix/number MUS 241)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2217 Applied Music-Flute (2)
(This is a common course number. Former course prefix/number MUS 228)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2221 Applied Music-Oboe (2)
(This is a common course number. Former course prefix/number MUS 229)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2225 Applied Music-Bassoon (2)
(This is a common course number. Former course prefix/number MUS 231)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2229 Applied Music-Clarinet (2)
(This is a common course number. Former course prefix/number MUS 230)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2233 Applied Music-Saxophone (2)
(This is a common course number. Former course prefix/number MUS 232)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2237 Applied Music-Trumpet (2)
(This is a common course number. Former course prefix/number MUS 233)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2241 Applied Music-French Horn (2)
(This is a common course number. Former course prefix/number MUS 234)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2245 Applied Music-Trombone (2)
(This is a common course number. Former course prefix/number MUS 235)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2249 Applied Music-Baritone (2)
(This is a common course number. Former course prefix/number MUS 236)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2253 Applied Music-Tuba (2)
(This is a common course number. Former course prefix/number MUS 237)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2257 Applied Music-Percussion (2)
(This is a common course number. Former course prefix/number MUS 238)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2258 Applied Music-Drum Set (2)
(This is a common course number. Former course prefix/number MUS 243)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2261 Applied Music-Guitar (2)
(This is a common course number. Former course prefix/number MUS 240)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2265 Applied Music-Organ (2)
(This is a common course number. Former course prefix/number MUS 222)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2269 Applied Music-Piano (2)
(This is a common course number. Former course prefix/number MUS 221)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2277 Applied Music-Harp (2)
(This is a common course number. Former course prefix/number MUS 239)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2281 Applied Music-Voice (2)
(This is a common course number. Former course prefix/number MUS 223)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2301-2381 Applied Music-Major (3)
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

MUAP 2301 Applied Music-Violin (3)
(This is a common course number. Former course prefix/number MUS 254)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2305 Applied Music-Viola (3)
(This is a common course number. Former course prefix/number MUS 255)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2309 Applied Music-Cello (3)
(This is a common course number. Former course prefix/number MUS 256)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2313 Applied Music-Double Bass (3)
(This is a common course number. Former course prefix/number MUS 257)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2317 Applied Music-Flute (3)
(This is a common course number. Former course prefix/number MUS 258)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2321 Applied Music-Oboe (3)
(This is a common course number. Former course prefix/number MUS 259)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2325 Applied Music-Bassoon (3)
(This is a common course number. Former course prefix/number MUS 261)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2329 Applied Music-Clarinet (3)
(This is a common course number. Former course prefix/number MUS 260)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2333 Applied Music-Saxophone (3)
(This is a common course number. Former course prefix/number MUS 262)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2337 Applied Music-Trumpet (3)
(This is a common course number. Former course prefix/number MUS 263)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2341 Applied Music-French Horn (3)
(This is a common course number. Former course prefix/number MUS 264)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2345 Applied Music-Trombone (3)
(This is a common course number. Former course prefix/number MUS 265)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2349 Applied Music-Baritone (3)
(This is a common course number. Former course prefix/number MUS 266)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2353 Applied Music-Tuba (3)
(This is a common course number. Former course prefix/number MUS 267)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2357 Applied Music-Percussion (3)
(This is a common course number. Former course prefix/number MUS 268)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2361 Applied Music-Guitar (3)
(This is a common course number. Former course prefix/number MUS 270)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2365 Applied Music-Organ (3)
(This is a common course number. Former course prefix/number MUS 252)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2369 Applied Music-Piano (3)
(This is a common course number. Former course prefix/number MUS 251)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2377 Applied Music-Harp (3)
(This is a common course number. Former course prefix/number MUS 269)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2381 Applied Music-Voice (3)
(This is a common course number. Former course prefix/number MUS 253)
(Coordinating Board Academic Approval Number 5009035430)

NURSING

NURS 1370 Basic Pharmacology (3)
(Former course prefix/number NUR 101)
Prerequisites: Minimum grade of "C" in Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

NURS 1371 Introduction To Pathophysiology (3)
(Former course prefix/number NUR 102)
Prerequisites: Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402. Registered nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will provide a basic introduction to pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations, and some treatment modalities. (3 Lec.)

NURS 1570 Transition from Vocational to Professional Nursing (5)
(Former course prefix/number NUR 147)
Prerequisites: Current Texas LVN license, admission to the Associate Degree Nursing Program, and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better. Additional prerequisites include Biology 1472 or 2402, 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of "C". Licensed Vocational Nurses will take this course in place of Nursing 1870 and 1971. This course will include assessment of the student's theoretical, attitudinal, and psychomotor skills. Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate/child, and psychosocial aspects. Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 1870 and 1971. Laboratory fee. (4 Lec., 3 Lab.)

NURS 1870 Introduction to Process and Practice of Nursing (8)
(Former course prefix/number NUR 144)
Prerequisites: Admission to the program and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better. Concurrent enrollment in Biology 1472 or Biology 2402 and Psychology 2314. This course introduces the nursing process and nursing behaviors appropriate to roles performed in the practice of nursing. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision making processes in the care of adults in acute and transitional care settings. Emphasis is on beginning assessment, psychomotor, and communication skills. Content includes applicable competencies in basic workplace skills. Laboratory fee. (4 Lec., 2 Lab., 10 Ext.)

NURS 1971 Family Nursing (9)
(Former course prefix/number NUR 148)
Prerequisites: Minimum grade of "C" in Nursing 1870, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. This course utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus is on the unique roles of the nurse in the collaborative management of individuals and families during childbearing and childrearing ages. Students are introduced to the role of the nurse and participate in caring for individuals undergoing selected surgical intervention. Emphasized are aspects of health promotion and health maintenance, nutrition, pharmacologic management, communication, ethical/legal aspects, and course-related psychomotor skills. Clinical experiences provide opportunities for physical and psychosocial assessment of newborns, children and adults. Content includes applicable competencies in basic workplace skills. Laboratory fee. (5 Lec., 2 Lab., 10 Ext.)

NURS 2270 Transition to Professional Nursing (2)
(Former course prefix/number NUR 262)
Prerequisites: Minimum grade of "C" in Nursing 2870 and Nursing 2375. Concurrent enrollment in Nursing 2972 and an approved elective course. This course focuses on leadership and management theories, economics, trends and issues in health care. Emphasis is on ethical/legal aspects of professional nursing roles in health care delivery systems. Content includes applicable competencies in basic workplace skills. (2 Lec.)

NURS 2375 Mental Health Nursing (3)
(Former course prefix/number NUR 260)
Prerequisites: Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2870 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of indivduals and families who are experiencing alterations in mental health. Focus is on assessment, communication techniques, and collaborative roles of the nurse in a variety of health settings. Emphasis is on psychopathology of mental disorders as well as promotion of mental health. Students are introduced to a wide range of therapeutic modalities, with an emphasis on pharmacotherapeutic interventions. Content includes applicable competencies in basic workplace skills. Laboratory fee. (2 Lec., 3 Ext.)

NURS 2870 Nursing of Adults With Commonly Occurring Health Problems (8)
(Former course prefix/number NUR 261)
Prerequisites: Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2375 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of adults who are experiencing commonly occurring health problems. Emphasis is on health promotion and the pathophysiology and treatment modalities for a variety of illnesses. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Provision of care in diverse health care settings, work organization, time management, communication techniques, and critical thinking skills will be emphasized. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 12 Ext.)

NURS 2972 Advanced Medical-Surgical Nursing/Synthesis (9)
(Former course prefix/number NUR 263)
Prerequisites: Minimum grade of "C" in Nursing 2870 and Nursing 2375. Concurrent enrollment in Nursing 2270 and an approved elective course. This course focuses on nursing care of individuals who are experiencing acute episodes of illness and/or multi-system failure. Pathophysiology, treatment modalities, and nursing interventions are emphasized. Focus is on integration of critical thinking skills in coordinating care of multiple individuals in collaboration with the health care team. Principles of health promotion and health restoration are addressed. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 15 Ext.)

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 1271 Office Information Systems Concepts (2)
(Former course prefix/number OFC 179)
Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

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 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)
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)
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, desktop 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 desktop 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)
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)
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)
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 2375 Medical Office Procedures (3)
(Former course prefix/number OFC 223)
Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate those administrative office skills and competencies needed to support the management and administration of a medical office setting. Topics include medical filing, patient billing, insurance claims, correspondence, scheduling and maintaining appointments and lab services for patients, hospital admissions, surgical and outpatient procedures, doctor's schedules. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2376 Medical Transcription (3)
(Former course prefix/number OFC 224)
Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate the techniques and skills required to transcribe recorded medical information into mailable documents. Emphasis is placed on grammar, punctuation, medical terminology, proofreading, and spelling required in medical text processing applications. Computers and audio transcription machines are used for lab requirements. 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)
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)
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 Mechanics)

PARALEGAL

(See Legal Assistant)

PARAMEDIC

EMPT 1170 Paramedic Hospital Internship I (1)
(Former course prefix/number PAR 108)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. (Taken concomitantly with Paramedic 1570 and Paramedic 1571.) This course transitions the student from a Basic Emergency Medical Technician (EMT) into the advanced practice of a paramedic. Advanced assessment, trauma patient management and cardiac patient management will be applied through the emergency department and other clinical experiences. (3 Ext.)

EMPT 1171 Paramedic Hospital Internship II (1)
(Former course prefix/number PAR 109)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571 and Paramedic 1170. This course is taken concomitantly with 1670 and Paramedic 1470. This course expands on previous hospital internship experience with special emphasis on medical and special patients in Emergency Departments, Labor and Delivery, Children's Medical Center and other clinical area. (3 Ext.)

EMPT 1370 Paramedic Anatomy and Physiology (3)
(Former course prefix/number PAR 114)
This course consists of basic human structure and function, including cellular level anatomy and basic body systems for EMS personnel. (3 Lec.)

EMPT 1470 Paramedic Special Patients (4)
(Former course prefix/number PAR 110)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571 and Paramedic 1170. This course teaches assessment and management of pediatric patients, geriatric emergencies, obstetrical and gynecological emergencies as well as behavioral emergencies. Other special patients are also included such as the chronically ill and challenged patients. Completion of Pre-hospital Pediatric Provider course (PPPC) is also included. (3 Lec., 2 Lab.)

EMPT 1570 Paramedic Preparatory and Trauma (5)
(Former course prefix/number PAR 111)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification By Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. This is the first course of study leading to paramedic certification. The course teaches preparatory material that includes pathological principles, advanced patient assessment, advanced airway management, and fluid therapy and introduction to pharmacology. Additionally, the course includes trauma assessment management and information from the Advanced Basic Trauma Life Support (BTLS) Course. (4 Lec., 2 Lab.)

EMPT 1571 Paramedic Cardiology (5)
(Former course prefix/number PAR 112)
Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification By Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. This pre-hospital course includes information on cardiac diseases, cardiovascular pharmacology, and cardiac patient management. In addition, the course includes basic lead II Electrocadiogram interpretation and electrical therapy. (4 Lec., 2 Lab.)

EMPT 1670 Paramedic Medical Emergencies (6)
(Former course prefix/number PAR 113)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571, and Paramedic 1170. This course includes assessment and management of the many medical emergencies paramedics respond to, including respiratory, neurological, allergic, gastrointestinal, diabetic, toxicology and other medical emergencies. (3 Lec., 4 Lab., 6 Ext.)

EMPT 2470 Paramedic Completion (4)
(Former course prefix/number PAR 202)
Prerequisites: Successful completion of Paramedic 1570, Paramedic 1571, and Paramedic 1171. This capstone course allows the paramedic student to further explore field related issues including roles and responsibilities, safety, cultural diversity, abuse and assault, and disaster readiness. Hospital experience assists the student in refining assessment and patient management skills and prepare for the course as well as ACLS testing. The paramedic final exam is given as the end of this course. (2 Lec., 2 Lab., 8 Ext.)

EMPT 2571 Paramedic Field Internship (5)
(Former course prefix/number PAR 207)
Prerequisites: Successful completion of Paramedic 2470 and certification by the Texas Department of Health as an Emergency Medical Technician. The field internship course transitions the student to functioning in a team leader capacity on the emergency ambulance. (15 Ext.)

PATTERN DESIGN

All course descriptions in Pattern Design will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

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)
This course surveys the history, theories and isues of moral reasoning and behavior. Practical applications will also be made. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015335)

PHIL 2307 Introduction To Social And Political Philosophy (3)
(This is a common course number. Former course prefix/number PHI 202)
The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2316 History Of Ancient Philosophy (3)
(This is a common course number. Former course prefix/number PHI 207)
The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

PHIL 2317 History Of Modern Philosophy (3)
(This is a common course number. Former course prefix/number PHI 208)
The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)
(Coordinating Board Academic Approval Number 3801015535)

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 2325 Introduction to Digital Imaging (3)
(Former course prefix/number PHO 124. Common Course Number is COMM 2325)
Prerequisite: Photography 1316 or Art 1370 is recommended for this course. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

PHOT 2326 Advanced Digital Imaging (3)
(Former course prefix/number PHO 125. Common Course Number is COMM 2326)
Prerequisites: Photography 2325 is required. In addition, Photography 1316 or Art 1370 is recommended. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 0907015326)

PHOT 2356 Commercial Photography I (3)
(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055130)

PHOT 2357 Commercial Photography II (3)
(Former course prefix/number PHO 123. Common Course Number is ARTS 2357)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5006055230)

PHOT 2370 Photography For Publications (3)
(Former course prefix/number PHO 207)
Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

PHOT 2371 Advanced Multimedia (3)
(Former course prefix/number PHO 213)
Prerequisites: Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. 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 5006055230)

PHYSICAL EDUCATION

PHED 1100 Beginning Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 100)
Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, conditioning activities, and physical assessment 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 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 1105 Beginning Racquetball (1)
(This is a common course number. Former course prefix/number PEH 113)
Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1106 Beginning Badminton (1)
(This is a common course number. Former course prefix/number PEH 114)
Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)
(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 1112 Folk Dance (1)
(This is a common course number. Former course prefix/number PEH 121)
Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1113 Beginning Gymnastics (1)
(This is a common course number. Former course prefix/number PEH 122)
Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1114 Beginning Swimming (1)
(This is a common course number. Former course prefix/number PEH 123)
This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1115 Social Dance (1)
(This is a common course number. Former course prefix/number PEH 124)
This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. 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 125)
This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. 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 Beginning Weight Training (1)
(This is a common course number. Former course prefix/number PEH 131)
Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1120 Beginning Self-Defense (1)
(This is a common course number. Former course prefix/number PEH 132)
Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1121 Beginning Jogging (1)
(This is a common course number. Former course prefix/number PEH 133)
Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1122 Outdoor Education (1)
(This is a common course number. Former course prefix/number PEH 134)
Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1123 Beginning Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 135)
This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1124 Beginning 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 1125 Aquatic Fitness (1)
(This is a common course number. Former course prefix/number PEH 143)
This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1126 Beginning Cycling (1)
(This is a common course number. Former course prefix/number PEH 145)
Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1127 Triathlon Fitness (1)
(This is a common course number. Former course prefix/number PEH 146)
This course includes an individualized program of walking, running, cycling, swimming, and weight training. From these activities, the student and instructor will design a fitness program to improve total body fitness, strength, endurance and self-image. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1128 Canoeing/Kayaking (1)
(This is a common course number. Former course prefix/number PEH 149)
This course is designed to teach the students knowledge and appreciation of basic white water canoeing/kayaking skills so they can actively engage in these activities throughout their lives. A weekend river trip is included in this course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1129 Backpacking/Rock Climbing (1)
(This is a common course number. Former course prefix/number PEH 150)
This course is designed to teach the students basic skills, knowledge and appreciation of backpacking and rock climbing to the extent that they can actively engage in these activities throughout their lives. A weekend backpacking trip is included in the course. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1130 Intermediate Lifetime Sports Activities (1)
(This is a common course number. Former course prefix/number PEH 200)
Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1131 Intermediate Soccer (1)
(This is a common course number. Former course prefix/number PEH 204)
Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. 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)
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 1133 Intermediate Racquetball (1)
(This is a common course number. Former course prefix/number PEH 213)
This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1134 Intermediate Physical Fitness (1)
(This is a common course number. Former course prefix/number PEH 215)
Basic skills and techniques of fitness-related activities are developed beyond the beginner level. 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)
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)
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)
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 1139 Intermediate Gymnastics (1)
(This is a common course number. Former course prefix/number PEH 222)
Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1140 Intermediate Swimming (1)
(This is a common course number. Former course prefix/number PEH 223)
The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1141 Intermediate Weight Training (1)
(This is a common course number. Former course prefix/number PEH 231)
Skills and instruction in weight training techniques are developed beyond the beginner level. 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)
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)
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 Intermediate Walking for Fitness (1)
(This is a common course number. Former course prefix/number PEH 235)
Students participate in a low impact exercise walking program beyond the beginning level. 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)
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. Laboratory fee. (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)
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)
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)
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)
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 wellness related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. . Pre- and Post-fitness assessments included. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3105015128)

PHED 1270 Divemaster (2)
(Former course prefix/number PEH 142)
Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

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 1306 Advanced First Aid And Emergency Care (3)
(This is a common course number. Former course prefix/number PEH 257)
This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 5103015328)

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)

PHED 1336 Outdoor Recreation (3)
(This is a common course number. Former course prefix/number PEH 109)
Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 3101015128)

PHED 1337 Community Recreation (3)
(This is a common course number. Former course prefix/number PEH 110)
This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)
(Coordinating Board Academic Approval Number 3101015128)

PHED 2155 Advanced Life Saving (1)
(This is a common course number. Former course prefix/number PEH 226)
Prerequisite: Demonstrated competence approved by the instructor. Successful completion of this course qualifies students for the Red Cross Life Guarding Certificate. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHED 2255 Water Safety Instructor (2)
(This is a common course number. Former course prefix/number PEH 234)
Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHED 2270 Scuba Diving (2)
(Former course prefix/number PEH 225)
Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHED 2271 Advanced Open Water Scuba (2)
(Former course prefix/number PEH 228)
Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 3601085328)

PHYSICAL FITNESS TECHNOLOGY

PFIT 1170 Information Systems in Fitness Technology (1)
(Former course prefix/number PFT 102)
This course presents an overview of the use of computer information systems in the fitness industry. Topics include terminology, hardware and contemporary software (operating system and environment, word processing, database and spreadsheet). Organizing, analyzing and communicating information with industry-specific software packages are emphasized. A survey of electronic information acquisition is included. (1 Lec.)

PFIT 1181 Group Exercise Instruction (1)
(Former course prefix/number PFT 181)
The teaching of group exercise sessions is presented. Topics covered include music selection, cueing, sequencing, basic and advanced steps, and floor work. Techniques appropriate to low- and high-impact aerobics and water aerobics are presented. The emphasis is on the development of safe, enjoyable group exercise. Laboratory fee. (1 Lab.)

PFIT 1191 Personal Training (1)
(Former course prefix/number PFT 191)
Aspects of personal (one-on-one) training are presented. Topics include marketing, program development, documentation, training systems, and business considerations. The emphasis is on the development of safe, enjoyable individualized training sessions. (1 Lec.)

PFIT 1370 Exercise Science (3)
(Former course prefix/number PFT 101)
This course is a survey of scientific principles, methodologies, and research as applied to exercise and physical fitness. The emphasis is on physiological responses and adaptations to exercise. Basic elements of kinesiology, biomechanics, and motor learning are addressed. An introduction to the physical fitness industry is included. (3 Lec.)

PFIT 1470 Fitness And Exercise Testing I (4)
(Former course prefix/number PFT 120)
Techniques for conducting physical fitness assessments are studied. Tests of cardio-respiratory fitness, muscular strength and endurance, joint flexibility, body composition, and pulmonary capacity are included. The course includes an introduction to electrocardiography. Safety guidelines and precautions are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

PFIT 1471 Physical Fitness Theory And Instruction (4)
(Former course prefix/number PFT 140)
Prerequisite: Physical Fitness Technology 1470 or demonstrated competence approved by the instructor. Five health-related components of physical fitness are studied: cardiorespiratory endurance, muscular strength, muscular endurance, flexibility, and body composition. The theoretical bases underlying physical fitness and instructional techniques for fitness development are covered. Methods for leading an exercise session, including recruitment, design, instruction, and evaluation are studied. Safety and injury prevention are emphasized. Equipment use and maintenance are covered. (3 Lec., 3 Lab.)

PFIT 2170 Selected Topics In Physical Fitness Technology (1)
(Former course prefix/number PFT 281)
This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated twice for credit. (1 Lec.)

PFIT 2171 Practical Application In Physical Fitness Technology I (1)
(Former course prefix/number PFT 290)
Prerequisites: Physical Fitness Technology 1471. The student serves an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The student assists in a class from one of the three activity course clusters: Aerobic Activities, Strength Activities, Recreational /Sport Activities. (3 Lab.)

PFIT 2172 Practical Application In Physical Fitness Technology II (1)
(Former course prefix/number PFT 291)
Prerequisite: Physical Fitness Technology 2171. The student serves as an instructional assistant in a physical education activity class. Course objectives are individualized to the student. The class in which the student assists must be from an activity course cluster (Aerobic Activities, Strength Activities, Recreational/Sport Activities) different from the student's Physical Fitness Technology 2171 assignment. (3 Lab.)

PFIT 2370 Instruction In Lifestyle Change (3)
(Former course prefix/number PFT 200)
Health risk appraisals and their application to lifestyle change are covered. The components of weight control, smoking cessation, and stress management programs and the principles of exercise adherence are studied. Techniques in behavior modification, motivation, teaching, and counseling are addressed, and behavior change as lifestyle change is emphasized. The use of personal computer and audio/visual programs for health risk appraisal and lifestyle change instruction is included. (2 Lec., 3 Lab.)

PFIT 2371 Exercise Programming (3)
(Former course prefix/number PFT 212)
The scheduling and implementation of physical fitness classes, recreational activities, and competitive events are studied. Non-exercise programming and programming for special populations are also included. The design of safe, enjoyable activities is emphasized. (3 Lec.)

PFIT 2372 Prevention And Care Of Exercise Injury (3)
(Former course prefix/number PFT 230)
Methods for the injury-prevention design of the exercise setting and exercise program are covered in this course. The use of physical conditioning techniques to prevent injury, and current exercise fads and myths that promote injury are explored. Methods for injury recognition and evaluation, the on-site care of exercise injuries, and emergency procedures are presented. (2 Lec., 3 Lab.)

PFIT 2373 Practical Aspects Of The Fitness Industry (3)
(Former course prefix/number PFT 240)
This course is a survey of the practical aspects of the physical fitness industry. Topics covered include equipment cost analysis, program marketing, legal issues, policy formation, budgetary planning, and time management. A variety of computer applications and current industry trends are also covered. (3 Lec.)

PFIT 2374 Psychosocial Aspects Of Sport And Exercise (3)
(Former course prefix/number PFT 250)
The social and cultural influences on exercise initiation and exercise adherence are explored. Emphasis is given to the interrelatedness of mental skills and physical skills and the value of sport and exercise for overall well-being. Techniques for maximizing performance are included. (3 Lec.)

PFIT 2375 Selected Topics In Physical Fitness Technology (3)
(Former course prefix/number PFT 283)
This is an elective course designed to deal with specific topics in physical fitness technology. As the topics change, this course may be repeated once for credit. (3 Lec.)

PFIT 2470 Fitness And Exercise Testing II (4)
(Former course prefix/number PFT 220)
Prerequisite: Physical Fitness Technology 1470 or demonstrated competence approved by the instructor. This is an advanced course in graded exercise testing. Various exercise testing protocols for determining cardiorespiratory fitness are covered. Basic electrocardiography is studied, including abnormalities that would prompt limitation or termination of an exercise tolerance test. Methods for prescribing exercise programs based upon exercise test results are also studied. (3 Lec., 3 Lab.)

PFIT 7371 Cooperative Work Experience (3)
(Former course prefix/number PFT 703)
Prerequisites: Completion of two courses in Physical Fitness Technology 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 orientation to cooperative work experience, writing learning objectives, customer service, team building, problem solving, goal setting, and conflict resolution. (1 Lec., 15 Lab.)

PFIT 7372 Cooperative Work Experience (3)
(Former course prefix/number PFT 713)
Prerequisite: Completion of Physical Fitness Technology 7371 or 7471 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 orientation to cooperative work experience, writing learning objectives, customer service, time management, stress management, chemical dependency, and personal wellness. (1 Lec., 15 Lab.)

PFIT 7471 Cooperative Work Experience (4)
(Former course prefix/number PFT 704)
Prerequisites: Completion of two courses in Physical Fitness Technology 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 orientation to cooperative work experience, writing learning objectives, customer service, team building, problem solving, goal setting, and conflict resolution. (1 Lec., 20 Lab.)

PFIT 7472 Cooperative Work Experience (4)
(Former course prefix/number PFT 714)
Prerequisite: Completion of Physical Fitness Technology 7371 or 7471 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 orientation to cooperative work experience, writing learning objectives, customer service, time management, stress management, chemical dependency, and personal wellness. (1 Lec., 20 Lab.)

PFIT 8381 Cooperative Work Experience (3)
(Former course prefix/number PFT 803)
Prerequisite: Completion of Physical Fitness Technology 7372 or 7472 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. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, job interviews, career goals, work ethics, and professional resources. (1 Lec., 15 Lab.)

PFIT 8481 Cooperative Work Experience (4)
(Former course prefix/number PFT 804)
Prerequisite: Completion of Physical Fitness Technology 7372 or 7472 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. The seminar consists of orientation to cooperative work experience, writing learning objectives, customer service, job interviews, career goals, work ethics, and professional resources. (1 Lec., 20 Lab.)

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)

PORTUGUESE

PORT 1311 Beginning Portuguese (3)
(This is a common course number.)
This course is an introduction to Portuguese speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Portuguese for more than one semester enroll in Portuguese 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Portuguese 1311 and wish to continue their studies of Portuguese may register for Portuguese 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 1411 Beginning Portuguese (4)
(This is a common course number. Former course prefix/number POR 101)
The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. This course may be repeated for credit. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 1412 Beginning Portuguese (4)
(This is a common course number. Former course prefix/number POR 102)
Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 1411. Emphasis is on idiomatic language and complicated syntax. This course may be repeated for credit. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609045131)

PORT 2311 Intermediate Portuguese (3)
(This is a common course number. Former course prefix/number POR 201)
Prerequisite: Portuguese 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 1609045231)

PORT 2312 Intermediate Portuguese (3)
(This is a common course number. Former course prefix/number POR 202)
Prerequisite: Portuguese 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 2311. Reading and composition are continued. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609045231)

POSTAL SERVICE

POST 1375 Introduction To Postal Service (3)
(Former course prefix/number PSA 110)
This course depicts and compares the private, corporate, and government agencies which have been responsible for mail services throughout the world. The current U.S. Postal Organization, mandated by public law, is studied as well as postal philosophy, policies, procedures, rules, regulations, planning, and organization cost control. (3 Lec.)

POST 1376 Mail Processing (3)
(Former course prefix/number PSA 120)
Through discussions of mail processing and transportation procedures of the U.S. Postal Service, this course will provide the student with an in-depth view of flow characteristics involved in movement of mail from sender to recipient. The course will also include a study of the systems devised to attain maximum efficiency in mail handling with a minimum of errors. (3 Lec.)

POST 1377 Customer Services (3)
(Former course prefix/number PSA 122)
This course provides functional information about mail delivery and collection systems and in-depth information about services provided for postal customers. Included in the course are rural and city delivery/systems, marketing of postal products and service, and techniques of effective public relations. (3 Lec.)

POST 2375 Postal Management (3)
(Former course prefix/number PSA 216)
This course will provide an overview of the laws and practices leading to the current labor situation in the postal service. Discussion will focus on the Equal Employment Opportunity Act, the development of labor unions, national and local agreements, grievance procedures and disciplinary action procedures. The student is given an opportunity to apply practical Postal Service and management theories in system analysis, problem solving grids and other tools of management decision making to arrive at solutions of Postal Service problems. (3 Lec.)

PSYCHOLOGY

PSYC 2301 Introduction To Psychology (3)
(This is a common course number. Former course prefix/number PSY 101)
Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015140)

PSYC 2302 Applied Psychology (3)
(This is a common course number. Former course prefix/number PSY 202)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (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)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015340)

PSYC 2314 Developmental Psychology (3)
(This is a common course number. Former course prefix/number PSY 201)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)
(Coordinating Board Academic Approval Number 4207015140)

PSYC 2316 Psychology Of Personality (3)
(This is a common course number. Former course prefix/number PSY 205)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015740)

PSYC 2319 Social Psychology (3)
(This is a common course number. Former course prefix/number PSY 207)
Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)
(Coordinating Board Academic Approval Number 4216015140)

PSYC 2370 Selected Topics (3)
(Former course prefix/number PSY 211)
This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015540)

RADIO, FILM AND TELEVISION

(Formerly Video Technology)

RFTV 1370 Introduction To Video Technology (3)
(Former course prefix/number VFT 101)
This course covers the practical selection and application of production supplies and equipment to shooting situations. It further covers the study of the properties of video tape and a variety of video apparatus used in studio and field production. Equipment theory covers the technical aspects of equipment internal operation and application. Laboratory fee. (2 Lec., 2 Lab.)

RFTV 1371 Television Lighting (3)
(Former course prefix/number VFT 103)
This course introduces students to the theory and application of lighting for television production. Topics include basic lighting equipment for studio and location productions and the application of lighting to a variety of production environments. Choices of color, angle, intensity, distribution, and the proper use of lighting control scrim, screens, and gells are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 1372 Audio Production (3)
(Former course prefix/number VFT 115)
This course introduces students to the fundamentals of audio production. The course focuses on the properties of sound, conversion into electronic signals, mixing, and recording. The application of audio production to television is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 1373 Introduction to Multimedia (3)
(Former course prefix/number VFT 105)
Introduction to multimedia, principles, theories, systems and applications will be introduced. The course will include an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 1470 Video Production I (4)
(Former course prefix/number VFT 106)
This course introduces students to video production and provides an opportunity for students to get initial experience as directors, producers, and equipment crew while handling talent, blocking scenes, dealing with composition, lighting, packing, staging, sound, scripting, and sequencing of shots. This course reviews the history of television in looking at site selection, location shots, set discipline, breaks, shooting schedules, and property management. Laboratory fee. (3 Lec., 4 Lab.)

RFTV 1471 Video Production II (4)
(Former course prefix/number VFT 110)
Prerequisite: Radio, Film and Television 1470. This course provides training in the operation of the equipment used in television production facilities and remote shooting locations. The course includes camera operations, application of light and sound, technical directing, video recording techniques, silent and soundover applications, switching, special effects, set blocking, and development of the shoot and use of above and below the line personnel. Laboratory fee. (3 Lec., 4 Lab.)

RFTV 1472 Video Editing And Post Production I (4)
(Former course prefix/number VFT 112)
Prerequisite: Radio, Film and Television 1470. This course provides the theory and practice of video editing through laboratory exercises in the creative and mechanical aspects of editing and visual sweetening. Laboratory fee. (3 Lec., 4 Lab.)

RFTV 2370 Broadcast Engineering I (3)
(Former course prefix/number VFT 205)
Prerequisite: Radio, Film and Television 1370. This course emphasizes the basics of engineering of video productions. It includes the basic alignment of cameras, vectorscopes, waveform monitors, signal and sync generators, time base correctors, the general operation of each and servicing of many other pieces of equipment. It includes audio and video cable and connector identification, construction, and testing. It further covers PAL, SMPTE, SECAM, NTSC, and EIAJ standards. The basics of electricity and electronics are also emphasized in this class. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 2371 Business Aspects Of Video Management (3)
(Former course prefix/number VFT 214)
This general business course for video stresses personnel management, production budgeting, staffing, decision-making, portfolio/resume development, interviewing techniques, site selection, contract law, and copyright management. Use of legal and financial advisors, with a variety of business topics related to production companies, use of post houses, professional organizations, taxes, insurance, entrepreneurship, distribution, marketing, and sales will be discussed in depth. (3 Lec.)

RFTV 2372 Broadcast Engineering II (3)
(Former course prefix/number VFT 215)
Prerequisite: Radio, Film and Television 2370. This course carries forward the concepts taught in Radio, Film and Television 2370 and provides for detailed application of electricity and electronics theory in the troubleshooting of problems and maintenance of video equipment. Specific problems in control room equipment adjustment and maintenance will be combined with detailed problems on camera, sound, and lighting instrument maintenance. Laboratory fee. (2 Lec., 4 Lab.)

RFTV 2373 Scriptwriting And Property Management (3)
(Former course prefix/number VFT 218)
This course provides instruction in converting books, plays, drama, story, and other properties into video scripts. The course also deals with the management of these properties and the legal responsibility of property manager. (3 Lec.)

RFTV 2374 Computer Application To Video Production (3)
(Former course prefix/number VFT 220)
Students are provided the opportunity to develop skills in producing computer graphics, working with character generators, teleprompters, and a variety of special computer applications to visual enhancement and special effects. Laboratory fee. (2 Lec., 4 Lab.)

RFTV 2375 Music Video Production (3)
(Former course prefix/number VFT 226)
Prerequisite: Radio, Film and Television 2470. The student will produce a variety of video programs with a music theme and a complementary visual sequence. The process of making music videos will be thoroughly explored including visits to local production houses and application of both original, live, and canned music to visual aesthetics. Laboratory fee. (2 Lec., 4 Lab.)

RFTV 2376 Broadcast, Cable, And Satellite Technology (3)
(Former course prefix/number VFT 232)
This course is designed to provide a working knowledge of control room, distribution, headend, uplink, transmission, and a variety of other signal transfer techniques. Students will study the theory and application of these diverse video operations. (3 Lec.)

RFTV 2377 Advanced Multimedia Design (3)
(Former course prefix/number VFT 201)
This course will offer students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and build programming sequencing. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 2378 Multimedia Portfolio (3)
(Former course prefix/number VFT 207)
Students will design and develop multimedia presentation projects beginning with a comprehensive design document including target audience analysis, purpose and goals, objectives, content outline, flowchart, and storyboard. The multimedia projects will incorporate text, graphics, video, audio, and animation. Laboratory fee. (2 Lec., 4 Lab.)

RFTV 2379 Special Topics in Video Technology (3)
(Former course prefix/number VFT 208)
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 video technology will be studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 3 Lab.)

RFTV 2470 Video Production III (4)
(Former course prefix/number VFT 203)
Prerequisite: Radio, Film and Television 1470 and 1471. The advanced application and design of video productions in location and studio shoots are studied. The students are provided opportunities to build on Video Production I and II knowledge in a variety of productions with real deadlines and quality control restrictions. Students will be introduced to a variety of more sophisticated production equipment than used in Radio, Film and Television 1470 or 1471. Laboratory fee. (2 Lec., 6 Lab.)

RFTV 2471 Video Production IV (4)
(Former course prefix/number VFT 210)
Prerequisite: Radio, Film and Television 2470. Students produce a variety in final projects demonstrating mastery of field and studio competence. The process of developing a video portfolio for use of post graduate interviews, polishing production techniques, and developing an individual style are all important parts of the final production course. Laboratory fee. (2 Lec., 6 Lab.)

RFTV 2472 Video Editing And Post Production II (4)
(Former course prefix/number VFT 213)
Prerequisite: Radio, Film and Television 1318 and 1472. This course provides the students with the opportunity to apply advanced editing and post production skills to advanced equipment while producing final portfolio programs. The course incorporates the use of SMPTE time code editing with time base correction and multi-source edits. It also provides opportunities for students to visit local post production facilities. Laboratory fee. (2 Lec., 6 Lab.)

RFTV 7371 Cooperative Work Experience (3)
(Former course prefix/number VFT 703)
Prerequisites: Completion of two courses in the Radio, Film and Television 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 orientation, writing objectives, and work station objectives, how to find a job, resume writing, preparation for the interview, the interview, job interview from the employer's viewpoint, group discussions on experiences of job interviews, interpersonal relationships with supervisor and co-workers. (1 Lec., 15 Lab.)

RFTV 7372 Cooperative Work Experience (3)
(Former course prefix/number VFT 713)
Prerequisites: Completion of two courses in the Radio, Film and Television 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 orientation, writing objectives and work station agreements, review of work station objectives, problem solving in the workplace, role of supervisor and subordinates, building the workplace, role of supervisor and subordinates, building self-esteem, discussion of job site problems, revising existing resume, interpersonal relationships with professionals in the field that the students comes into contact with, and how to gain a professional attitude within the workplace. (1 Lec., 15 Lab.)

RFTV 7471 Cooperative Work Experience (4)
(Former course prefix/number VFT 704)
Prerequisites: Completion of two courses in the Radio, Film and Television 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 orientation, writing objectives, and work station objectives, how to find a job, resume writing, preparation for the interview, the interview, job interview from the employer's viewpoint, group discussions on experiences of job interviews, interpersonal relationships with supervisor and co-workers. (1 Lec., 20 Lab.)

RFTV 7472 Cooperative Work Experience (4)
(Former course prefix/number VFT 714)
Prerequisites: Completion of two courses in the Radio, Film and Television 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 orientation, writing objectives and work station agreements, review of work station objectives, problem solving in the workplace, role of supervisor and subordinates, building self-esteem, discussion of job site problems, revising existing resume, interpersonal relationships with professionals in the field that the student comes into contact with, and how to gain a professional attitude within the workplace. (1 Lec., 20 Lab.)

RADIO AND TELEVISION

(See Communications)

RADIOLOGIC SCIENCES

RADS 1170 Radiation Biology And Protection (1)
(Former course prefix/number RAD 123)
Prerequisites: Minimum of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. This course will also provide an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (1 Lec.)

RADS 1273 Introduction To Radiologic Sciences I (2)
(Former course prefix/number RAD 110)
Prerequisites: Admission to the Radiologic Sciences program, completion of Biology 1470 and Biology 2401 and Mathematics 1314 or Mathematics 1470 with a minimum grade of "C" and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and Diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

RADS 1274 Clinical Practicum I (2)
(Former course prefix/number RAD 124)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (12 Ext.)

RADS 1275 Clinical Practicum II (2)
(Former course prefix/number RAD 125)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 1274. Students will be assigned to an affiliated hospital radiology department. (20 Ext.)

RADS 1276 Radiographic Exposure II (2)
(Former course prefix/number RAD 126)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Radiologic Sciences 1374 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technical information, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

RADS 1372 Radiographic Positioning And Osteology I (3)
(Former course prefix/number RAD 127)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures. Laboratory fee. (2 Lec., 3 Lab.)

RADS 1374 Radiographic Exposure I (3)
(Former course prefix/number RAD 129)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course will offer an introduction to radiographic exposure. The course will include basic radiation protection, radiographic quality factors, and conditions influencing technical exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

RADS 1375 Patient Care in Radiography (3)
(Former course prefix/number RAD 136)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course will focus on basic patient care skills for Radiologic Sciences students. Demonstration of patient care skills will be presented in the laboratory setting. Principles of Medical Imaging, and continuation of Medical Terminology will be included. (2 Lec., 2 Lab.)

RADS 1376 Radiographic Positioning And Osteology II (3)
(Former course prefix/number RAD 128)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiographic Positioning and Osteology I, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

RADS 2270 Radiographic Pathology (2)
(Former course prefix/number RAD 209)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

RADS 2272 Radiographic Equipment and Maintenance (2)
(Former course prefix/number RAD 275)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. The course will include an analysis of the basic principles from applied electrodynamics to the production of x-rays, with emphasis on electrodynamics, diagnostic x-ray tubes, x-ray circuitry and the production and characteristics of radiation. In addition, C. T., Fluoroscopy, and AEC and quality assurance systems will be presented. (2 Lec.)

RADS 2372 Clinical Practicum III (3)
(Former course prefix/number RAD 276)
Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Radiologic Sciences 1275. (24 Ext.)

RADS 2373 Radiographic Exposure III (3)
(Former course prefix/number RAD 277)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Exposure II with an emphasis on radiographic qualities of density, contrast, recorded detail and distortion. In addition, the control and limiting of radiation will be emphasized relevant to radiographic grids. (2 Lec., 1 Lab.)

RADS 2374 Radiographic Positioning and Osteology III (3)
(Former course prefix/number RAD 278)
Prerequisites: Minimum grade of "C" or better in all completed Radiologic Sciences and support courses. The focus of this course is to provide the student with the knowledge and skills necessary to perform selected craniofacial procedures, a summary knowledge of routine special studies, and demonstration of continued overall competency. (2 Lec., 2 Lab.)

RADS 2472 Clinical Practicum IV (4)
(Former course prefix/number RAD 279)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Clinical Practicum. The student will begin rotation to special areas for introduction to these modalities. Increased proficiency will be evidenced for routine radiographic procedures. (32 Ext.)

RADS 2473 Clinical Practicum V (4)
(Former course prefix/number RAD 280)
Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This is the final clinical practicum course. Final performance competency will be determined. The course will include a Registry Review and successful completion of a capstone activity is required for graduation. (40 Ext.)

(SONO) See Diagnostic Medical Sonography

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

*All course descriptions in Real Estate will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

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)

RELI 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)

RESERVE OFFICER TRAINING CORPS (ROTC): See Military Science

RESPIRATORY CARE

RESP 1270 Basic Respiratory Pharmacology (2)
(Former course prefix/number RES 173)
Prerequisite: Admission to the Respiratory Care program and minimum grade of "C" in required prerequisite courses. Basic principles and practices of respiratory care pharmacology are presented. Identification, classification, dosage, mode of action, and side effects of drugs administered by the respiratory care practitioner are discussed. Identification of other classifications of drugs which may affect the cardiopulmonary system are also included. (2 Lec.)

RESP 1370 Structure And Function Of The Cardiopulmonary System (3)
(Former course prefix/number RES 159)
Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. This course focuses on the normal anatomy and physiology of the cardiopulmonary system. (3 Lec.)

RESP 1470 Technology I (4)
(Former course prefix/number RES 155)
Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. Basic respiratory care skills are described, demonstrated, then practiced in the laboratory and hospital setting. Equipment function, maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

RESP 1471 Basic Respiratory Pathology (4)
(Former course prefix/number RES 172)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluation, and therapeutic procedures. (4 Lec.)

RESP 1670 Technology II (6)
(Former course prefix/number RES 171)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1470. Specific details of the design and function of respiratory therapy equipment are discussed. Procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 20 Lab.)

RESP 1671 Technology III (6)
(Former course prefix/number RES 176)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1670. The course will focus on management of critical patient procedures. Equipment and procedures utilized in long term mechanical ventilatory support are emphasized. Topics such as patient assessment and complications of continuous mechanical ventilation are discussed. Laboratory fee. (4 Lec., 25 Lab.)

RESP 2170 Pediatric/Neonatal Respiratory Laboratory (1)
(Former course prefix/number RES 286)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This laboratory course presents respiratory care procedures for pediatric and neonatal patients. Mechanical ventilation procedures for pediatric/neonatal patients are introduced. (3 Lab.)

RESP 2370 Advanced Pathology/ Pharmacology (3)
(Former course prefix/number RES 275)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides advanced study in assessment and monitoring of patients with cardiopulmonary diseases. The student is introduced to pharmacologic agents not administered by inhalational methods which may affect the cardiopulmonary system. (3 Lec.)

RESP 2371 Pediatric/Neonatal Respiratory Care (3)
(Former course prefix/number RES 285)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of fetal lung development and cardiopulmonary disorders associated with pediatric and neonatal patients. Theory and application of respiratory care procedures for pediatric and neonatal patients is introduced. (3 Lec.)

RESP 2470 Technology IV (4)
(Former course prefix/number RES 283)
Prerequisite: Minimum grade of "C" in all previous Respiratory Care courses and support courses. This course is a continuation of Respiratory Care 1671. Advanced techniques and procedures used in the critical care setting for adult patients are presented. Laboratory procedures emphasize advanced technology for mechanically ventilated adult patients. In clinical activities, students will practice management of mechanically ventilated adult patients in the critical care environment. Laboratory fee. (1 Lec., 19 Lab.)

RESP 2670 Technology V (6)
(Former course prefix/number RES 284)
Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course presents advanced theory and technology available for diagnostic procedures on patients with diseases or conditions which may affect the cardiopulmonary system. In addition, theory and procedure for rehabilitation care on patients with cardiopulmonary diseases is presented. The laboratory emphasizes problem-solving skills for clinical situations. Clinical practice includes specialty rotations in adult critical care, pediatric/neonatal critical care, and rehabilitation care. Laboratory fee. (3 Lec., 20 Lab.)

SEMICONDUCTOR MANUFACTURING

*All course descriptions in Semiconductor Manufacturing will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at **[http://www.dcccd.edu/admiss/cd.htm]** or from an academic advisor beginning June 1, 1999.*

SMALL ENGINE

(See Engine Technology -- Small Engine)

SOCIAL WORK

(Social Work Associate Training)

SWAT 1370 Orientation To Social Services (3)
(Former course prefix/number SW 101)
The historical development of social services in our society is surveyed. The student is introduced to concepts of "social welfare" and "social policy" which emphasize the relationship between social policy and delivery of social services. Descriptions of present day social welfare programs in terms of their philosophy, legal base, program policy, and impact on both the target service group and the larger community are presented. Contact with community agencies gives students the opportunity to assess their interest in a helping profession. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 1371 Basic Interviewing And Counseling Skills (3)
(Former course prefix/number SW 105)
Counseling techniques such as intake interviewing, relationship building, problem identification and resolution are studied. Skill development in the areas of assessment, intervention, prevention and planning are part of the course. Techniques of listening, observing, and recording are practiced. Various therapeutic models are reviewed. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 1372 Abnormal Behavior (3)
(Former course prefix/number SW 107)
Factors associated with defining and identifying abnormal behavior are explored. The psychological meaning of mental illness in the family and the consequences of seeking help for the mentally ill family member will be covered. Attention will be paid to the social consequences of abnormal behavior. (3 Lec.)

SWAT 1373 Aging In America (3)
(Former course prefix/number SW 111)
Current demographics reflecting the aging of America will be studied. Course objectives focus on understanding people and the aging process. Improving the quality of life for the aging and the effects of discrimination will be emphasized. (3 Lec.)

SWAT 1374 Adolescent Life Cycle (3)
(Former course prefix/number SW 115)
This is the study of the development phase from adolescence through young adulthood. The course will focus on the tasks and goals to be achieved during these stages. Physical and psychological changes, as well as the areas of interpersonal relationships and the individual's ability to relate to the social environment, will be studied. An in-depth exploration of certain critical areas of the adolescent period of the life cycle to increase the student's understanding and ability to work with youth will be emphasized. Personality theories for understanding behavior will be presented. (3 Lec.)

SWAT 2370 Introduction To Social Work (3)
(Former course prefix/number SW 201)
An overview of the social work profession that introduces many of the terms, concepts, people and critical events that have shaped the profession are presented. The student obtains an understanding of the reasons social work exists in this society and the purpose of the "Code of Ethics" in preserving social work's professional integrity. The role of the National Association of Social Workers and the Council on Social Work Education in maintaining and strengthening the social work education and standards is examined. Students learn to recognize the importance of human service agencies in fostering or diminishing the quality of services provided and have some empathy for what it is like to be poor or to experience the impact of institutional racism, sexism or ageism. (3 Lec.)

SWAT 2371 Social Policies And Programs For The Aging (3)
(Former course prefix/number SW 205)
The legislative origins of social policies affecting the aging are analyzed. Resources and services for the aging are surveyed. Emphasis is placed on fostering independent living. Concepts of alternate housing, health care, community services, and leisure time activities are presented. (3 Lec.)

SWAT 2372 Life Cycle Of The Aged (3)
(Former course prefix/number SW 209)
The biological, psychological, and social aspects of aging are presented. The objective of the course is to provide a framework for implementing a comprehensive psychosocial diagnosis within a family context and social work intervention based on an understanding of the aged persons, the family, the community and institutional environments. The intergenerational concept and treatment model is introduced. (3 Lec.)

SWAT 2373 Health Status Of The Aged (3)
(Former course prefix/number SW 213)
The course will address the issues of wellness as well as the many illnesses likely to affect the aging. Medical, dental and nursing services are evaluated from an institutional and a community basis. The concepts of home support services and home health care services are studied. Case management which is the coordinating and linking component of the long-term care continuum is studied. (3 Lec.)

SWAT 2374 Special Problems Of Youth (3)
(Former course prefix/number SW 217)
Prerequisite: Social Work 1374. The course provides information to the student about the particular problems of youth, examines these problems in some depth, and explains their implications for the worker delivering services to this population. Information about youth serving social institutions of both a preventive and rehabilitative nature is presented. Emphasis is given to issues of chemical abuse and their effects. (3 Lec.)

SWAT 2375 Social Work Methods And Procedures (3)
(Former course prefix/number SW 219)
Prerequisites: Social Work 1370 and Social Work 1371. Basic social work practices are introduced. The course provides a framework for the development of beginning intervention skills and techniques presented through the problem-solving model. A framework for assessment and for the understanding of the types of problems that arise in the person-situation interaction is developed. Oral and written communications essential for assessment, screening, intervention, client information and referral are studied. Reports, record-keeping, interviewing and counseling techniques are developed. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 2376 Special Topics In Social Services (3)
(Former course prefix/number SW 228)
Special topics in social services are studied. Topics will vary depending on current issues of concern and interest. It may be repeated for credit. (3 Lec.)

SWAT 2377 Group Work Intervention (3)
(Former course prefix/number SW 229)
Prerequisite: Social Work 1371. The course examines the various stages of the group work treatment process, emphasizing roles, tasks and possible problem areas. The student will study how groups function, the structure of groups and communication patterns within the group. Observable behavior on an experimental basis is the focus of the course. Students will be given an opportunity to work in a laboratory group, so that they can become sufficiently involved enough to feel and observe the processes while learning to conceptualize them. (3 Lec.)

SWAT 2378 Human Behavior And Social Environment (3)
(Former course prefix/number SW 232)
Human behavior caused by changes in the social environment is the focus of this course. This includes an exploration of interdependence, cultural norms, and group affiliation. (3 Lec.)

SWAT 2470 Nursing Home Activity Director Training (4)
(Former course prefix/number SW 226)
The role of the nursing home activity director is the focus of this course. Both the roles of the nursing home and of the activities program are covered. Topics include the nursing home's historical development and relationship to the community, need and resource assessment, specialized knowledge about the aged resident, and interviewing skills. Program planning, working in groups, programming activities, developing an activities department, and therapeutic techniques in the nursing home are also included. (3 Lec., 3 Lab.)

SWAT 2471 Advanced Nursing Home Activity Director Training (4)
(Former course prefix/number SW 227)
Prerequisite: Social Work 2470 and experience as an activity professional. The course focuses on how to apply management science principles to the delivery of activity services. Theory combined with practice will build a foundation of administrative and supervisory skills. The objective is to enable activity professionals to become an integral part of the service delivery system. A structured practicum is an integral part of the course. This course can be repeated for credit. (3 Lec., 3 Lab.)

SWAT 7371 Cooperative Work Experience (3)
(Former course prefix/number SW 703)
Prerequisites: Completion of two courses in the Social Work 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 an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

SWAT 7372 Cooperative Work Experience (3)
(Former course prefix/number SW 713)
Prerequisites: Completion of two courses in the Social Work 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 learning effective communication skills, identification of academic and community resources, effective intra- and interpersonal relationships, identification of effective wellness and prevention programs, and effectively managing financial resources. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

SWAT 7471 Cooperative Work Experience (4)
(Former course prefix/number SW 704)
Prerequisites: Completion of two courses in the Social Work 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 an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 20 Lab.)

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 Race, Ethnicity and Community (3)
(This is a common course number. Former course prefix/number SOC 204)
This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)
(Coordinating Board Academic Approval Number 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)

SOCI 2389 Applied Sociology Practicum (3)
(This is a common course number. Former course prefix/number SOC 232)
An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experience vary. (1 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 4501015142)

SOCW 2361 Introduction To Social Work (3)
(This is a common course number. Former course prefix/number SOC 206)
The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)
(Coordinating Board Academic Approval Number 4407015142)

SPANISH

SPAN 1100 Spanish Conversation (1)
(Former course prefix/number SPA 107)
Prerequisite: Spanish 1411 or Spanish 1412. The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language. This course may be repeated for credit. Laboratory fee. (2 Lab.)
(Coordinating Board Academic Approval Number 1609055431)

SPAN 1311 Beginning Spanish (3)
(This is a common course number.)
This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

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. The next course in this conversation sequence is Spanish 2370. (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 2306 or 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 2310015135)

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 2310015335)

SPCH 1318 Interpersonal Communication (3)
(This is a common course number. Former course prefix/number SC 203)
This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)
(Coordinating Board Approval Number 2310015435)

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 2310015235)

SPCH 1342 Voice And Articulation (3)
(This is a common course number. Former course prefix/number SC 109)
Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015835)

SPCH 2144 Forensic Workshop (1)
(This is a common course number. Former course prefix/number SC 201)
This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

SPCH 2335 Discussion And Debate (3)
(This is a common course number. Former course prefix/number SC 205)
Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015935)

SPCH 2341 Performance of Literature (3)
(This is a common course number. Former course prefix/number SC 206)
Various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015735)

SPCH 2370 Group Interpretation (3)
(Former course prefix/number SC 208)
This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015735)

SPCH 2389 Academic Cooperative in Communication (3)
(This is a common course number. Former course prefix/number SC 211)
This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. This course may be repeated for credit. (3 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 2401035230)

SUBSTANCE ABUSE

(Substance Abuse Counselor Training)

SCAT 1370 Physiology Of Addiction (3)
(Former course prefix/number SA 109)
The course provides an understanding of the historical perspectives of chemical dependency, the terminology used to define the problems of chemical dependency and the types of chemicals used. The pharmacological, physiological, psychological and socio-cultural effects of alcohol, barbiturates, hallucinogens, tranquilizers, prescription drugs and stimulants on the human body will be studied. (3 Lec.)

SCAT 1371 Alcoholism Counseling (3)
(Former course prefix/number SA 113)
Specific counseling approaches used in treating persons labeled as alcoholics will be presented, including simulated individual and group counseling sessions. Students will be exposed to a variety of counseling styles and community and residential treatment programs. (3 Lec.)

SCAT 2370 Alcoholism Treatment Models (3)
(Former course prefix/number SA 203)
Prerequisite: Substance Abuse 1370 and Substance Abuse 1371. Prevalent approaches to treating alcoholism are studied. Various treatment models (detoxification, halfway houses, aftercare, and other self-help models) are examined. (3 Lec.)

SCAT 2371 Prevention Of Substance Abuse (3)
(Former course prefix/number SA 207)
A developmental approach to the study of alcohol (and other substance) abuse and dependency is presented. Exposure to literature and current trends in understanding and preventing substance addiction will be the focus of the course. (3 Lec.)

SCAT 2372 Family Intervention In Substance Abuse And Dependency (3)
(Former course prefix/number SA 211)
Prerequisites: Social Work 1371 and Substance Abuse 1370. Advanced counseling techniques which emphasize family intervention in treating chemical dependency are provided. The family systems approach is studied; actual counseling and role playing techniques are used. (3 Lec.)

SCAT 2373 Issues in Substance Abuse And Dependency (3)
(Former course prefix/number SA 215)
The American value system and resulting legal implications of addiction are analyzed. Other areas of study include prevention, rehabilitation, and the abuser's problematic relationships. (3 Lec.)

SCAT 7472 Cooperative Work Experience (4)
(Former course prefix/number SA 714)
Prerequisites: Evidence of the completion of the 270 contact hours of approved alcoholism and drug abuse education required by the Texas Certification Board of Alcoholism and Drug Abuse Counselors (TCBADAC). Approval of Program Coordinator and selected TCBADAC approved supervised field work practicum site supervisors. Students completing the necessary course work will be placed with various TCBADAC approved training site providers by the Program Coordinator. During the course, individuals will complete the 300 hours of training in the 12 core function area as prescribed by TCBADAC. The Practicum/Internship requires a minimum of 20 hours per week participation for 15 weeks. The seminar consists of issues covering professional identity, application of knowledge in human behavior, group dynamics, cultural diversity, alcohol and other drugs of abuse, and counseling approaches. (1 Lec., 20 Lab.)

SURGICAL TECHNOLOGY

SGTC 1070 Surgical Procedures (10)
(Former course prefix/number SGT 163)
Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. During this course the student expands the basic principles from Surgical Technology 1870 to include specific patient preparation, medications, instrumentation and complications related to selected surgical procedures. Student participation in the clinical setting is incorporated. Laboratory fee. (6 Lec., 20 Lab.)

SGTC 1170 Seminar (1)
(Former course prefix/number SGT 159)
Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in Surgical Technology 1670. This course focuses on issues and special situations a student may face as a surgical technologist. Role transition from student to employee is incorporated. (2 Lec.)

SGTC 1270 Medical Terminology (2)
(Former course prefix/number SGT 145)
Prerequisite: Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470. Admission to the Surgical Technology Program or by permission of the Surgical Technology Coordinator. The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

SGTC 1271 Surgical Pharmacology (2)
(Former course prefix/number SGT 146)
Prerequisites: Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470. Admission to the Surgical Technology program or by permission of the Surgical Technology Coordinator. This course is designed to introduce students to the principles and practices of pharmacology as applied in the surgical setting. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room are discussed. (2 Lec.)

SGTC 1670 Clinical Procedures (6)
(Former course prefix/number SGT 158)
Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in Surgical Technology 1170. The student will gain further expertise in providing patient care in the surgical setting. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

SGTC 1671 Perioperative Nurse Internship I (6)
(Former course prefix/number SGT 161)
Prerequisites: Current R.N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. This course is designed for the registered nurse or a new graduate desiring perioperative practice. The course is an introduction to the operating room environment. The intraoperative aspect of perioperative nursing is emphasized. The following are presented: basic principles of asepsis; sterilization, preparation and care of surgical supplies and equipment; ethical/legal implications; surgical pharmacology; basic care and the safety of the patient in the operating room. Laboratory fee. (5 Lec., 10 Lab.)

SGTC 1672 Perioperative Nurse Internship II (6)
(Former course prefix/number SGT 162)
Prerequisites: Minimum grade of "C" in Perioperative Nurse Internship I and current licensure by the Board of Nurse Examiners for the State of Texas. In this course the student expands the principles and skills learned in Perioperative Nurse Internship I. Included are: specific patient preparations and care for given surgical procedures; wound healing; complications of anesthesia and surgery; and pre and post-operative visits. The circulating role is emphasized. Laboratory fee. (4 Lec., 20 Lab.)

SGTC 1870 Surgical Techniques (8)
(Former course prefix/number SGT 147)
Prerequisites: Acceptance to the Surgical Technology Program and successful completion, "C" or better, of English 1301, Speech Communication 1311, and Biology 1470. Concurrent enrollment in, or previous successful completion, "C" or better, of Surgical Technology 1270, Surgical Technology 1271, and Biology 1472. This course is an introduction to the operating room and its environment. Basic principles of surgical asepsis; preparation and care of surgical instruments, supplies and equipment; and care and safety of the patient in the operating room are studied. Ethical and legal implications are discussed. Student participation in the clinical setting is incorporated. Laboratory fee. (6 Lec., 10 Lab.)

THEATRE

(See Drama and Dance)

TRAVEL, EXPOSITION AND MEETING MANAGEMENT

All course descriptions in Travel, Exposition and Meeting Management will be revised prior to Fall 1999. Revised curriculum changes can be accessed and viewed on the Dallas County Community College District homepage at ***[http://www.dcccd.edu/admiss/cd.htm]*** *or from an academic advisor beginning June 1, 1999.*

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.)

VIDEO TECHNOLOGY

(See Radio, Film and Television)

VISUAL COMMUNICATIONS

VCOM 1170 Contemporary Topics In Visual Communications (1)
(Former course prefix/number VC 199)
This course emphasizes current topics of interest relating to the rapidly changing field of visual communications. Topics vary based on emphasis and will be annotated in each semester's class schedule. As topics change, this course may be repeated twice for credit. (1 Lec.)

VCOM 1371 Macintosh Computer For The Visual Artist (3)
(Former course prefix/number VC 101)
This introduction course will provide the skills necessary for creating art work on the Macintosh computer. Emphasis is on current paint programs and software as well as basic Macintosh computer operations. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 1372 Introduction And History Of Visual Communications (3)
(Former course prefix/number VC 111)
Prerequisite: Credit or concurrent enrollment in English 1301. This survey course provides the student with a visual history of art, with emphasis on applied aesthetics, the way visual images are perceived and interpreted, and the role of visual communications in society. The student will be able to compare current industry practices with those of the past. Available career options and industry related job descriptions will also be discussed. (3 Lec.)

VCOM 1373 Applied Design (3)
(Former course prefix/number VC 115)
Basic concepts of two dimensional design are studied including line, shape, space, variety, repetition, proportion, sequence, unity, and color interaction, systems, and theory. Projects are directed toward graphic design application with emphasis placed on communication of theme through a problem solving approach. Color theory regarding computer application is also introduced. (2 Lec., 4 Lab.)

VCOM 1374 Copywriting And Business Communications (3)
(Former course prefix/number VC 122)
Prerequisites: English 1301, Visual Communications 1371 and 1372, or demonstrated competence approved by the instructor. Creative writing techniques for advertising are explored in this class. The student will develop and write headlines and copy for advertising, public relations material, proposals, and business communications. Emphasis is placed on creative aspects of writing and concept development toward advertising and marketing aims. (3 Lec.)

VCOM 1375 Graphic Design And Typography (3)
(Former course prefix/number VC 123)
Prerequisites: Art 1316, Visual Communications 1371, 1372 and 1373, or demonstrated competence approved by the instructor. This studio course develops skills in typography and beginning graphic design. Construction of alphabets, communication of letter forms, layout and traditional paste-up theory and techniques are covered. Emphasis is on typography as a design element. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 1376 Computer Graphics (3)
(Former course prefix/number VC 126)
Prerequisite: Art 1316, Visual Communications 1371, 1372 and 1373, or demonstrated competence approved by the instructor. The knowledge and skills necessary to utilize the Macintosh computer as a design and illustration tool are presented. Areas covered are computer graphics systems and software, industry trends and current drawing and desktop publishing software applications. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 1377 Drawing for Illustration (3)
(Former course prefix/number VC 127)
Prerequisites: Art 1316, Visual Communications 1371, 1372 and 1373, or demonstrated competence approved by the instructor. This developmental studio course explores techniques for wet and dry media, methods of developing ideas, perceptual and descriptive drawing skills and the development of theme and content toward illustrative aims. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2270 Studio Applications In Visual Communications (2)
(Former course prefix/number VC 299)
Prerequisites: Visual Communications 1371, 1372 and 1373 or demonstrated competence approved by the instructor. This course emphasizes current trends in studio applications and techniques relating to the rapidly changing field of visual communications. Topics vary based on emphasis and will be annotated in each semester's class schedule. As topics change, this class may be repeated once for credit. (1 Lec., 2 Lab.)

VCOM 2371 Graphic Illustration (3)
(Former course prefix/number VC 200)
Prerequisites: Visual Communications 1375, 1376 and 1377 or demonstrated competence approved by the instructor. This studio course develops skills in a variety of illustration techniques, styles, media, and requirements of reproduction processes. The business of freelance illustration is presented as well. Emphasis is on advertising and product illustration. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2372 Beginning Presentations (3)
(Former course prefix/number VC 210)
Prerequisites: Visual Communications 1375, 1376 and 1377 or demonstrated competence approved by the instructor. Proper presentation of artwork, matting techniques, photographing slides of artwork, techniques and media used in preparation of a portfolio are covered. Emphasis is on presentation of artwork and preparation of portfolios according to accepted industry standards. Use of a 35mm camera is required. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2373 Advanced Graphic Design (3)
(Former course prefix/number VC 206)
Prerequisites: Visual Communications 1375, 1376, and 1377 or demonstrated competence approved by the instructor. This studio course continues development of the fundamentals of graphic design and techniques introduced in Visual Communications 1375. Psychology and use of color in more complex design problems and techniques of producing comprehensive artwork are explored. Emphasis is on communication through continuity of design and concept. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2374 Advanced Computer Graphics (3)
(Former course prefix/number VC 216)
Prerequisites: Visual Communications 1375, 1376, and 1377 or demonstrated competence approved by the instructor. This advanced lab course continues exploration of current graphic software began in Visual Communications 1376. Emphasis is on integrating current graphic applications and Desktop Publishing software. The Macintosh computer and related software applications are used. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2375 Special Problems In Computer Graphics (3)
(Former course prefix/number VC 219)
Prerequisites: Visual Communication 1375, 1376 and 1377 or demonstrated competence approved by the instructor. This is a special problems study course for organized class instruction in computer graphics applications. Software utilized varies each semester and will be annotated in each semester's class schedule. Examples of content include: Adobe Photoshop, Fractal Design Painter, QuarkXPress, etc. This course may be repeated once for credit. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2376 Advanced Illustration (3)
(Former course prefix/number VC 208)
Prerequisites: Visual Communications 2371 or demonstrated competence approved by the instructor. This advanced course continues development of illustration techniques and concepts introduced in Visual Communications 2371. Acrylic, oil, and other wet media painting techniques are covered. Emphasis is on editorial illustration concepts and the development of individual style. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2377 Advanced Presentations (3)
(Former course prefix/number VC 220)
Prerequisites: Visual Communications 2372, Visual Communications 2373 and Visual Communications 2374 or demonstrated competence approved by the instructor. This course covers portfolio preparation and presentation, marketing and self-promotion, interview techniques, copyright laws, ethics and legal matters toward good business practices, and working in a freelance capacity and/or gaining employment as a staff artist. It is suggested that this class be taken in the final semester of the program. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2378 Electronic Pre-press Techniques (3)
(Former course prefix/number VC 207)
Prerequisites: Visual Communications 2374 or demonstrated competence approved by the instructor. This advanced studio course emphasizes the skills necessary to prepare artwork for commercial printing using the Macintosh computer. Advanced layout, printing specifications, CMYK, RGB and Pantone color systems, screens, trapping and color separations are included. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2379 Fundamentals of Multi-Media (3)
(Former course prefix/number VC 217)
Prerequisite: Visual Communications 2374 or 2375 or demonstrated competence approved by the instructor. The knowledge and skills necessary to utilize paint systems, digitalizing systems, animation techniques and electronic storyboarding are presented using the Macintosh computer and multi-media software. Emphasis is on interactive multi-media productions. Laboratory fee. (2 Lec., 4 Lab.)

VCOM 2471 Design Studio Practicum I (4)
(Former course prefix/number VC 295)
Prerequisites: Sophomore standing and demonstrated competence approved by the instructor. The student serves as a designer, illustrator, computer graphics artist and/or art director in the Brookhaven College Visual Communications Design Studio. Course objectives are individualized to the student. A portfolio is required for approval prior to registration. (1 Lec., 9 Lab.)

VCOM 2472 Design Studio Practicum II (4)
(Former course prefix/number VC 296)
Prerequisites: Visual Communications 2471 and demonstrated competence approved by the instructor. The student serves as a designer, illustrator, computer graphics artist and/or art director in the Brookhaven College Visual Communications Design Studio. Course objectives are individualized to the student but are different from the student's objectives in Visual Communications 2471. A portfolio is required for approval prior to registration. (1 Lec., 9 Lab.)

VCOM 7371 Cooperative Work Experience (3)
(Former course prefix/number VC 703)
Prerequisite: Sophomore standing and/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. The seminar consists of topics which include employer expectations of employees, job site interpersonal relations, tools and techniques of graphic design and illustration. (1 Lec, 15 Lab.)

VCOM 7372 Cooperative Work Experience (3)
(Former course prefix/number VC 713)
Prerequisites: Sophomore standing and/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. The seminar consists of topics which include job quotes, studio/agency responsibilities and industry computer applications. (1 Lec., 15 Lab.)

VCOM 7471 Cooperative Work Experience (4)
(Former course prefix/number VC 704
Prerequisites: Sophomore standing and/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. The seminar consists of topics which include employer expectations of employees, job site interpersonal relations, tools and techniques of graphic design and illustration. (1 Lec., 20 Lab.)

VCOM 7472 Cooperative Work Experience (4)
(Former course prefix/number VC 714)
Prerequisites: Sophomore standing and/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. The seminar consists of topics which include job quotes, studio/agency responsibilities and industry computer applications. (1 Lec., 20 Lab.)

VOCATIONAL NURSING

VNUR 1271 Nursing I-Essentials of Medication Administration (2)
(Former course prefix/number VN 161)
Prerequisite: Admission to the Vocational Nursing Program. This course covers basic math skills needed in nursing including systems of measurement and conversion and calculation. Medication preparation and administration via the oral, parenteral, and topical routes will be included. Successful completion of the Calculation and Conversion Proficiency Exam (CCP) with a score of at least 90% is required for progression. Demonstration of competency in medicaion administration is also required. Laboratory fee. (1 Lec., 3 Lab.)

VNUR 1371 Medical Surgical I (3)
(Former course prefix/number VN 162)
Prerequisites: Admission to the Vocational Nursing Program. This course emphasizes the application of the nursing process to the care of patients with various medical-surgical problems. Basic assessment and interventions related to common medical-surgical disease processes will be covered. Normal adult growth and development, nutrition, diet therapy for specific disease processes, mental health principles and care of the surgical patient is included. Selected computer simulations with emphasis on application of the nursing process is required. (3 Lec.)

VNUR 1471 Nursing Fundamentals (4)
(Former course prefix/number VN 163)
Prerequisite: Successful completion of Vocational Nursing 1271. Vocational Nursing 1271 provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delievery system, nursing as profession, the nursing process, communication techniques, death and dying, diet therapy, and ethical and legal issues. The course focuses on meeting the basic physical and psychological needs of patients. Nursing skills in the clinical setting and simulated lab situations prepare the student to meet the needs of geriatric and medical-surgical patients. Supervised practice in the administration of oral medications is included. Laboratory fee. (2 Lec., 8 Ext.)

VNUR 1570 Medical Surgical II (5)
(Former course prefix/number VN 164)
Prerequisite: Successful completion of all Level I courses. Concurrent enrollment in Nursing III is required. Continuation of Vocational Nursing 1371. Includes nursing care of patients with emotional disorders and care of complex medical-surgical problems. The nursing process is used as the foundation for the course. (5 Lec.)

VNUR 1571 Nursing III - Medical Surgical Clinical (5)
(Former course prefix/number VN 165)
Prerequisite: Successful completion of all Level I courses. This course builds upon previously acquired skills. The course focuses on the use of the nursing process to deliver care to patients with more complex medical-surgical disease processes. Supervised practice in the administration of oral, parenteral, and topical medications is included. Successful completion of the Calculation and Conversion Proficiency Exam (CCP) is required. Concurrent enrollment in Vocational Nursing 1570 is required. (2 Lab., 24 Ext.)

VNUR 1572 Nursing IV – Maternal/Newborn Nursing (5)
(Former course prefix/number VN 166)
Prerequisite: Successful completion of all Level I and Level II courses. Successful completion of the theory component must be achieved prior to progression to the clinical component. This course focuses on the theory, principles, and nursing skills required to meet the basic needs of obstetrical and newborn patients. Selected clinical and simulated lab situations emphasize application of the nursing process to meet the needs of obstetrical and newborn patients. Laboratory fee. (3 Lec., 6 Ext.)

VNUR 1573 Nursing V – Pediatric/Transition (5)
(Former course prefix/number VN 167)
Prerequisite: Successful completion of all Level I and Level II courses. Successful completion of the theory component must be achieved prior to progression to the clinical component. This course focuses on the theory, principles, and nursing skills required to meet the basic needs of pediatric patients. Selected clinical and simulated lab situations emphasize application of the nursing process to meet the needs of pediatric patients. This course includes preceptorship in selected practice settings to introduce the management and clinical practice roles of the Licensed Vocational Nurse. Laboratory fee. (3 Lec., 8 Ext.)

WELDING

WLDG 1191 Special Topics in Welder/Welding Technologist (1)
(This is a WECM course number. Former course prefix/number WLD 100)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 1 Lab.)

WLDG 1221 Introduction to Welding Fundamental I (2)
(This is a WECM course number. Former course prefix/number WLD 113)
An introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Laboratory fee. (1 Lec., 3 Lab.)

WLDG 1222 Introduction to Welding Fundamental II (2)
(This is a WECM course number. Former course prefix/number WLD 114)
A continuation of Welding 1221, an introduction to the fundamentals of equipment used in oxyacetylene and arc welding, including welding and cutting safety, basic oxyacetylene welding and cutting, basic arc welding processes and basic metallurgy. Laboratory fee. (1 Lec., 3 Lab.)

WLDG 1291 Special Topics in Welder/Welding Technologist (2)
(This is a WECM course number. Former course prefix/number WLD 101 and WLD 115)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 3 Lab.) (1 Lec., 2 Lab.)

WLDG 1313 Introduction to Blueprint Reading for Welders (3)
(This is a WECM course number. Former course prefix/number WLD 102 and WLD 116)
A study of industrial blueprints. Emphasis placed on terminology, symbols, graphic description, and welding processes, including systems of measurement and industry standards. Interpretation of plans and drawings used by industry. Laboratory fee. (2 Lec., 4 Lab.) (3 Lec., 1 Lab.)

WLDG 1337 Introduction to Metallurgy (3)
(This is a WECM course number. Former course prefix/number WLD 103)
A study of ferrous and nonferrous metals from the ore to the finished product. Emphasis on metal alloys, heat treating, hard surfacing, welding techniques, forging, foundry processes, and mechanical properties of metal including hardness, machinability, and ductility. Laboratory fee. (1 Lec., 6 Lab.)

WLDG 1381 Cooperative Education-Welder/Welding Technologist (3)
(This is a WECM course number. Former course prefix/number WLD 104)
Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

WLDG 1391 Special Topics in Welder/Welding Technologist (3)
(This is a WECM course number. Former course prefix/number WLD 105)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 6 Lab.)

WLDG 1425 Introduction to Oxy-Fuel and Cutting (4)
(This is a WECM course number. Former course prefix/number WLD 106)
An introduction to oxy-fuel welding and cutting, including history and future in welding, safety, setup and maintenance of oxy-fuel welding, and cutting equipment and supplies. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 1428 Introduction to Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WLD 107)
An introduction to shielded metal arc welding process. Emphasis placed on power sources, electrode selection, oxy-fuel cutting, and various joint designs. Instruction provided in SMAW fillet welds in various positions. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 1430 Introduction to Gas Metal Arc (MIG) Welding (4)
(This is a WECM course number. Former course prefix/number WLD 108)
A study of the principles of gas metal arc welding, setup and use of GMAW equipment, and safe use of tools/equipment. Instruction in various joint designs. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 1434 Introduction to Gas Tungsten Arc (TIG) Welding (4)
(This is a WECM course number. Former course prefix/number WLD 109)
An introduction to the principles of gas tungsten arc welding (GTAW), setup/use of GTAW equipment, and safe use of tools and equipment. Welding instruction in various positions on joint designs. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 1457 Intermediate Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WLD 110)
A study of the production of various fillets and groove welds. Preparation of specimens for testing in all test positions. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 1491 Special Topics in Welder/Welding Technologist (4)
(This is a WECM course number. Former course prefix/number WLD 111)
Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 2206 Intermediate Pipe Welding I (2)
(This is a WECM course number. Former course prefix/number WLD 207)
A comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds 1G, 2G 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Laboratory fee. (1 Lec., 3 Lab.)

WLDG 2207 Intermediate Pipe Welding II (2)
(This is a WECM course number. Former course prefix/number WLD 208)
A continuation of Welding 2206, a comprehensive course on the welding of pipe using the shielded metal arc welding (SMAW) process. Position of welds 1G, 2G 5G, and 6G using various electrodes. Topics covered include electrode selection, equipment setup, and safe shop practices. Laboratory fee. (1 Lec., 3 Lab.)

WLDG 2331 Advanced Blueprint Interpretation and Cost Analysis (3)
(This is a WECM course number. Former course prefix/number WLD 200)
A continuation of the Blueprint for Welders course. Emphasis placed on inspection, cost analysis, and estimating, including instruction in basic drafting skills. Laboratory fee. (2 Lec., 4 Lab.)

WLDG 2411 Preparation for Welding Inspector Certification) (4)
(This is a WECM course number. Former course prefix/number WLD 201)
Preparation for students for certification as welding inspectors, including accepted testing requirements and procedures, measurement systems, duties and responsibilities of inspectors, destructive and nondestructive testing, quality assurance/quality control, welding codes and blueprints, procedures, and case studies. An overview of welding tools and equipment, metallurgy, chemistry, and joint design. Laboratory fee. (3 Lec., 4 Lab.)

WLDG 2413 Welding Using Multiple Processes (4)
(This is a WECM course number. Former course prefix/number WLD 202)
Instruction using layout tools and blueprint reading with demonstration and guided practices with some of the following welding processes: oxy-fuel gas cutting and welding, shield metal arc welding, gas metal arc welding, flux-cored arc welding, gas tunsten arc welding, or any other approved welding process. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 2443 Advanced Shielded Metal Arc Welding (SMAW) (4)
(This is a WECM course number. Former course prefix/number WLD 203)
Advanced topics based on accepted welding codes. Training provided with various electrodes in shielded metal arc welding processes with open V-groove joints in all positions. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 2447 Advanced Gas Metal Arc (MIG) Welding (4)
(This is a WECM course number. Former course prefix/number WLD 204)
Advanced topics in GMAW welding, including welding in various positions and directions. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 2451 Advanced Gas Tungsten Arc (TIG) Welding (4)
(This is a WECM course number. Former course prefix/number WLD 205)
Advanced topics in GTAW welding, including welding in various positions and directions. Laboratory fee. (2 Lec., 6 Lab.)

WLDG 2455 Advanced Welding Metallurgy (4)
(This is a WECM course number. Former course prefix/number WLD 206)
A study of metallurgy as it applies to welding, including structure, identification, and testing of metals; temperature changes and their effect on welded metals, properties of metals, and factors affecting weldability of ferrous and nonferrous metals. Laboratory fee. (2 Lec., 4 Lab.)

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

The R. Jan LeCroy Center for Educational Telecommunications

9596 Walnut Street ★ Dallas, TX 75243
(972) 669-6600

Distance Learning

http://dallas.dcccd.edu

In 1972, the DCCCD's educational telecommunications center was established to provide quality educational programming to Dallas County and the world. Named for former DCCCD Chancellor Jan LeCroy, the 28,000 square foot R. Jan LeCroy Center for Educational Telecommunications was located adjacent to the Richland College campus in north Dallas.

DALLAS TeleCollege

The Dallas Distance learning program, referred to as DALLAS TeleCollege, provides greater access to educational opportunities for learners worldwide through the delivery of flexible, cost-effective courses.

Study at Work or at Home with Classes on TV or Online:
Choose from over 100 distance learning courses
Register online or on campus

For More Information:
Call the Distance Learning Hotline at 972-669-6400 or 1-888-468-4268

Over 230,000 students have enrolled in the distance learning program of the Dallas County Community Colleges since it began in 1972. Currently, approximately 10,000 students enroll in the program each academic year.

Selected by Governor Bush's office as the first Texas representative to Western Governors University (WGU), Dallas also received early approval to offer a full A.A.S. degree through the Southern Regional Electronic College Distance Learning Network (CCDLN).

The Associate of Arts and Sciences degree may be earned in its entirety through the distance learning program of the Dallas County Community Colleges.

From their homes or business sites, students access over 100 courses in a variety of ways, primarily on television or through the Internet. For specific courses, see the Distance Learning section of this catalog or in one of the College Class Schedules.

Dallas Telecourses

Dallas Telecourses is one of the largest producers of college-credit telecourses in North America. Experienced educators work with professional script writers and television producers to create award-winning telecourses known for their academic excellence. Several of these telecourses are among the

top ten in use by U.S. colleges, and account for approximately 40% of all telecourse enrollments nationally.

The DCCCD is a principal supplier of telecourses to the PBS Adult Learning Service and Canadian networks. DCCCD telecourses are used by over 1200 of the nation's two- and four-year colleges and universities each semester, and aired in more than 40 foreign countries.

Global Learning Network and Online Course Production

The LeCroy Center offers colleges and businesses the Global Learning Network, which allows institutions to deliver online training and instruction to individuals around the world. In addition, the LeCroy Center produces online courses and course components which are used by colleges and businesses worldwide.

Dallas College Network/DC-Net

The LeCroy Center uses cable and Instructional Television Fixed Service (ITFS) channels to deliver live, interactive courses to specially equipped business and industry locations, in addition to the DCCCD locations. Featuring one-way video and two-way audio, interactive classes allow instructors to reach students at multiple locations and interact in a live format. The interactive television studios can be made available to business and industry trainers for special presentations and programs.

Satellite and Production Services

Teleconference Downlinking and Uplinking – Teleconferences provide an effective way to participate in regional or national conferences without traveling to the conference site. They are effective in linking groups for in-depth training and interaction a wide variety of topics. They can be downlinked from KU-band or C-band satellite transmissions and broadcast to locations throughout Dallas County, or uplinked to satellite connections transmitting information worldwide. Facilities are available to the campuses as well as business and community groups on a contract basis.

Teleconference Production – The LeCroy Center has complete facilities, including satellite uplink and downlink capabilities, a television production studio, two teaching studios, a microwave network, and experienced educational and technical personnel to produce and deliver live, interactive video teleconferences to downlink sites throughout the country.

STARLink – STARLink is a satellite-based teleconference training network and serves as a vital link in the educational telecommunications systems supporting Texas community colleges and technical institutes. STARLink's primary mission is to help technical/vocational faculty and staff keep their knowledge and skills current by producing teleconferences that address both broad educational issues and specific technical/vocational issues. STARLink also works with businesses and state agencies in delivering training throughout the state.

DCCCD employees are encouraged to call with any questions about distance learning or visit the Center any time.

Bill J. Priest Institute for Economic Development

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1402 Corinth Street • Dallas, Texas 75215 • 214/860-5809

Training at work for Dallas™

- Training and assessment customized to meet the needs of business and industry
- Quality career training to prepare job seekers for employment
- Cost-shared office space and affordable support services for entrepreneurs
- Counseling, training and information resources for managing, financing and operating small businesses

In 1989, the Bill J. Priest Institute for Economic Development was named for Dr. Bill J. Priest, founding chancellor of the Dallas County Community College District.

Mission

Focusing on our customers' needs, we assist individuals and organizations in improving business performance through assessment, training, counseling and job placement .

Vision

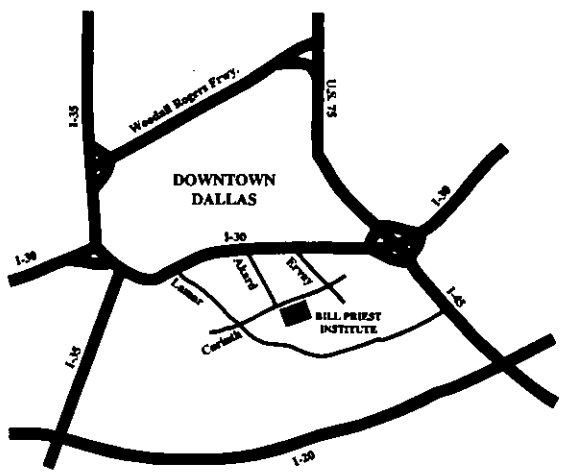
We will be the leader in workforce development and business performance services as they relate to improving Dallas' economy.

Directions

The Bill Priest Institute is located at 1402 Corinth Street, just south of downtown Dallas (Mapsco 45V). For directions from your location, call 214/860-5809.

Parking

The Bill Priest Institute is located at 1402 Corinth Street, All parking at the Bill Priest Institute is free. Limited outdoor parking is available in the front of the building and on the East side of the building. You may enter the black iron gate and park in any available space. Or you may choose to use the parking garage located on the West side of the building. If the entrance gate is down on the garage, push the button and ask the security guard to let you in.



The Bill J. Priest Institute for Economic Development was created in 1989 as a combined effort of the Dallas County Community College District and the private business sector to support economic development in Dallas County. The Institute represents a long-term commitment to fostering job creation, retention and business development.

WE WANT YOU TO SUCCEED!

Whether you are in school, in business for yourself, working for a corporation, wish to start a business of your own, or want to upgrade your job skills, the Bill J. Priest Institute for Economic Development can help you.

Edmund J. Kahn Job Training Center

The Edmund J. Kahn Job Training Center (JTC) is committed to offering quality, short-term, intensive vocational education and training that is competency-based and designed to prepare graduates for entry-level jobs with local employers. Programs are designed for persons interested in retraining or upgrading skills and for those entering the job market for the first time. All program offerings are employer-directed to meet the workforce development demands in the Dallas area.

Financial assistance is available for many students through Job Training Partnership Act (JTPA) funding – through WorkSource for Dallas County. Other funding includes an Enterprise Community grant from the City of Dallas and a Skills Development Fund grant from the Texas Workforce Commission. Students have access to free, secured parking as well as many support services.

Education is the key to success. Our standard of success is the high number of JTC graduates who are placed in training-related positions with local employers. When training is completed, students receive a certificate of completion and are assisted in finding employment.

If students wish to continue their studies at one of the Dallas County Community Colleges, some of their course work may apply toward earning an associate degree in applied sciences.

Before beginning a job training program, counselors may advise a student to enroll in a basic skills/GED program, because having a high school diploma is critical to job placement.

The Job Training Center can help students find a job after their course work is complete. Training is provided in self-directed job search and resume preparation, and internship opportunities are available. The JTC is the source of numerous job vacancy leads and job search materials.

State-of-the-art computer labs provide students the opportunity to apply the skills they learn. Following four to seven months of training, the Bill Priest Institute assists these students in finding jobs.

Students receive ongoing job search assistance from orientation through successful placement in a training-related employment opportunity.

Computer Applications Specialist –This program provides theory, application and intensive hands-on training in contemporary software packages such as WordPerfect 6.0, Lotus 1-2-3, Microsoft Windows 3.1, DBase III Plus and DOS versions 4.0, 5.0 and 6.0.

All exercises are completed on Pentium-586 personal computers set in a Novell networking environment. Emphasis is placed on speed and accuracy in the utilization of all software packages and PC data entry. Students learn how to properly produce a variety of business documents including letters, envelopes, memos, reports and invoices. Business communications, interpersonal communications, time and stress management, human development and telephone skills are also taught. The program is designed to develop skills and knowledge related to the use of computerized information processing systems for business.

This course will prepare students for entry-level positions as secretaries, word processing typists, computer operators and data entry keyers.

Customer Service Representative/Call Center Agent – This program provides classroom instruction and intensive hands-on training in a state-of-the-art call center environment. Students learn the customer service skills and how to apply them in resolving customer problems face-to-face and on the telephone.

Students also learn to use various call center related portions of current computer software packages.

Students are prepared for entry-level positions as customer service representatives or call center agents in areas such as order fulfillment, utility customer service, insurance claims, reservations, computer help desk and financial services.

GED Preparation – Students upgrade basic skills through this computer-assisted remedial education and life-coping skills program. This program serves adults who lack a high school diploma or require up to two grade levels improvement to qualify for vocational training. When appropriate, the GED exam is administered by the Testing Center of the Bill Priest Institute. The exam is available in English, Spanish, Braille, large print and on audio tape.

Construction Trades – Training includes basic tool knowledge, materials use and safety processes for commercial construction. Trade training for carpentry, plumbing, electricity and air conditioning provides participants a wide variety of opportunities for entry-level positions in construction. The program is provided in partnership with the Construction Education Foundation of North Texas.

Transitions – The Transitions program prepares students with a broad base of knowledge and skills needed for working in a variety of technical jobs. These skills include using common types of computer software, communicating in the workplace, reading technical drawings, operating mechanical devices and systems, and understanding the fundamental principles of fluid power systems, electronic systems and quality control.

Graduates are generally placed in high technology manufacturing companies doing electronic assembly, manufacturing of computer chips and setting up/operating machinery.

For more information about enrolling in a Job Training Center program, call 214/860-5724.

Testing Center

The Testing Center offers professional testing services for the community at both the Bill Priest Institute and at approved off-site locations. For a nominal fee, our professional testing staff will administer, monitor and mail exams to appropriate scoring facilities for individuals, groups or companies.

Testing staff follow strict national and state guidelines for testing while maintaining a conducive testing environment. Current Testing Center services include correspondence testing, credit by exam, English as a Second Language (ESL) assessment, General Education Development (GED), National Food Protection Certification, various other national certifications, licensing and board exams for professional groups.

For more information on Testing Center services, call 214/860-5773.

The Bill Priest Institute is training students with the skills they need for customer service careers.

Business Incubation Center

The Business Incubation Center is an environment which supports young companies during their first four years of business, which is the most vulnerable period of development. It's a place where you can learn to do business while you conduct business. Our mission is to provide professional business services, management assistance and training to enhance the success of the businesses located at the Business Incubation Center.

The Business Incubation Center, which is home to up to 40 small businesses, occupies 30,000 square feet of the Bill Priest Institute's 150,000-square-foot complex.

Space and service rates for the Business Incubation Center are designed to provide maximum flexibility to entrepreneurs. Services include:

- Daily office cleaning
- 24-hour security
- Fax machines
- Clerical services
- Copiers
- Postage meter
- Garage parking

To be admitted to the Business Incubation Center, a company must be considered a small business, submit an application and a non-refundable $25 application fee, and submit a comprehensive business plan. For more information about the Business Incubation Center, call 214/860-5854.

Small service-oriented businesses like Garcia-Schilling International lease office space in the Bill Priest Institute's Business Incubation Center.

Business Performance Improvement

Providing innovative business performance solutions for select organizations –

Business Performance Improvement has one goal – to help its clients improve their business performance. We offer a variety of customized services to help organizations with assessments, consulting, partnering and training.

Customized Assessment and Training

We are leaders in the customization of assessments and training. Let us know what you are looking for, and we'll assess your situation and design a training program that is right for your business. Then we'll deliver the training at your site or ours, and on your schedule. We can demonstrate and measure the outcomes your company seeks.

We offer:

- Leadership and Organizational Development
- Continuous Quality Improvement Training
- ISO 9000 Implementation
- Job Analysis and Employee Assessment
- English As A Second Language (ESL) Training
- Customer Service Training
- Basic Skills Training
- Computer Software Training

Training Credit

Your employees could be eligible to receive Continuing Education Units (CEUs) for the training and seminars in which they participate. If college credit is important to your organization, we can arrange courses through one of the seven Dallas County Community College District campuses.

For more information about Business Performance Improvement Services, call 214/860-5814.

Small Business Development Center Programs

The Small Business Development Center is currently the largest management assistance program serving the small business sector of the United States. SBDCs counsel and train business people in management, financing and operating small businesses, providing comprehensive information services and access to experts in a variety of fields.

The Small Business Development Center programs of the Bill J. Priest Institute for Economic Development are made possible by a partnership between the Dallas County Community College District and the U.S. Small Business Administration. The four SBDC specialty centers located in Dallas and Fort Worth are part of the North Texas SBDC network which is comprised of 17 subcen-

The Bill Priest Institute's Small Business Development Centers offer free counseling and low-cost training and information resources for managing, financing and operating small businesses.

ters and numerous satellites across the 49-county North Texas counties. The North Texas SBDC region office, one of four regional offices in Texas which oversee SBDC activity, is also located within the Bill J. Priest Institute for Economic Development.

The North Texas SBDCs work with the U.S. Small Business Administration, chambers of commerce and business organizations to provide a complete inventory of services to meet the changing needs of the small business community. Through low-cost seminars and free one-on-one counseling, SBDC programs focus on specific information and assistance business owners need in order to strengthen and expand their business.

Dallas Small Business Development Center helps existing and aspiring entrepreneurs build their businesses from the ground up. Its counseling and training programs are geared to assist entrepreneurs with starting, managing, financing and operating their small businesses. In addition, the Dallas SBDC acts as an information bridge to experts in a variety of fields. Frequent, low-cost seminars and workshops and free one-on-one counseling, as well as loan packaging assistance, are available to area business owners. For more information, call 214/860-5850.

Center for Government Contracting provides counseling services, seminars on contracting issues and general guidance to North Texas companies seeking federal, state, county and municipal contracts. The center focuses on empowering small businesses to contribute to the economic development of their communities by succeeding in the government contracting arena. The center keeps current on trends in government contracting, provides a bid match service and maintains a library of government standards, as well as a variety of on-line tools. For more information, call 214/860-5822.

International Small Business Development Center, located in the World Trade Center, 2050 Stemmons Freeway, Suite 156A, targets businesses interested in international trade. Through a cooperative effort with the U.S. Department of Commerce, the International SBDC offers seminars, workshops and video training modules on exporting and importing, as well as individual counseling and a wide variety of research materials and referral services. For more information, call 214/747-1300.

Technology Assistance Center has helped hundreds of businesses turn ideas into marketable new products or services. Business owners can receive counseling on protecting intellectual property through the use of patents, trademarks, copyrights, trade secrets and licensing, as well as marketing, product development and commercialization planning. In addition, the Technology Assistance Center provides on-line business information services, such as Texas Market Place, business market research and environmental compliance assistance. Manufacturing process assistance is available through the Texas Manufacturing Assistance Center. For more information, call 214/860-5822.

Bill J. Priest Institute for Economic Development

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Counseling	214-860-5737
Learning Resource Center	214-860-5779
Testing Center	214-860-5773
Job Placement	214-860-5744
DCCCD Job Bank	214-860-5745
Job Bank Fax Number	214-860-5747

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INDEX

Academic Forgiveness Policy 10
Academic Information 18-25
Academic Load 18
Academic Standards 18
Academic Transfer Programs 26
Accounting 81-82, 237
Addresses of Colleges 1
Administration 4
Admissions and Registration 8-17
Agriculture 222
Air Conditioning 83-85
Anthropology 238
Apparel Design 238
Applying for College Admission 11
Architecture 238-240
Art 240-242
Assessment & Advisement 16, 35
Associate Degree 21-23,75-77
Astronomy 242, 359-360
Attendance 19
Auto Body 89-91
Automotive 92-100
Aviation 243-247
Biology 247-249
Building Property Management 249
Business 249
Calendar 3
Chemistry 250-251
Child Development 109-114, 283-286
Chinese 251
Colleges 52-74
Commercial Music 115-120
Common Learning 20
Communications 251
Computer-Aided Design & Drafting 121-125, 252-255
Computer Careers 126-139, 255-264
Computer Science 279
Conduct Code for Students 43-50
Construction Management & Technology 140, 264
Construction Technology . . . 141-142, 264-271
Continuing Education Programs 34
Cooperative Work Experience 32
Counseling Center 28
Course Selection Guides 26
Credit By Examination 31
Criminal Justice 144-145, 271-273
Dance 273-275
DCCCD History & Philosophy 5-6
Definition of Terms 7-8
Degrees 20-23, 50-52
Degree Requirements 20
Design 275
Developmental Communications 275
Developmental Courses 275
Developmental Learning 275
Developmental Mathematics 276-278
Developmental Reading 278
Developmental Studies 32
Developmental Writing 278-279
Diagnostic Medical Sonog. . 145-146, 279-281
Digital Imaging 147-148, 307-308
Distance Learning 29
Drama 281-283
Dropping a Course 19
Dual Credit 9-10
Echocardiology 149-150, 287-288
Economics 288
Educational Personnel 151-153, 289-291
Electrical Technology 154, 291-293
Electronic Telecommunications 155-157
Electronics/Computer Technology . . . 158-159
Electronics Technology 160-161
Employment 38-39
Engine Technology 162-165
Engineering 294-295
Engineering Technology 166-167
English 296-297
English As A Second Language 297-300
Evening & Weekend College 33
Faculty Listings 52-74
Fashion Design 168-169
Financial Aid 37-42
Food & Hospitality Service 170-171, 300-304
French 304-305
Geography 305
Geology 305-306
German 306
Government 306-307
Graphic Communications 307-308
Guarantees 23-25
Hazlewood Act 39
Health Center 34
Health Information Mgt. 172-173, 309-310
Health Insurance 35
Henson/Hazlewood 38
History 311-312
Horticulture 205-210, 312-314
Hotel/Motel Mgt. 174
Hope Tax Credit 13
Human Development 314-315
Humanities 315
Interior Design 175, 315-318
International Business & Trade 176
International Students 10
International Studies 33
Internet Publication 177-178, 318-320
Interpreter Training Program . . . 179, 286-287
Invasive Cardiovascular Tech. . 180, 320-321
Japanese 321-322
Job Placement Service 36
Journalism 322-323
LeCroy Telecommunications Center 386
Legal Assistant 211
Library 32
Library Skills 323
Loans 38-39
Major Selection 26
Management 181-183
Marketing Careers 184-188
Mathematics 323-326
Medical Assisting 189, 326-327
Medical Laboratory Technician . 190, 328-329
Medical Staff Svc. 191, 329-330
Medical Transcription 192, 330-331
Military Science 330-331
Mortgage Banking 193
Multimedia Technology 194-199, 331-333
Music 333-342
Non-Credit Students 16
Nursing 86-88, 342-343
Nutrition 343
Office Technology 200-204, 344-347
Ornamental Horticulture Technology 205-210, 312-314
Paralegal 211
Paramedic 212, 348-349
Pattern Design 349
Philosophy 349
Photography 349-351
Physical Education 351-357
Physical Fitness 213-214, 357-359
Physics 359-361
Police Departments on Campuses 37
Portuguese 361
Postal Service 215, 361
Priest Institute for Economic Development 34, 387
Psychology 362-363
Radiologic Sciences 216, 366-367
Radio/TV 363-365
Reading 367
Real Estate 217-218
Reciprocal Tuition Agreement 12
Refund Policy 14-15
Religion 368
Respiratory Care 219, 368-369
ROTC 33, 330-331
Scholarship/Financial Aid Information 37-42
Scholastic Deficiency 19, 25
Semiconductor Manufacturing 220
Social Work Associate 221-222, 370-372
Sociology 372-373
Spanish 373-374
Speech Communication 374-375
Student Development/ Student Programs 35
Substance Abuse Counseling . . 223-224, 375
Surgical Technology 225, 376-377
TASP 2, 17
Tech Prep 30
Technical/Occupational Programs 78-236
Telecourses 388
Testing Center 34
TPEG 35-40
TPE-SSIG 35-40
TPOG 35-40
Transcript of College Credits 20
Transfer of Credit 16, 26
Transfer Dispute Resolution 27
Transfer Students 10, 26-27
Travel, Exposition& Meeting Mgt. . . . 226-228
Tuition 13-15
Tuition Exemption 40
Tutoring Services 33
Veteran Benefits 40
Veterinary Technology 229, 377-380
Video Tech. 230-232
Visual Communications 233-234, 380-382
Vocational Nursing 235, 383
Welding Technology 236, 383-385
Workforce Education 30, 28-80

Application for Admission

Dallas County Community College District

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

SEMESTER YOU PLAN TO ENTER

☐ Fall (Aug. - Dec.) ☐ Spring (Jan. - May)
☐ Summer I (June) ☐ Summer II (July)

Please check the college you plan to attend. Type or print in ink and complete all items.

☐ **Brookhaven College**
3939 Valley View Lane
Farmers Branch, TX 75244-4997
972-860-4700

☐ **Cedar Valley College**
3030 North Dallas Avenue
Lancaster, TX 75134-3799
972-860-8201

☐ **Eastfield College**
3737 Motley Drive
Mesquite, TX 75150-2099
972-860-7100

☐ **El Centro College**
Main & Lamar Streets
Dallas, TX 75202-3604
214-860-2037

☐ **Mountain View College**
4849 West Illinois Avenue
Dallas, TX 75211-6599
214-860-8680

☐ **North Lake College**
5001 N. MacArthur Blvd.
Irving, TX 75038-3899
972-273-3000

☐ **Richland College**
12800 Abrams Road
Dallas, TX 75243-2199
972-238-6106

FOR OFFICE USE ONLY

E
Grad
HS Code
HS Year
College Codes
1.
2.
3.
4.
Residency Code
County Code
State Code
How Admitted
Semester
Citizen
TASP Status
Cond. Agreement
Staff

* Your responses to these questions are voluntary.

PERSONAL INFORMATION

SOCIAL SECURITY NUMBER ☞ ☐☐☐-☐☐-☐☐☐☐ ☜

GENDER * ☐ M ☐ F

NAME Give full legal name. Do not use initials unless initials are your legal name.
Last First Middle

Give names, if different from above, that are on transcripts from other institutions.

ADDRESS NUMBER STREET APARTMENT

CITY STATE ZIP COUNTY

HOME PHONE NUMBER ( ) WORK PHONE NUMBER ( ) DATE OF BIRTH (MM/DD/YY)

ETHNICITY (How do you identify yourself?)*

☐ International / Non-Immigrant ☐ Asian or Pacific Islander ☐ Black-Non-Hispanic
☐ American Indian or Alaskan Native ☐ Hispanic ☐ White-Non-Hispanic

MY PRIMARY LANGUAGE IS:* _____

INTERNATIONAL AND NON-IMMIGRANT STUDENTS (You must see an international student specialist.)

☐ I have F-1 student visa status.

☐ I have other non-immigrant status.
Type of VISA _____ Date Issued: _____ Expiration Date: _____
Country of Residence: _____

PERSON TO BE NOTIFIED IN THE EVENT OF AN EMERGENCY
Name _____ Phone Number ( ) _____

EDUCATIONAL INFORMATION

NAME OF LAST HIGH SCHOOL ATTENDED | CITY | STATE

DID YOU (or will you) GRADUATE FROM HIGH SCHOOL?

☐ Yes (Year of Graduation 19 ____) ☐ No (Last Year Attended 19 ____) ☐ GED (Year Received 19 ____)

☞ **Official transcripts for all previous college work (except DCCCD colleges) must be submitted.** ☜

List all colleges attended, including DCCCD. Attach separate sheet, if necessary. *(list most recent first)* Name and Location (City and State)	Dates Attended Fm (Mo/Yr)	Dates Attended To (Mo/Yr)	Hours/ Credits	Degree, Cert Received (If any)	Currently on Suspension Y	Currently on Suspension N
1.						
2.						
3.						
4.						

☞ Continued on reverse side ☜

DOCUMENTATION & OATH REQUIREMENT

1.) REQUIRED STATE RESIDENT VERIFICATION

DO YOU LIVE IN DALLAS COUNTY? ☐ Yes ☐ No | HOW LONG HAVE YOU LIVED IN TEXAS? Year(s) _____ Month(s) _____ | PREVIOUS STATE OR COUNTRY OF RESIDENCE _____

If you consider yourself a resident of TEXAS for tuition purposes, check which one of the following applies:

a. ☐ I am a U.S. citizen.

b. ☐ I am a Permanent Resident, Refugee or have other legal immigrant status.

Date residency document /card issued _____

Document /card number _____

Documentation must be viewed by Admissions personnel.

c. ☐ I have filed with the proper federal immigration authorities a declaration of intention to become a citizen.

Resident Information Viewed:	***Date:***

2.) If your claim for residency is based upon your having lived in Texas for the past 12 months, please answer the following questions:

IF YOU CAME HERE WITHIN THE PAST 5 YEARS, WHY DID YOU MOVE TO TEXAS?

☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAVE YOU BEEN EMPLOYED IN TEXAS FOR THE PAST 12 MONTHS? ☐ Yes ☐ No

3.) If your claim for residency is based upon a parent or legal guardian (and not yourself) please answer the following questions:

NAME OF THE PERSON UPON WHOM CLAIM IS BASED ☐ Parent ☐ Legal Guardian | HOW LONG HAS THIS PERSON LIVED IN TEXAS?

Last _____ First _____ Middle _____ Year(s) _____ Month(s) _____

PREVIOUS STATE OR COUNTRY OF RESIDENCE _____ IS THIS PERSON A U.S. CITIZEN? ☐ Yes ☐ No

IF THIS PERSON CAME HERE WITHIN THE PAST 5 YEARS, WHY DID THIS PERSON MOVE TO TEXAS?

☐ Education ☐ Employment ☐ Other (Please Specify) _____

HAS PARENT OR LEGAL GUARDIAN CLAIMED YOU AS A DEPENDENT FOR U.S. FEDERAL INCOME TAX PURPOSES FOR THE TAX YEAR PRECEDING YOUR REGISTRATION?

☐ Yes, If "Yes," provide copies of income tax return. ☐ No

WILL THIS PERSON CLAIM YOU AS A DEPENDENT FOR THE CURRENT TAX YEAR? ☐ Yes ☐ No

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by college/university officials to determine my status for admission and residency eligibility. I authorize the college/university to verify the information I have provided and obtain my TASP test scores as necessary. I agree to notify the proper officials of the institution of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Have you taken the TASP (Texas Academic Skills Program) test? ☐ Yes, if "Yes," month and year _____ ☐ No

APPLICANT'S SIGNATURE	DATE

The Admissions / Registrar's Office reserves the right to request additional information in order to comply with state residency requirements prior to enrollment.

DOCUMENTS SUBMITTED TO MEET ADMISSIONS AND RESIDENCY REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND MAY NOT BE RETURNED.