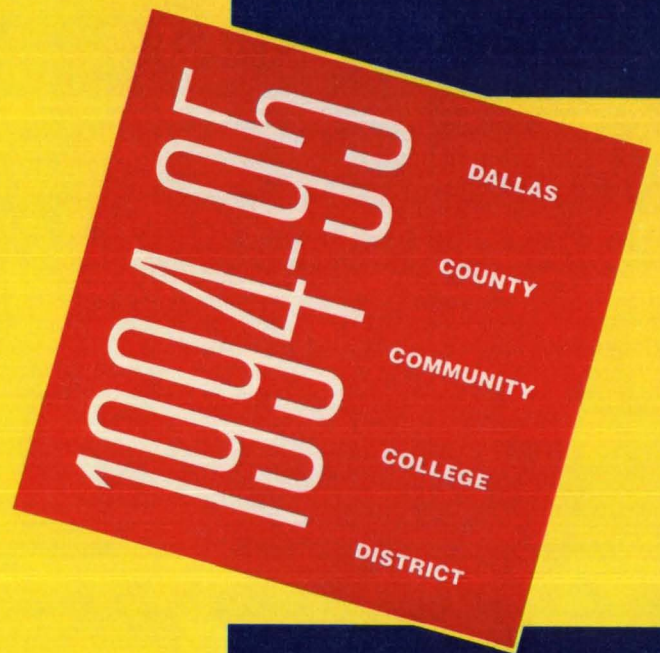


# EASTFIELD COLLEGE CATALOG

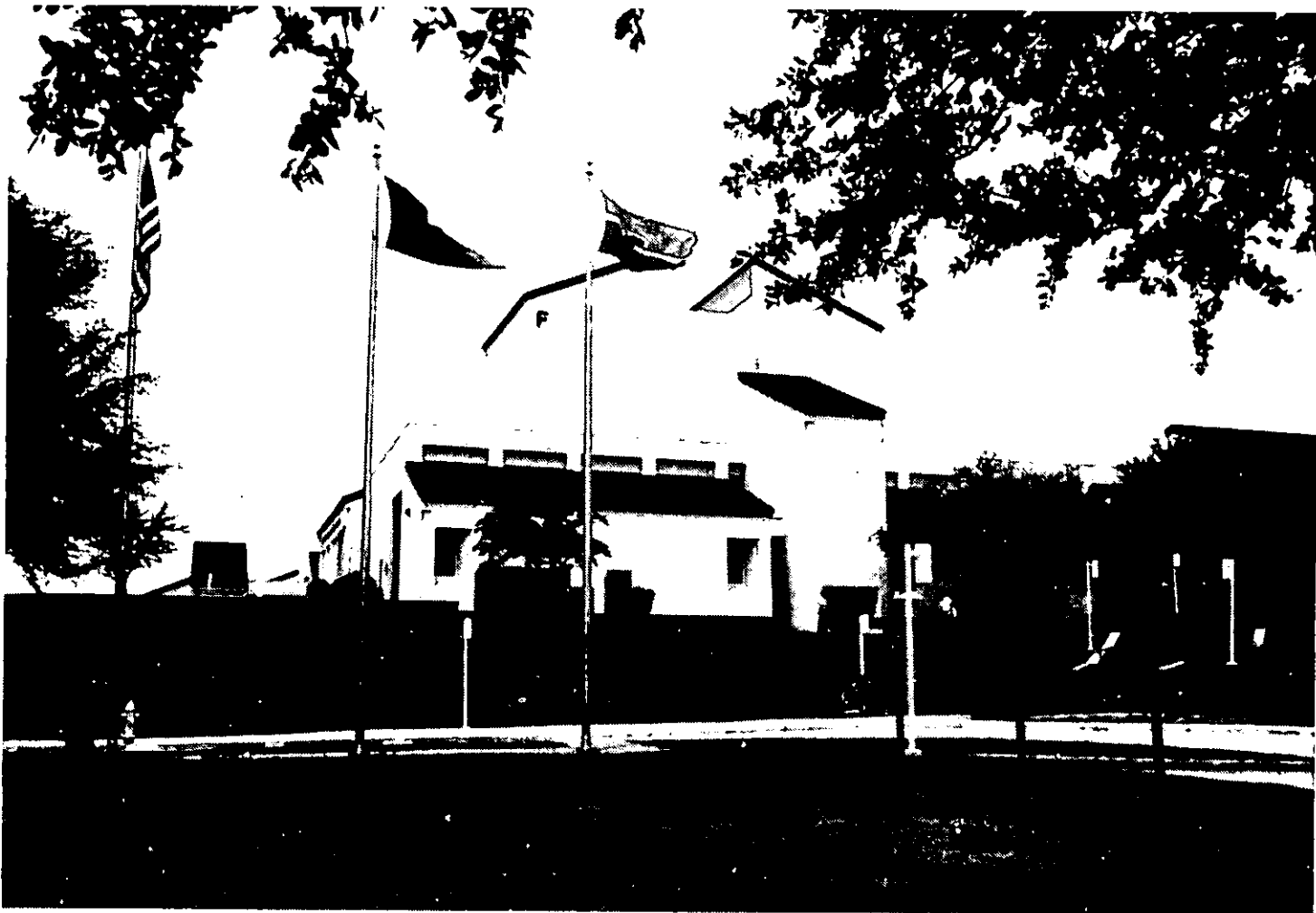


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# 1994-95

# Eastfield College Catalog

Dallas County Community College District



**Eastfield College**  
3737 Motley Drive  
Mesquite, Texas 75150

**Call for information: Admissions, 324-7100**  
**Counseling, 324-7106**

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# TEXAS ACADEMIC SKILLS PROGRAM AND EASTFIELD COLLEGE

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

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

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

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

- A.** All Texas public college students must take TASP either before or during the semester of completing nine (9) college-level credit hours. Such scores must be reported to the college prior to the next registration. ALL students planning to become a certified teacher in Texas MUST take and pass TASP.

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

- A.** Students who completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities and which will count toward graduation; also, various credit-by-exam programs taken prior to Fall 1989 will result in an exemption. Students enrolled in a DCCCD academic program leading to a certificate may receive a waiver from TASP. Blind and deaf students are exempt from TASP. Other exemptions include students who meet the following: (1) score at least 1800 on each of the three sections of TAAS; (2) score at least 29 or higher on both ACT math and ACT English and have an ACT composite score of at least 27; or (3) score at least 550 or higher on both SAT verbal and SAT math with a SAT composite score of at least 1200. The following DCCCD courses or their equivalents will NOT count toward the three hours: Any course numbered below 100, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

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

- A.** No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing nine (9) hours of college-level courses and report scores prior to the next registration. In most cases, three courses will equal nine hours of credit. PERFORMANCE GRADES (A - D) earned in courses will count toward the nine hours of credit.

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

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

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

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites. Each DCCCD college is a test site. During 1994, the test will be given on June 18, July 23, September 17 and November 12. During 1995, the test dates are February 25, April 22, June 10 and July 15. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

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

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

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

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

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

- A.** Unless transfer students qualify for one of the exemptions discussed above, they are required to take TASP no later than the semester of enrollment in nine college-level credit hours in a Texas public institution. Students who have scores must report them before registering for college-level hours in the DCCCD.

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



# Academic Calendar for 1994-95

## Summer Sessions, 1994

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

May 30 (M)	Memorial Day Holiday
June 1-2 (W-R)	Registration (Varies by Campus)
June 6 (M)	Classes Begin
June 9 (R)	4th Class Day
June 10 (F)	Class Day (Only Friday Class Day)
June 18 (S)	TASP Test Administered
June 28 (T)	Last Day to Withdraw with a Grade of "W"
July 4 (W)	Fourth of July Holiday
July 7 (R)	Final Exams
July 7 (R)	Semester Ends
July 11 (M)	Grades <i>due</i> in Registrar's Office by 10 a.m.

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

July 13 (W)	Registration (All Campuses)
July 14 (R)	Classes Begin
July 15 (F)	Class Day (Only Friday Class Day)
July 19 (T)	4th Class Day
July 23 (S)	TASP Test Administered
August 8 (M)	Last Day to Withdraw with a Grade of "W"
August 16 (T)	Final Exams
August 16 (T)	Semester Ends
August 18 (R)	Grades <i>due</i> in Registrar's Office by 10 a.m.

## Fall Semester, 1994

August 22 (M)	Faculty Reports
August 22-25 (M-R)	Registration Period (Varies by College)
August 26 (F)	Faculty Professional Development
August 29 (M)	Classes Begin (M-R Classes)
September 2 (F)	Friday Only Classes Begin
September 3 (S)	Saturday Only Classes Begin
September 5 (M)	Labor Day Holiday
September 12 (M)	12th Class Day
September 17 (S)	TASP Test Administered
November 12 (S)	TASP Test Administered
November 18 (F)	Last Day to Withdraw with a Grade of "W"
November 24 (R)	Thanksgiving Holidays Begin
November 28 (M)	Classes Resume
December 9 (F)	Final Exams for Friday Only Classes
December 10 (S)	Final Exams for Saturday Only Classes
December 12-15 (M-R)	Final Exams for M-R Classes
December 15 (R)	Semester Closes
December 19 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.
December 24 (S)	College Buildings and Offices Closed for the Holidays

## Spring Semester, 1995

January 3 (T)	College Buildings and Offices Reopen
January 9 (M)	Faculty Reports
January 9-12 (M-R)	Registration Period (Varies by College)
January 13 (F)	Faculty Professional Development
January 16 (M)	Martin Luther King, Jr. Day Holiday
January 17 (T)	Classes Begin (M-R Classes)
January 20 (F)	Friday Only Classes Begin
January 21 (S)	Saturday Only Classes Begin
January 30 (M)	12th Class Day
February 25 (S)	TASP Test Administered
March 2 (R)	District Conference Day
March 3 (F)	Faculty Professional Development (TJCTA)
March 3 (F)	Friday Only Classes Meet
March 4 (S)	Saturday Only Classes Meet
March 13 (M)	Spring Break Begins
March 17 (F)	Spring Holiday for All Employees
March 20 (M)	Classes Resume
April 13 (R)	Last Day to Withdraw with "W"
April 14 (F)	Holidays Begin
April 17 (M)	Classes Resume
April 22 (S)	TASP Test Administered
May 5 (F)	Final Exams for Friday Only Classes
May 6 (S)	Final Exams for Saturday Only Classes
May 8-11 (M R)	Final Exams for M-R Classes
May 11 (R)	Semester Closes
May 11 (R)	Graduation
May 15 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.

## Summer Sessions, 1995

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

May 29 (M)	Memorial Day Holiday
May 31-June 1 (W-R)	Registration Period (Varies by College)
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day (Only Friday Class Meeting)
June 10 (S)	TASP Test Administered
June 27 (T)	Last Day to Withdraw with "W"
July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (M)	Grades <i>due</i> in Registrar's Office by 10 a.m.

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

July 12 (W)	Registration (All Campuses)
July 13 (R)	Classes Begin
July 14 (F)	Class Day (Only Friday Class Meeting)
July 15 (S)	TASP Test Administered
July 18 (T)	4th Class Day
August 7 (M)	Last Day to Withdraw with "W"
August 15 (T)	Final Exams
August 15 (T)	Semester Closes
August 17 (R)	Grades <i>due</i> in Registrar's office by 10 a.m.

## Dallas County Community College District Board of Trustees



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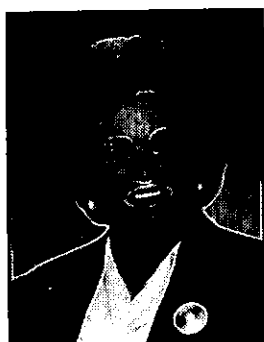
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# EASTFIELD COLLEGE

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, thousands of people each semester find rewarding growth opportunities through the extensive continuing education course offerings.

## The Campus

The Eastfield campus rises impressively from the plains of eastern Dallas County and is the scene of many seasonal athletic events held on its beautiful grass-covered playing fields.

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 many trees, shrubs and terraced areas as well as a beautiful outdoor swimming pool. In addition, the campus boasts an outstanding Performance Hall which serves the community for a variety of fine arts events.

## Accreditation

Eastfield College is a member of:  
The Southern Association of Colleges and Schools

## Institutional Memberships

The American Association of Community and Junior Colleges  
Southern Association of Junior Colleges  
Association of Texas Colleges and Universities  
The League of Innovation in the Community College

Eastfield is recognized and sanctioned by the Coordination Board of the Texas College and University System and the Texas Education Agency, and is an affirmative Action Equal Opportunity Institution.

## EASTFIELD COLLEGE ADMINISTRATION

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Vice President of Instruction .....		324-7196
Vice President of Student Development .....	Felix A. Zamora .....	324-7610
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Dean of Financial Affairs.....	Edward M. DesPlas .....	324-7612
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Associate Dean of Educational Resources.....	Gerald Kozlowski.....	324-7668
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Director of Appraisal Center.....	Charles Helton .....	324-7010
Director of Business Training Center.....	Duane Penny .....	324-7003
Director of College Police.....	Jim Baylor.....	324-8333
Director of Counseling.....	Leon Kilpatrick .....	324-7106
Director of Facilities Services.....	George Clark .....	324-7688
Director of Financial Aid/Veteran Affairs.....	Furman Milton.....	324-7188
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Director of Institutional Advancement .....		324-7603
Director of Institutional Research .....		324-7603
Director of Public Information.....	Sharon Cook .....	324-7629
Director of Student Programs & Resources.....	John Pruitt .....	324-7185
Coordinator of Career Planning/Placement .....	Linda Gardner.....	324-7038
Coordinator of Services for Special Populations .....	Reva Rattan.....	324-7032

## DEANS

Business and Mathematics.....	James D. Baynham .....	324-7119
Communications and Developmental Studies .....	Carla Ranger .....	324-7124
Engineering, Technology & Computer Science.....	Curt Lezanic .....	324-7143
Human Development.....	Leon Kilpatrick .....	324-7106
Humanities .....	John Stewart .....	324-7132
Physical Education & Science.....	Mark W. Presley.....	324-7140
Social Science & Technology.....	Richard Cinclair.....	324-7156

# EASTFIELD COLLEGE FACULTY AND ADMINISTRATION

<b>Aguero, Robert</b> .....	President Southwest Texas Junior College, A.A.; Angelo State Univ., B.S. Stephen F. Austin State Univ., M.Ed.; Pennsylvania State Univ., Ph.D.; Further study: Harvard Univ.	<b>Drake, Helan N.</b> .....	English Southern Methodist Univ., B.A.; Univ. of North Texas, M.A.; Further study: East Texas State Univ.
<b>Allison, Joe F.</b> .....	Mathematics Stephen F. Austin State College, B.S.; Texas A&M Univ. M.Ed., Ph.D.	<b>Egedigwe, Eges</b> .....	Computer Information Systems Univ. of Ife (Nigeria), B.S.; Atlanta Univ., M.S., M.B.A.; Further study: Michigan State Univ.; Univ. of North Texas
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<b>Bailey, Kenneth</b> .....	Graphic Arts	<b>Erwin, Robert J.</b> .....	Theatre Univ. of South Florida, B.A.; Univ. of Alberta, M.F.A.; Further study: Paul Mann's Acting Workshop, New York City
<b>Bajackson, Robert E.</b> .....	Journalism Univ. of North Texas, B.A.; East Texas State Univ., M.A.	<b>Etheredge, John W.</b> .....	Speech Baylor Univ., B.A., M.S.; Further study: Univ. of Houston, Baylor Univ., Texas A&M Univ.
<b>Ballance, Donnine</b> .....	Director of Health Services Baylor Univ., B.A.; Texas Woman's Univ., M.Ed.; Further study: Amber Univ., East Texas State Univ.	<b>Etheredge, Margaret</b> .....	Counselor Austin College, B.A.; East Texas Univ., M.A.
<b>Balvin, Kenneth</b> .....	Physical Education Springfield College, B.S., M.S.; Further study: Ohio State Univ., Azusa Pacific College	<b>Faris, Nancy</b> .....	Program Director, Continuing Education Univ. of Oklahoma, B.A.; Southern Methodist Univ., M.L.A.
<b>Baylor, James</b> .....	Director of College Police Dallas Baptist Univ., B.S.	<b>Felder, Bob</b> .....	Economics Sam Houston State Univ., B.A., M.A.
<b>Baynham, James D.</b> .....	Dean, Business and Mathematics Eastfield College, A.A.S.; Abilene Christian Univ., B.B.A., M.S. Further study: Univ. of Texas at Dallas	<b>Flickner, Robert E.</b> .....	Physical Education Bethel College, B.S.; Kansas Univ., M.S.
<b>Bennett, James</b> .....	Developmental Mathematics Univ. of Texas at Austin, B.A.; Univ. of Houston, M.S.; Further study: East Texas State Univ.	<b>Ford, Lindy</b> .....	Program Director, Continuing Education East Texas State Univ., B.S.; Abilene Christian Univ., M.S.; Further study: East Texas State Univ.
<b>Blair, Oscar T.</b> .....	Physical Education Univ. of North Texas, B.S., M.S.; Further study: Univ. of North Texas, Texas Woman's Univ., East Texas State Univ.	<b>Forrest, Mary L.</b> .....	Speech Univ. of North Texas, B.A.; Southern Methodist Univ., M.F.A.; Univ. of North Texas, Ed.D.
<b>Boldt, Chris E.</b> .....	Mathematics Texas Tech Univ., B.B.A.; Texas Christian Univ., M.S.; East Texas State Univ., Ed.D.; Further study: Texas Christian Univ., Univ. of North Texas, Univ. of Texas at Austin, Syracuse Univ., Univ. of Colorado at Boulder, Univ. of Hawaii, Stanford Univ., Ohio Univ.	<b>Gammage, Judie K.</b> .....	Computer Information Systems Southern Methodist Univ., B.A., M.L.A.; Univ. of North Texas, Ph.D.
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<b>Bradshaw, Curt</b> .....	Jazz Northern Iowa, B.S.; Univ. of North Texas, M.M.	<b>Gormly, Donna A.</b> .....	English Texas Woman's Univ., B.A., M.A.; Further study: Texas Christian Univ.
<b>Brown, Emmett D.</b> .....	Counselor Univ. of North Texas, B.A., M.Ed.; Further study: El Centro College, Prairie View A&M, Naval School of Photography	<b>Hegar, E. Aylene</b> .....	Psychology Texas Tech Univ., B.A.; Univ. of North Texas, M.Ed., Ed.D.
<b>Brown, Harryette Stover</b> .....	English Southern Methodist Univ., B.A., M.A.; Further study: Univ. of North Texas, East Texas State Univ.	<b>Helton, Charles E.</b> .....	Director of Appraisal Center/CAI Lab East Texas State Univ., B.S.; Further study: East Texas State Univ.
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<b>Carlisle, Charles Richard</b> .....	Spanish Univ. of Arizona, B.A., M.A., Ph.D.; Further study: Instituto Tecnológico y de Estudios Superiores, DePaul Univ., Loyola Univ., Univ. of Dallas	<b>Herd, Clarence W.</b> .....	Automotive Technology East Texas State Univ., B.A.; Further study: East Texas State Univ.
<b>Carpenter, Robert W.</b> .....	Accounting Univ. of North Texas, B.B.A., M.B.A.; C.P.A. State of Texas; Further study: Univ. of North Texas, Western State College of Colorado	<b>Hill, H. Rayburn</b> .....	Government Paris Junior College, A.A.; East Texas State Univ., B.S., M.S.; Further study: Univ. of Oklahoma, East Texas State Univ.
<b>Carr, Laura V.</b> .....	Interpreter Training Program Illinois State Univ., B.S.; New York Univ., M.A.; Further study: East Texas State Univ.	<b>Holloway, Ralph</b> .....	Director of Telecommunications Amarillo College, A.A.; Hardin-Simmons Univ., B.A.; Univ. of North Texas, M.L.S.; Further study: Univ. of Texas at Austin, East Texas State Univ.
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<b>Clayton, Glenn N., Jr.</b> .....	English Univ. of North Texas, B.A., M.A.; Further study: East Texas State Univ., Univ. of North Texas	<b>Jeffus, Larry</b> .....	Air Conditioning and Refrigeration Hiwassee College, A.A.; Univ. of Tennessee, B.S.; Further study: Univ. of Tennessee
<b>Cook, Sharon</b> .....	Director of Public Information Baylor Univ., B.A.	<b>Jensen, Denis H.</b> .....	English as a Second Language Univ. of Illinois, B.A.; Teacher's College, Columbia Univ., M.A.
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<b>Dennis, Vivian</b> .....	Mathematics East Texas State Univ., B.A., M.S., Ed.D.; Further study: U. of North Texas	<b>Kelley, Kate</b> .....	Director of Human Resources Univ. of Mary Hardin-Baylor, B.S.; Further study: Univ. of Mary Hardin-Baylor, Institute for Applied Management and Law
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		<b>Kilpatrick, Leon</b> .....	Director of Counseling; Dean, Human Development Langston Univ., B.A.; Univ. of Central Oklahoma, M.Ed.; Texas Southern Univ., Ed.D.

- Kirkpatrick, James Michael** ..... Computer Aided Design & Drafting  
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Eastfield College, A.A.S.; Univ. of North Texas, B.A.; East Texas State Univ., M.S.; Further study: Univ. of North Texas; Spanish Language Institute
- Latham, Jim** ..... Auto Body Technology  
East Texas State Univ., B.A.; Further study: East Texas State Univ., Texas A&M Univ.
- Leos, Camilo** ..... Developmental Mathematics  
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- Leslie, Rose** ..... Developmental Writing  
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- Lezanic, Curt** ..... Dean, Engineering, Technology & Computer Science  
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- Lopez, Frank** ..... Mathematics  
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- Lucky, Harrell C.** ..... Music  
Bethany Nazarene College, B.M.Ed.; Southwestern Baptist Seminary, M.C.M., D.M.E.; Further study: Academy of Music, Vienna, Austria
- Madriguera, Enric F.** ..... Music  
Oscar Espla Conservatory of Music, Spain, Diploma; Univ. of Texas at Dallas, M.A., Ph.D.; Further study: Royal Conservatory, Madrid and NEH Fellow at Univ. of Kentucky, Lexington
- Martin, M. Diane** ..... English  
Univ. of North Texas, B.A.; California State College at Fullerton, M.A.; Univ. of Texas at Austin, Ph.D.
- Massey, Aaron W.** ..... Counselor  
Southwest Texas State, B.S.; East Texas State Univ., M.S.; Further study: East Texas State Univ., Univ. of North Texas, Abilene Christian Univ., Texas A&M Univ.
- Mathus, Don L.** ..... Physical Education  
South Plains College, A.A.; Texas Tech Univ., B.S., M.S.; Further study: Univ. of North Texas
- Maxwell, Rick** ..... Art  
Univ. of Dallas, B.A.; Southern Methodist Univ., M.F.A.
- McCoy, David L.** ..... Photography  
Southeastern State College of Oklahoma, B.A.; East Texas State Univ., M.S., Ed.D.
- McMahon, Jerry D.** ..... Chemistry  
Texas Tech Univ., B.S.; Princeton Univ., M.A.
- Milton, Furman D.** ..... Director of Financial Aid and Placement  
Troy State Univ., B.S.; East Texas State Univ., M.Ed., Ph.D.
- Moorhead, Michael** ..... English  
Texas Tech Univ., B.A., M.A.; Further study: Texas Tech Univ.
- Morawiec, David** ..... Counselor  
St. Mary's College, B.A.; Univ. of Detroit, M.A.; Further study: East Texas State Univ., Univ. of Texas at Austin, Pan American Univ.
- Mosby, Larry** ..... Computer Aided Design & Drafting  
Prairie View A&M, B.S.; Univ. of North Texas, M.S.; Further study: Univ. of Texas at Austin
- Mouledous, Pierrette M.** ..... Piano  
Performer's Certificate, Ecole Normale de Musique; Southern Methodist Univ., M.M.
- Neil, Mary Lou** ..... English  
Texas Christian Univ., B.A.; Univ. of Dallas, M.A.; Further study: Univ. of Dallas
- Palmer, Ursula** ..... Interpreter Training Program  
Salve Regina College, B.A.; Univ. of Arizona, M.S.; East Texas State Univ., Ed.D.
- Penney, Jane A.** ..... Sociology  
East Texas State Univ., B.S., M.S.
- Penny, Duane** ..... Director of Business Training Center  
Navarro College, A.A.; East Texas State Univ., M.B.A.; Further study: East Texas State Univ., Univ. of North Texas
- Phillips, Jim G.** ..... Counselor  
East Texas State Univ., B.A., M.A., Ed.D.; Further study: Univ. of North Texas
- Piffardi, Ana M.** ..... Spanish  
Pan American Univ., B.A., M.A.
- Pleasant, P. Leon, Jr.** ..... Accounting  
Univ. of North Texas, B.B.A.; East Texas State Univ., M.B.A.; Further study: East Texas State Univ., Univ. of North Texas
- Pollard-Bratcher, Jennie** ..... Program Director, Continuing Education  
Prairie View A&M, B.S., M.S.; Further study: North Texas State Univ.
- Presley, Mark W.** ..... Dean, Physical Education & Science  
Franklin & Marshall College, A.B.; Univ. of Montana, M.S.; West Virginia Univ., Ph.D.
- Preston, David E.** ..... Computer Information Systems  
East Texas State Univ., B.S., M.S.; Univ. of North Texas, Ed.D.
- Priest, Andy J.** ..... Automotive Technology  
Univ. of North Texas, B.S.; Southern Methodist Univ., M.L.A.; Further study: East Texas State Univ.
- Privette, Parnell** ..... Electronics  
Univ. of Texas at Austin, B.S.E.E.
- Pruitt, John** ..... Director of Student Programs/Resources  
Univ. of Oklahoma, B.M.E., M.Ed.
- Purdy, Earlyne** ..... Office Technology  
Univ. of North Texas, B.S.; East Texas State Univ., M.S.; Further study: Univ. of North Texas
- Ranger, Carla** ..... Dean, Communications/Developmental Studies  
Memphis State Univ., B.S.; Univ. of Illinois, M.A.
- Rattan, Reva O.** ..... Coordinator, Services for Special Populations  
Univ. of Texas Health Science Center at Dallas, B.S.
- Rawlins, John Clayton** ..... Electronics  
Southern Methodist Univ., B.S.E.E.; East Texas State Univ., M.S.Ed.
- Richardson, Douglas M.** ..... Management  
Univ. of North Texas, B.B.A., M.B.A.; Further study: East Texas State Univ. of North Texas
- Richardson, Linda** ..... Assistant Director of Admissions and Registrar  
Univ. of North Texas, B.A.; Amber Univ., M.S.
- Robinson, Yvonne** ..... Computer Information Systems  
Univ. of the District of Columbia, B.S.; Univ. of North Texas, M.B.E.; East Texas State Univ., Ed.D.
- Rogers, Jimmy R. III** ..... Chemistry  
Oklahoma Christian College, B.A., B.S.; Univ. of Texas at Arlington, D.Sc.; Further study: Abilene Christian College
- St. Clair, Anita J.** ..... Office Technology  
Abilene Christian College, B.S.E.; Univ. of North Texas, M.B.E.; Further study: Southern Methodist Univ., Univ. of North Texas, East Texas State Univ.
- Schmitt, Allan B.** ..... Developmental Mathematics  
Univ. of Texas at Austin, B.E.S., M.S.E.E., Ph.D.E.E.
- Scott, Ray R.** ..... Physics  
Univ. of North Texas, B.A.; East Texas State Univ., M.S.; Purdue Univ., M.S.; Further study: East Texas State Univ.
- Scott, Sandra Saucedo** ..... Child Development  
Texas Woman's Univ., B.A., M.A.
- Sharp, Robert G.** ..... American History  
Whitworth College, B.A.; Purdue Univ., M.A.; Further study: Univ. of Denver, Univ. of New Mexico
- Sherrill, Theodore B., III** ..... Biology  
Lamar State Univ., B.S.; East Texas State Univ., M.S.; Further study: Southern Methodist Univ., Univ. of North Texas, East Texas State Univ.
- Shilling, Gerald** ..... Economics  
East Texas State Univ., B.B.A.; Univ. of Dallas, M.B.A.
- Smith, Maryle Bea** ..... Business  
Univ. of North Texas, B.B.A., M.B.E.; Further study: East Texas State Univ., Univ. of North Texas
- Stewart, John D.** ..... Dean, Humanities  
East Texas State Univ., B.M.Ed., M.Ed.; Indiana Univ., Ph.D.
- Stimson, Ronald** ..... Computer Information Systems  
Kent State Univ., B.S.M.E.D.
- Stock, Carolyn** ..... Dean, Continuing Education  
Ohio Univ., B.A.
- Streeter, C. Allen** ..... Engineering  
Louisiana State Univ., B.S., M.S.; Further study: Southern Methodist Univ., Professional Engineer Registration
- Streng, Adolph C., Jr.** ..... Psychology  
Texas Lutheran College, B.A.; Wartburg Seminary, M.Div.; The Univ. of Chicago, M.A.; Roosevelt Univ., M.A.; Further study: Univ. of Maine, Iowa State Univ., Univ. of Colorado
- Swindling, James A.** ..... Developmental Reading  
Daytona Beach Community College, A.A.; Florida State Univ., B.A., M.S.; Further study: Univ. of Nevada, East Texas State Univ.
- Thorne, John M.** ..... Computer Information Systems  
East Texas State Univ., B.B.A., M.B.A.; Further study: Univ. of Oklahoma
- Thornton, Carolyn** ..... Social Work  
Univ. of Cincinnati, B.A.; East Texas Univ., M.S.
- Trout, Bobbie** ..... Director of Admissions and Registrar  
Univ. of Texas at Austin, B.A.; Univ. of Texas at Dallas, M.A.
- Weaver, Gayle M.** ..... Biology  
East Texas State Univ., B.S., M.S.; Univ. of Oklahoma, M.S.; East Texas State Univ., Ph.D.; Further study: Oak Ridge Institute of Nuclear Studies
- Whisnant, Robert A., Jr.** ..... Humanities  
Univ. of South Florida, B.A., M.A.; Further study: East Texas State Univ.
- Williams, Jerome** ..... Biology  
East Texas State Univ., B.S., M.S.; Further study: East Texas State Univ., Univ. of North Texas
- Wilson, S. Neal** ..... Program Director, Continuing Education  
Abilene Christian Univ., B.S.; East Texas State Univ., M.S.
- Windrow, Kathy** ..... Art  
Southern Methodist Univ., B.F.A., M.F.A.; Further study: Eastfield College
- Winn, Jerry M.** ..... Developmental Mathematics  
Oklahoma Univ., B.S.E.E.; Southern Methodist Univ., M.S.
- Wisdom, Hardy** ..... Auto Body Technology  
Univ. of North Texas, B.A.
- Wyatt, Susan** ..... Child Development  
Texas Woman's Univ., B.S., M.S., Ph.D.
- Zamora, Felix A.** ..... Vice President of Student Development  
School for International Training, B.I.S.; Southern Methodist Univ., M.P.A.



# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 50,000 credit and 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 EJPIED 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.

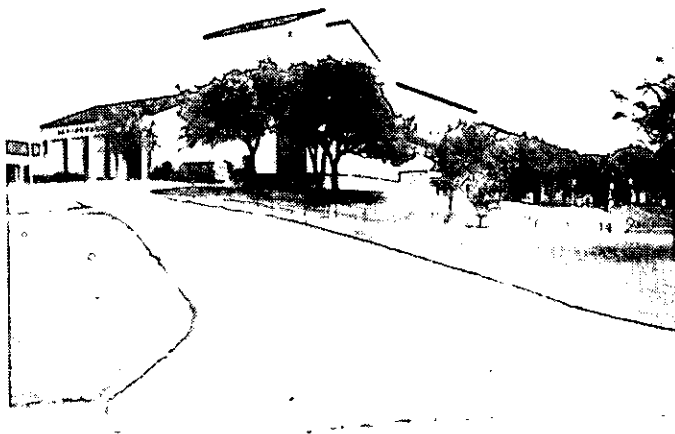
## Mission of the Dallas County Community College District

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, dropout and others with special needs. The colleges help each student design the educational program that best meets individual needs. Every student is offered intensive counseling to define goals and identify abilities. Continued guidance is available throughout the student's college career in case goals and plans change. This emphasis on counseling, rare for some institutions, is routine at all District colleges.

#### **District Responsibilities**

To carry out the District philosophy, the colleges obviously must offer a wide range of programs and courses,

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

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

#### **League for Innovation**

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 19 outstanding community college districts throughout the nation. Its purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

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

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

### **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:** Some course descriptions also indicate a Common Course Number. Beginning in the Fall of 1994, the Common Course Number will become the official number of the course. This same Common Course Number is being used for this 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 senior in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two related courses in the same semester; (d) Enrollment in both a DCCCD institution and a four-year institution at the same time; (e) Enrollment in both credit and Continuing Education courses at the same time.

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

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

**Credit hours/semester hours:** The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 3-credit-hour class (English, history, etc.) meets 3 hours per week during the fall/spring semesters; a 4-credit-hour class (science, languages, etc.) meets 6 hours per week. Check this catalog or the current class schedule for the value of any course you wish to take.

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

**DCCCD:** Dallas County Community College District comprised of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland Colleges, plus the Bill J. Priest Institute for Economic Development.

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

**Drop:** The act of officially withdrawing from a particular course without penalty before a specified date. See 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 which the college requires for services in addition to tuition charges.

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

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

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

**GPA:** Grade Point Average. Two different ways of computing a 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.

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

**Prerequisite:** A requirement which must be met BEFORE enrolling for a specific course. For example, the prerequisite for English 102 is the successful completion of

English 101. A prerequisite may be another course (high school or college), an appropriate assessment score or permission of the instructor.

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

**Registration:** The official process for enrolling in courses. This involves selecting classes with the help of an advisor, completing all registration forms and paying fees. Check the class schedules for registration dates.

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

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

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

**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 government.

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

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

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

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

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

**Transcript:** An official copy of a student's academic record which can be obtained through the Admissions Office. An official transcript must have the seal of the college affixed and the signature of the Registrar.

**Withdrawal:** The act of ending enrollment in classes. A student withdrawing must go through a formal procedure. It is the student's responsibility to withdraw officially by the appropriate date. See the calendar in this catalog or the class schedule for the "Last Day to Withdraw."

### III. ADMISSIONS AND REGISTRATION

#### General Admissions Policy

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

#### Admission Requirements

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

#### Beginning Freshmen

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

- Graduates from an accredited high school;
- Graduates of an unaccredited high school who are 18 years of age or older;
- Those who have earned a General Education Diploma (G. E. D.);
- Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval;

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 or G.E.D. may be admitted by one of the following:

(1) Written recommendation of the principal or superintendent of the last high school attended, or

(2) On the basis of completion of the college's assessment program with the results indicating the student has the ability to benefit from the college's curricular offerings.

f. Those who are under the age of 18, did not graduate from an accredited school, but who graduated from an unaccredited high school, or were schooled in a non-traditional setting (i.e., home-schooled) may be admitted by meeting all of the following conditions:

(1) Written recommendation of the principal or superintendent of the last school attended, or on the basis of completion of the college's assessment program with the results indicating the student has the ability to benefit from the college's curricular offerings;

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

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

#### Students Enrolled In High School

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

a. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal. 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 ACT/SAT/or college assessment program which indicate the student does not need remedial/developmental courses;

(3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester.

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

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





requirements);

(2) Presentation of scores on the ACT/SAT/or college's assessment program which indicate the student does not need remedial/developmental courses; and

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

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

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

(2) Presentation of scores on the ACT/SAT/or college's assessment program which indicate the student does not need remedial/developmental courses;

(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.

#### **Transfer Students**

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

a. Present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts, which must be received no later than the mid-semester date of the semester in which the student first enrolls, should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment may be excluded from taking certain courses having prerequisites. Transcripts received become the permanent property of the college. Recipients of baccalaureate and/or graduate degrees from accredited colleges and universities may submit a copy of a college/university diploma in lieu of transcripts. A student transferring from another collegiate institution is not at liberty to disregard his/her collegiate record and apply 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 re-report all accredited college/university course work will be subject to disciplinary action (including expulsion) and possible loss of credit for subsequent course work taken at the college.

b. Meet the minimum academic standards of the college. If an applicant on enforced scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the Admissions Committee of the

college. Admission may be provisional and enrollment may be limited as to credit hours and course work.

c. Meet all TASP requirements as shown below:

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

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

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

#### **Former Students**

Students formerly enrolled in the Dallas County Community College District must submit an application for readmission 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.

#### **Academic Forgiveness Policy**

In keeping with SB 1321, 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, then 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 admission application.

#### **Non-Credit Students**

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

#### **International Students**

The College is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admissions requirements are complete. International students on F-1, J-1, M-1, B-1, B-2 visas must:

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

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

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

- a. A graduate of an 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.)

Upon admission, all 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. 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 student is under nineteen years of age;
5. Submit official transcripts from each college or university previously attended with a minimum of "C" average;
6. Fulfill all admission requirements before the deadline designated by the College for international students and receive approval for admission from international admissions advisor.

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

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

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

1. Present documentation indicating valid non-immigrant status;
2. Provide official transcripts or documented proof verifying that the student is "in-status" and has been pursuing a full course of study during the term immediately preceding the transfer from the institution last authorized by INS for attendance.

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

### **Evaluation of Foreign Credentials**

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

An official evaluation of foreign credentials must be completed before transfer credit can be granted. The student is responsible for arranging for credential evaluation.

A list of acceptable professional evaluation services is available in the District Office of Student and International Programs or the Office of the College Registrar. The student is expected to pay all costs of translation and/or evaluation of foreign credentials.

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

### **Application and Admissions Procedures**

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

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

- a. An official application, available from the Admissions Office;
- b. Test Scores: Students who have ACT, SAT and/or TASP test scores taken within the last five (5) years are strongly urged to submit those scores to the college.
- c. Official Transcripts: The following **MUST** be submitted—  
(1) a beginning student is required to furnish a transcript of the student's high school record; (2) a college transfer student is required to furnish official transcripts of all college work attempted. The College accrediting agency requires transcripts, and the College uses them in program advisement. **IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM PREVIOUS COLLEGES ATTENDED.** If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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

## Reciprocal Tuition Agreement

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

PROGRAM	CAMPUS
Apparel Design	ECC
Automotive Technology	BHC
Dealership-sponsored Technician	
Service Technician	
Aviation Technology	MVC
Air Cargo	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Commercial Music	CVC
Construction Technology	NLC
Diagnostic Medical	ECC
Sonography	
Educational Personnel	RLC
Electrical Technology	NLC
Electronic Telecommunications	EFC, RLC
Electronics Computer Technology	EFC, MVC, NLC
Automated Manufacturing	MVC
Engineering Technology	BHC, RLC
Computer Integrated Manufacturing	RLC
Electronics Engineering	BHC, RLC
Industrial Technology	BHC
Food & Hospitality Service	ECC
Interior Design	ECC
Invasive Cardiovascular Technology	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Physical Fitness Technology	NLC
Plumbing and Pipefitting	NLC
Social Work Associate	EFC
Substance Abuse Counseling	EFC
Veterinary Technology	CVC
Video & Film Technology	NLC
Visual Communications	BHC
Vocational Nursing	ECC

Construction Technology programs offered by the DCCCD may be taken by residents of Collin County, Cooke County, Grayson County, Hill County and Weatherford Colleges at in-county tuition rates.

## Tuition

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

## Additional Fees

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

## Concurrent Enrollment and Fees

Students planning to enroll at more than one DCCCD college should complete applications for each DCCCD college they wish to attend. Also, all fees must be paid at the first college prior to enrolling at a second college.

## Special Fees And Charges

**Technology Fee:** There will be a student technology fee of \$10.00 assessed for each credit student each semester.

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

**Schedule Change Fee:** A schedule change fee will be charged for any form of "drop" from a class. The fee is \$10 per transaction during early registration and \$15 per transaction beginning on the first day of regular registration. No fee will be applied after the appropriate official reporting date of the regular semester or summer session. A schedule change fee will not be assessed on "add only" transactions.

**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 upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering educational opportunities. When students enroll in a class, they reserve places which cannot be made available to other students

Continues following Tuition & Fees Schedule

## TUITION AND STUDENT SUPPORT FEES Fall and Spring Sessions

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

Semester Credit Hours	DALLAS COUNTY					OUT-OF-DISTRICT					OUT-OF-STATE OR COUNTRY				
	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total
1	\$ 48	\$10	\$5	\$10	\$ 73	\$105	\$10	\$5	\$10	\$130	\$ 200	\$10	\$5	\$10	\$ 225
2	48	10	5	10	73	105	10	5	10	130	200	10	5	10	225
3	48	10	5	10	73	105	10	5	10	130	200	10	5	10	225
4	64	10	5	10	89	140	10	5	10	165	260	10	5	10	285
5	80	10	5	10	105	175	10	5	10	200	325	10	5	10	350
6	96	10	5	10	121	210	10	5	10	235	390	10	5	10	415
7	112	10	5	10	137	245	10	5	10	270	455	10	5	10	480
8	128	10	5	10	153	280	10	5	10	305	520	10	5	10	545
9	144	10	5	10	169	315	10	5	10	340	585	10	5	10	610
10	160	10	5	10	185	350	10	5	10	375	650	10	5	10	675
11	174	10	5	10	199	364	10	5	10	389	715	10	5	10	740
12	188	10	5	10	213	378	10	5	10	403	780	10	5	10	805
13	202	10	5	10	227	392	10	5	10	417	845	10	5	10	870
14	216	10	5	10	241	406	10	5	10	431	910	10	5	10	935
15	230	10	5	10	255	420	10	5	10	445	975	10	5	10	1,000
16	244	10	5	10	269	434	10	5	10	459	1,040	10	5	10	1,065
17	258	10	5	10	283	448	10	5	10	473	1,105	10	5	10	1,130
18	272	10	5	10	297	462	10	5	10	487	1,170	10	5	10	1,195
19	286	10	5	10	311	476	10	5	10	501	1,235	10	5	10	1,260
20	300	10	5	10	325	490	10	5	10	515	1,300	10	5	10	1,325

## TUITION AND STUDENT SUPPORT FEES Summer Sessions

Semester Credit Hours	DALLAS COUNTY					OUT-OF-DISTRICT					OUT-OF-STATE OR COUNTRY				
	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total
1	\$ 54	\$10	\$5	\$10	\$ 79	\$150	\$10	\$5	\$10	\$175	\$225	\$10	\$5	\$10	\$250
2	54	10	5	10	79	150	10	5	10	175	225	10	5	10	250
3	54	10	5	10	79	150	10	5	10	175	225	10	5	10	250
4	72	10	5	10	97	192	10	5	10	217	284	10	5	10	309
5	90	10	5	10	115	240	10	5	10	265	355	10	5	10	380
6	108	10	5	10	133	288	10	5	10	313	426	10	5	10	451
7	120	10	5	10	145	300	10	5	10	325	497	10	5	10	522
8	132	10	5	10	157	312	10	5	10	337	568	10	5	10	593
9	144	10	5	10	169	324	10	5	10	349	639	10	5	10	664

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

### TUITION REQUIREMENTS FOR LONG TERM:

- Dallas County Residents** \$16.00 per credit unit through ten credit units and \$14.00 for each additional credit unit over ten credit units; minimum of \$48.00
- Out-of-District Residents** \$35.00 per credit unit through ten credit units and \$14.00 for each additional credit unit over ten credit units; minimum of \$105.00
- Out-of-State Residents** \$65.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$65.00 per credit unit; minimum of \$200.00

### SUMMER SESSION

- Dallas County Residents** \$18.00 per credit unit through six credit units and \$12.00 for each additional credit unit over six credit units; minimum of \$54.00
- Out-of-District Residents** \$48.00 per credit unit through six credit units and \$12.00 for each additional credit unit over six credit units; minimum of \$150.00
- Out-of-State Residents** \$71.00 per credit unit; minimum of \$225.00
- Out-of-Country Residents** \$71.00 per credit unit; minimum of \$225.00

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

**Effective Date:** Fall Semester, 1993

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.

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 five class days of the semester...80%\*  
During the second five class days of the semester....70%\*  
During the third five class days of the semester...50%\*  
During the fourth five class days of the semester...25%\*  
After the fourth five class days of the semester...NONE

**Summer Semesters**

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

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

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

**Regular Session**

During the first twelve class days of the semester...100%\*  
After the twelfth class day of the semester...NONE

**Summer Session**

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

\* Registration and any applicable Schedule Change Fees are non-refundable even if one is due a refund.

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

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

1. Federal Family Educational Loan Programs
2. Federal Direct Loan Programs
3. Federal Pell Grant Program
4. Federal SEOG Program
5. Other Title IV programs
6. Student

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

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.

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.

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

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

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

(4) 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.

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

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

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

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

**Returned Checks**

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







### **Assessment and Advisement Procedures**

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

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

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test either prior to, or during, their semester of enrollment in their 9th college-level credit hour. Such students must report TASP scores

prior to their next semester of enrollment. Should students fail either the reading, writing or mathematics section of TASP, they will be required, as mandated by Texas state law, to participate in the appropriate remediation continuously until the failed section is passed.

### **Change Of Schedule**

Students should be careful in registering to schedule courses only for the days and hours they can attend. Students requesting class changes should contact the Registrar's Office during the time specified in the current class schedule. A schedule change fee will be charged for any form of "drop" from a class, except in the case of classes canceled by the college. No change is complete until it has been processed by the Registrar's Office.

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

A person who meets the admission requirements of the District may, with the consent of the division chairperson and instructor, enroll in a credit course as a non-credit student. A non-credit student may attend class, but may not receive a final grade nor credit for a course. An instructor may give an examination if he or she determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student, except that a student service fee may not be charged.

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

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 College 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
- Southern Association of Colleges and Schools/  
Commission on Colleges
- Western Associations 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 policy of the College not to transfer credits received from any United States institution not so accredited except where signed agreements between the college and other institutions exist. However, students who have gained proficiency through completion of coursework from non-accredited institutions may receive college credit through credit-by-examination/credit by experience.

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

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

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

Official transcripts from all higher education institutions and a request for a degree plan evaluation must be on file before the evaluation can be accomplished in the Registrar's Office. Any questions concerning the validity of the document(s) will result in the need to have an official transcript(s) sent directly from the other institution(s) to the Registrar's Office. Transfer students admitted with a grade point deficiency cannot graduate until the deficiency is cleared by earning additional grade points.

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

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

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

The Texas Academic Skills Program (TASP) is required by state law to insure that students enrolled in Texas public colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide diagnostic information about the reading, mathematics and writing skills of students.

Students who entered the DCCCD Fall, 1989, or thereafter, must take the TASP test prior to accumulating, or during the semester of enrollment in, 9 hours of college credit, and must report TASP scores prior to their next DCCCD enrollment. Students who have had at least 3 hours of college-level credit prior to Fall, 1989 are exempt from the TASP requirement. Students enrolled in certain DCCCD Certificate programs may be waived from the TASP requirement.

Deaf and blind students are TASP-exempt, as are students whose composite Enhanced ACT is 29 or higher with individual math and English scores of at least 27; or whose SAT composite score is at least 1200 with Verbal and Math scores each of at least 550; or with TAAS scores of at least 1800 on each of the three sections. (ACT/SAT scores must have been taken within the last five (5) years; TAAS scores must have been within the last three (3) years and are valid for TASP exemption ONLY if testing occurred in grades 10, 11 or 12.)

Students transferring with hours earned at other Texas public institutions must take TASP before or during the semester in which they earn nine (9) college-level hours; in other words, the hours earned at other Texas public institutions are used to compute the nine hours. Students transferring from private, out-of-state institutions

must take TASP before or during the semester in which they have earned nine college-level hours in a Texas public college/university; in other words, while public hours count toward the nine hours, private/out-of-state hours do not count toward this limit.

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

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

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

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



## IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades And Grade Point Average

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

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

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 2.93:

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

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 with the exception of those courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a performance grade of A-F. 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 "I" may be given when an unforeseen emergency prevents a student from completing the work in a course. The "I" must be converted to a performance grade (A-F) within 90 days after the first day of classes in the subsequent regular semester. If the work is not completed after 90 days, the "I" is converted to a performance grade.

An Incomplete Contract is used to convert an incomplete grade to a performance grade and states the requirements for the satisfactory completion of the course. The Incomplete Contract must be agreed upon and signed by the instructor, the student and the division chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

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

### Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average, based on 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 99 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

### Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more)

should not work more than 20 hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is six credit hours. The recommended load limit in a six-week summer session is six credit hours. A total of 14 credits is the maximum that may be earned in any 12-week summer period.

### Classification Of Students

#### *Freshman:*

A student who has completed fewer than 30 credit hours.

#### *Sophomore:*

A student who has completed 30 or more credit hours.

#### *Part-time:*

A student carrying fewer than 12 credit hours in a Fall or Spring semester.

#### *Full-time:*

A student carrying 12 or more credit hours in a Fall or Spring semester.

### Class Attendance

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

Instructors are responsible for describing attendance 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 obtain a drop or withdrawal form and follow the prescribed procedure. It is the student's responsibility to drop or withdraw.

Failure to do so will result in receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. 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 eligibility for a refund.

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

### Academic Recognition

Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take 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 honor roll inclusion.



### Scholastic Probation, Scholastic Suspension and Academic Dismissal

#### Scholastic Probation

Students who have completed a total of nine(9) credit hours with a performance grade of A, B, C, D or F and who have a grade point average based on GPA (1) of less than 2.00 will be placed on Scholastic Probation. A student on Scholastic Probation may re-enroll at the College if a minimum 2.00 grade point average based on GPA (1) is earned in each semester or summer term.

If a student on scholastic probation fails to meet the above requirements in a given semester or summer term, 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 long term.

After students have served their first suspension, they may continue to re-enroll with the completion of a semester/summer term GPA of 2.00 or greater. Should students not meet the required standards and be placed on continued Scholastic Suspension for a second time, they will be suspended for a period of 12 months. Prior to application for readmission, a student must present to the Admissions Committee a written explanation of how he/she plans to improve his/her academic standing. The student will be readmitted on continued Scholastic Probation, and may have his/her coursework and total hours limited.

## **Academic Dismissal**

Students readmitted after having been on Scholastic Suspension a second time, and who subsequently fail to achieve a GPA (1) of 2.0 or higher, shall be placed on Academic Dismissal. After a 12-month period of Academic Dismissal, these students may be recommended for readmission only by the vice president of Student Development or designate.

Students are responsible for knowing if they have passed the minimum standards for continuing in the College.

Students who are on Academic Suspension or Academic Dismissal from other institutions are ineligible for admission to the College unless they have met the academic standards required of students at the college.

## **Grade Reports**

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

## **DCCCD Transcript of Credit**

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

Upon written request of the student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. 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 in Business Degree, the Associate of Applied Science Degree, the Associate of College/University Transfer Degree and certificates upon students who have completed all requirements for graduation. Each degree candidate must earn the last 25% of the hours for a degree (15 hours for a 60-hour degree, 18 hours for a 72-hour degree, etc.) as a resident student in the DCCCD, or accrue 45 hours in residence in the DCCCD. At least 25% of the credit hours required for graduation must be earned through instruction (not credit-by-examination) by the college granting the degree.

Students seeking certificates or associate degrees must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Failure to submit official transcripts directly from the institutions attended will result in the degree or certificate not being awarded.

The degree must be awarded by the college which offers the program in which the student majored. If two or more schools offer the program, the student is granted the degree where the majority of the hours were taken, but at least 25% of the credit hours required for graduation must be earned at the college granting the degree. Correspondence work must be approved by the Registrar for graduation credit.

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

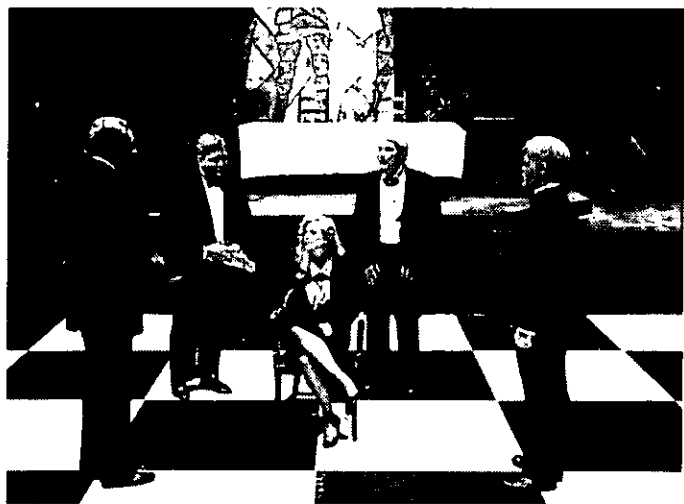
## **The Common Learning Curriculum**

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree. 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 as 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 101, Speech Communication 101, and a math course numbered 100 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, Business, and Humanities.





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

This degree is primarily designed as the first two years of a four-year degree. Students desiring to transfer should seek this degree after consultation with the college counseling/advising center.

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 101, Speech Communication 101, and math course numbered 100 or above), a grade point average of at least "C" (2.0), based on GPA.(2), and a passing score on all sections of TASP (if students who are not TASP exempt) to receive the Associate of Arts and Sciences Degree. These 61 hours may be earned at any district college and must include:

- English 101 (3 credit hours) [ A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course numbered 100 or above (3 credit hours) [ A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 102 (3 credit hours).
- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216 (English 209 and English 210 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104 OR successfully complete Astronomy 111-112.)

- Humanities (3 credit hours) to be chosen from: Art 104, a foreign language, Humanities 101, English 201, 202, 203, 204, 205, 206, 215 or 216, Music 104, Philosophy 101 OR Theatre 101.

- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)

- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology

- History 101 AND 102 (6 credit hours) (NOTE: Only three credit hours of History may be earned through credit-by-examination.)

- Government 201 AND 202 (6 credit hours) (NOTE: Only three credit hours of Government may be earned through credit-by-examination.)

- Business (3 credit hours) to be chosen from Business, Accounting, Management 136, • Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements

- Electives (16 - 18 credit hours)

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

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

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

*This degree is available only at Brookhaven, Eastfield, El Centro, Mountain View, North Lake and Richland Colleges.*

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 in a business field. This is a general plan and may or may not satisfy the requirements of a specific transfer university. Students planning to transfer to a four-year institution must consult that institution's catalog to



insure selected courses will both transfer and apply toward the intended major. Once students have decided on the specific four-year institution to which they plan to transfer and a specific major within business, they are strongly encouraged to utilize the transfer degree plan which is customized to meet specific requirements of the selected four-year institution. Such students may also wish to take advantage of the DCCCD Transfer Guarantee Program. Transfer information materials are available in the Counseling/Advisement Center.

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three core courses (English 101, Speech Communications 101 and Math 111), a grade average of at least "C" (2.0) based on GPA (2) and a passing score on all sections of TASP (if students are not TASP exempt) to receive this degree. These 61 hours must include:

- English 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Math 111 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 102 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205 or 206
- Laboratory Science (8 credit hours) to be chosen from: Biology 101 and 102, Biology 115 and 116, Chemistry 101 and 102; Astronomy 111 and 112, Geology 101 and 102, Physics 111 and 112, Physics 117 and 118, Physics 201 and 202, or Physical Science 118 and 119
- Humanities (3 credit hours) to be chosen from: Art 104, a foreign language, Humanities 101, Sophomore Literature

(select from English 201, 202, 203, 204, 205 or 206), Music 104, Philosophy 101 or Theatre 101

- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)
- History 101 and 102 (6 credit hours) (NOTE: Only three credit hours of history may be earned through credit-by-exam.)
- Government 201 and 202 (6 credit hours) (NOTE: Only three credit hours of Government may be earned through credit-by-exam.)
- Core Business courses (19 credit hours) Students must complete Accounting 201 and 202, Economics 201 and 202, Computer Information Systems 101 and Math 112.
- Electives (3 credit hours) Electives should be chosen to satisfy transfer requirements with an emphasis on business courses. Students should consult with an advisor for the appropriate course selection to meet the requirements of the four-year institution and major field of study.

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

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

### Associate of College/University Transfer Degree

A student may earn an Associate of College/University Transfer through an individually-negotiated degree plan that incorporates those elements of the DCCCD Associate of Arts and Sciences Degree that fall within the student's transfer plan developed under the Student Transfer Guarantee program. Students must have a minimum of 61 credit hours, a grade of "C" or better in English 101 and in a 100 or higher math course, a grade point average of at least "C" (2.0), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive this degree. These 61 hours may be earned at any District college and must include:

- History 101 and 102 (6 credit hours) (NOTE: Only three credit hours of history may be earned through credit-by-examination)

- Government 201 and 202 (6 credit hours) (NOTE: Only three credit hours of government may be earned through credit-by-examination)
- English 101 (3 credit hours with a grade of "C" or better)
- A math course numbered 100 or above (3 credit hours with a grade of "C" or better if math is included in the degree plan. If more than one math course is required, a grade of "C" or better must be earned in at least one math course.)
- A speech course (3 credit hours with a grade of "C" or better, if a speech course is required)

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

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

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

### Associate of Applied Science 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 101 OR Communications 131, Speech Communication 101, AND in the math course required in the specific degree plan), a grade point average of at least "C" (2.0), 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 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 101 (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, Theatre, Religion, Foreign Language, English 201, English 202, English 203, English 204, English 205, English 206, English 215, OR English 216
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate of Applied Science 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 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Music 199, and Theatre 199.

### Tech-Prep

Tech-Prep programs provide high quality, rigorous technical preparation based on a common core of academic courses that meet Texas recommended proficiencies in English, mathematics, science and social studies. Tech-Prep students are provided with options leading to advanced training in four technical clusters: business/computer sciences, engineering technology, health and human services. DCCCD offers an associate degree and certificates as well as college transfer opportunities based on agreements among area secondary programs as well as 4-year colleges and universities which benefit Tech-Prep students. After successfully completing the required high school courses outlined in a Tech-Prep program, Tech-Prep students may receive college credit toward graduation in certain college programs. Tech-Prep students



should check with the College vice president of Instruction for specific information.

### **Guarantee For Job Competency**

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

### **Certificate Programs**

The requirements for certificates are detailed under specific programs in the Technical/Occupational Programs section of this catalog. A "C" (2.0) 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 count toward

graduation nor the GPA. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Music 199, and Theatre 199. Students working toward a certificate may be waived from the TASP requirement; the student may enroll only in courses leading toward the certificate in order to maintain their TASP Waved 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 in Applied Science 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 at the end of their freshman year. Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

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.

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

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

### **Waiving Of Scholastic Deficiency**

Any student in an academic transfer program may transfer to Applied Science degree or Certificate program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in that career program. If the student changes to an academic transfer program, the original conditions of

the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

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

### Academic Transfer Programs

The Dallas County Community College District offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In addition to offering a strong, creative foundation for the freshman and sophomore years, the academic transfer curriculum is coordinated with a number of Texas four-year institutions to insure the transfer of credits. Although each four-year school

is different, students may guarantee transferability of their courses by being active and responsible in the advisement process. By consulting the four-year institution regularly and taking advantage of the resources available at each of the DCCCD colleges, students may insure that the transfer process is a positive experience.

The Texas Education Code Section 61.078 enacted by the 71st Texas Legislature (SB 457) provides a means to aid students in resolving disputes regarding the transfer of course credits. To qualify as a dispute the course(s) in question must be listed in the Community College General Academic Course Guide Manual and be offered at the receiving institution. The sending institution, or the student working through the senior institution, must initiate the dispute. From the date a student is notified of the denial of credit, the law allows a maximum of 45 calendar days for the resolution of the dispute by the sending and receiving institutions.

In order to challenge the denial of credit, a "Transfer Dispute Resolution" form, available through the District Office of Student and International Programs (telephone 214-746-2410) must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution.

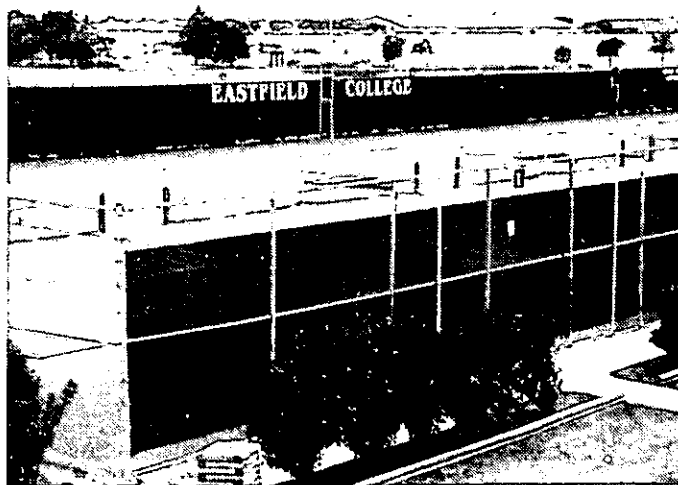
The receiving institution must then inform the student, the sending institution and the State Commissioner of Higher Education of the resolution. If need be, the Commissioner, or designate, may be called upon to resolve the dispute.

### Earning An Associate Degree Prior To Transferring

During the time of attendance in the DCCCD, students may elect to earn a two year associate degree. The Associate of Arts and Sciences Degree is designed specifically for those students who plan to transfer to a Texas four-year institution. The Associate of Arts and Sciences Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory

courses specifically related to their major field of study. Additional information regarding this degree can be found elsewhere in this catalog or from a counselor or advisor.

The Associate of College/University Transfer 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.



### Transfer Dispute Resolution

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

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

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

## Choosing A Major And Developing An Educational Plan

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

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

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

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



## College Resources For Transfer Students

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

### The Counseling Center

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

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

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

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

### Course Selection Guides

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

Accounting	Agriculture
Advertising Art	Architecture
Aerospace Engineering	Art

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

### 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. At the time of this printing, all Texas community/junior colleges had moved, or will be moving, 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. If a course has been assigned a common course number, it can be found in parenthesis. For example, the common course number for our English 101 course will be shown as "(ENGL 1301)," and our Math 101 as "(MATH 1314)." 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 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 Course Selection Guide valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be 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 that they understand all of the requirements for admission, such as application deadlines, minimum grade point average requirements, limitation on the number of credit hours that are acceptable in transfer, policies regarding acceptance of repeated courses, housing information, and financial aid application procedures. Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus visitation periods where students can meet with representatives from all areas of the institution.





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

### **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 cooperate in the development of DCCCD Course Selection Guides. 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 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 Course Selection 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 plan—which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—which must be filed with the appropriate DCCCD college.

This guarantee is designed specifically for those DCCCD students who have made firm decisions about their major and the institution to which they planned to transfer. The DCCCD is working with a number of Texas institutions, such as the University of North Texas, East Texas State University, the University of Texas at Arlington, the University of Texas at Dallas, Texas Woman's University, Texas Tech, 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.

## **VI. OTHER EDUCATIONAL PROGRAMS**

### **Technical/Occupational Programs**

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

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

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

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

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

### **Credit By Examination**

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

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

Students must be currently enrolled at a DCCCD college to receive credit by examination. Students may not request credit by examination in courses for which they are currently enrolled. Students may earn as many credits through examination as their ability permits and needs require, but the last 25% of the credit hours required for graduation in any degree or certificate program may not be earned through credit by examination except as approved by the Vice President of Instruction.

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

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

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

<u>Test</u>	<u>DCCCD Courses</u>
Intro to Accounting	ACC 201,202
General Biology	BIO 101, 102
Intro to Business Law	BUS 234
Information Systems & Computer Applications	CIS 103
General Chemistry	CHM 101, 102
Intro to Macroeconomics	ECO 201
Intro to Microeconomics	ECO 202
Freshman English	ENG 101
Analysis/Interpretation of Literature	ENG 102
English Literature	ENG 201, 202
American Literature	ENG 205, 206
College French 1-2	FR 101, 102
College German 1-2	GER 101, 102
American Government	GVT 201 or 202
American History 1	HST 101
American History 2	HST 102
Western Civilization 1	HST 105
Western Civilization 2	HST 106
Intro to Management	MGT 136
Principles of Marketing	MKT206
College Algebra	MTH 101
Trigonometry	MTH 102
Calculus w/ Elementary Functions	MTH 124
Intro to Psychology	PSY 101
Human Growth and Development	PSY 102
Intro to Sociology	SOC 101
College Spanish 1-2	SPA 101,102
College Spanish 3-4	SPA 201, 202

*DANTES (Additional DANTES tests may be approved)*

<u>Test</u>	<u>DCCCD Courses</u>
Lifespan Developmental Psychology	PSY 201
Intro to Computers with Programming in BASIC	CIS 172
Basic Marketing	MKT 206
Intro to Business	BUS 105
Beginning German I	GER 101
Beginning German II	GER 102
Beginning Spanish I	SPA 101
Beginning Spanish II	SPA 102
Principals of Financial Accounting	ACC 201
Basic Technician Drafting	CAD 182

#### *Advanced Placement Examination*

<u>Test</u>	<u>DCCCD Courses</u>
U. S. History	HST 101 & 102
European History	HST 105 & 106
Biology	BIO 101 & 102
Chemistry	CHM 101 & 102
English Language/Composition	ENG 101 & 102
Math-Calculus AB	MTH 121
Math-Calculus BC	MTH 124
Physics B	PHY 111 & 112
Physics C	PHY 201 & 202
Computer Science AB	CS 111 & 112

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.

#### **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 activities. The "CR" grade is awarded for non-traditional course work accepted for credit.

4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.

5. The number of equivalent credits awarded may not exceed 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 110 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 may register for flexible entry courses during the pre-semester registration periods or at regular times during the semester. Students should check with the Registrar to determine times for registration in these courses. Approval must be obtained for enrollment.

### **Distance Learning Courses**

#### **Telecourses**

Students have the option of taking a variety of credit courses through the TELECOURSE program of learning. Telecourses require viewing a series of video programs, along with studying a textbook, completing specific assignments and taking course tests. In addition, students use a course Study Guide, which provides detailed directions for reading and viewing lessons. At a required orientation at the beginning of the course, students meet with the telecourse instructor who is available by telephone or in person throughout the semester. Course testing is done through the campus testing center. Telecourses are equivalent to the on-campus sections of the same courses in terms of objective, content, rigor and transferability.

Most telecourses are shown on open broadcast through KDTN-TV2 and on local cable system channels, as well as being available for viewing on campus. A few courses are offered as video cassettes for lease through the colleges' bookstores. Telecourses may be taken in conjunction with on-campus classes and students enroll for telecourses

through the normal registration processes. Successful TELECOURSE students are goal oriented and self directed, know how to learn independently and have prerequisite skills such as a college reading level. Telecourse offerings are listed in the credit class schedules published by all DCCCD colleges each semester and subject matter includes:

Accounting	Anthropology
Business	Computer Information Systems
Economics	English
History	Humanities
Government	Management
Health	Psychology
Sociology	

For additional information, interested students should consult a DCCCD Telecourse Information brochure containing course descriptions, requirements, viewing schedules and other pertinent information. This brochure is available on all campuses each semester or by calling the TELECOURSE HOTLINE at 952-0300.

#### **Teleclasses Via DC-NET**

A growing number of courses are offered for the LeCroy Center for Educational Telecommunications on Dallas College Network. DC-NET is live television, but with a difference. It is interactive: students watch and listen to the instructor on television and talk with the instructor and with classmates at other sites by using special microphones.

DC-NET classes are available at DCCCD colleges, select business sites and in Dallas, Mesquite, Farmers Branch and Richardson on cable television. Students taking the courses via cable TV interact by using the telephone.

DC-NET provides students with several important benefits:

\*\* access to courses which otherwise might not be available at individual colleges because of low enrollments. DC-NET allows students at multiple colleges, businesses and homes with cable TV to be combined so that the class has enough students to be offered.

\*\* access to high-demand courses which are filled and not available at an individual college. A class on DC-NET can make additional enrollments available for those courses.

\*\* access to courses at times which may be more convenient for students. Because DC-NET courses have small numbers of students at any one college receive site, and because they often have students at business sites and in homes, courses can be scheduled for the convenience of the few.

DC-NET courses are listed in the colleges' class schedules with special designations. Tests are administered at the testing centers of the colleges of the DCCCD. For more information, call 952-0340.



### **Cooperative Work Experience**

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

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

To enroll in a cooperative education course, students must:

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

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

### **International Studies**

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

Also offered by many of the campuses are study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to three weeks. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, USSR, 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 at 214-746-2410.

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

Many Human Development courses transfer to many 4-year institutions as elective credit. These courses use an experimental model which allows for the use of a wide variety of teaching/learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community. The Human Development classes are intentionally small to allow students to actively participate in discussions and practice new skills.

### **Developmental Studies**

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

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

### **Evening And Weekend College**

In order to serve those people whose work schedule and/or personal involvements make it impossible for them to attend college during normal daytime hours, most courses offered during the day also are available in the Evening and

**Weekend College.** Courses are offered both on campus and at selected community locations.

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

### **Library and Student Obligations**

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

### **Servicemen's Opportunity College**

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

### **Continuing Education Programs**

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

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

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

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

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

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

College credit may be awarded for some courses related to DCCCD vocational/technical/occupational programs. Continuing Education Units (CEU's) are transcribed upon successful completion of the course. In all recognized educational circles, one CEU is equal to "ten contact hours of participation in an organized Continuing Education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

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

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

The Institute's program areas include:

**The Business & Professional Institute (BPI)**—Offers non-credit customized contract training to business and industry;

**The Edmund J. Kahn Job Training Center (JTC)**—Provides short-term, intensive career training and basic skills instruction as well as evening and weekend continuing education courses; career training and instruction to unemployed and under-employed individuals;

**The Dallas Small Business Development Center (SBDC)**—Provides counseling, training, and resources to small businesses throughout Dallas County.

**The International Business Center SBDC (IBC)**, Located in the World Trade Center, provides services to businesses interested in international trade;

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

**Technology Assistance Center SBDC (TAC)**—Offers counseling services and training seminars focusing on technology transfer, product development and commercialization, the invention process and licensing; and

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

**The North Texas-Dallas SBDC**—One of four regional SBDC offices in Texas, is also located in the Priest Institute for Economic Development. It administers SBDC activities in 49 counties and comprises 16 field centers, including the Dallas SBDC, IBC, CGC and TAC.

For more information about any of these programs, please consult the BJPIED section at the back of the comprehensive District Catalog or call (214) 565-5803.

## VII. STUDENT DEVELOPMENT

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

### Student Programs and Resources

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

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 that engage 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 Center Services

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

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

### Tutoring Services

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

### Testing/Appraisal Center

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

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

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

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply equally to Test Centers 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. A small portion of the student activity fees goes to support the health services so no additional fees are charged. No information about the individual's health is released without the written permission of that individual unless required to do so by law.

### **Student Health Insurance**

Optional student health insurance, with optional coverages of spouse and children, is available at the college. This limited coverage policy is administered by a local insurance company for a relatively-inexpensive fee.

### **Job Placement Services**

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

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

### **Special Services**

The Special Services Office offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and may include sign language interpreters, notetakers, tutors, mobility assistants, readers/audio tapers, and loan of specialized equipment such as wheelchairs, audio tape recorders, talking calculators, closed captioning decoders, raised-line drawing kits and large print materials. Academic, career and personal counseling, special testing accommodations, registration assistance and extensive information and referral services are also available. Students with special needs are encouraged to contact the office at least one month prior to registration. They will be provided orientation and registration information. For additional information, please contact the Special Services Office on the campus you plan to attend.

### **Student Organizations**

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

Co-curricular organizations pertinent to the educational goals and purposes of the College; social organizations to provide an opportunity for friendships and promote a sense of community among students; service organizations to promote student involvement in the community; pre-professional and academic organizations to contribute to the development of students in their career fields.

### **Intercollegiate Athletics**

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

### **Intramural Sports**

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

### **Housing**

The College does not operate dormitories of any kind nor maintain listings of available housing for students. Students who do not reside in the area must make their own arrangements for housing.

### **College Police Departments**

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



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

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.

## **VIII. FINANCIAL AID**

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

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

### **How to Apply**

The Free Application For Federal Student Assistance (FAFSA) must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. The FAFSA is to be mailed directly to the address indicated on the application. Six to eight 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, all students must complete the DCCCD Financial Application and return it to the Financial Aid Office of the DCCCD college the student plans to attend.

The Department of Education will randomly select some applicants and require that information reported on the 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. All eligible non-citizens may be required to submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges (including our DCCCD colleges), universities, vocational or trade schools, a Financial Aid Transcript must be sent from each previous institution to the Financial Aid office of the school where the student is applying. This procedure is required even though the student may not have received financial assistance at the previous institution.

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

### **Deadlines for Applying**

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

Academic Year — 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 costs until their application can be completed. Applicants should contact the Financial Aid Office at the school to which they plan to attend for additional deadlines and requirements.

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

### **Grants**

#### **Federal Pell Grant**

The Federal Pell Grant is a federally-funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this program is to provide eligible students with a "foundation" of financial aid to assist with the cost of attending college.

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application discussed earlier. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Federal Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and

in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Federal Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid Office. The exact amount of the 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 maximum award for an academic year is \$4,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Priority is given to students receiving the Federal Pell Grant. Students must apply each year for the Federal SEOG Grant.

#### Texas Public Educational Grant (TPEG)

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

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must make satisfactory academic progress toward their educational goal and have financial need. The maximum grant for an academic year is \$5,000; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG grant.

### **Scholarships**

#### DCCCD Foundation Scholarships

The DCCCD Foundation provides a scholarship program for students who attend the colleges of the DCCCD. These funds are made available through the colleges to needy students who also meet additional criteria of the

scholarship funds. Students holding student visas are not eligible. Application forms for these Foundation scholarships and information concerning other requirements and deadlines are available in the Financial Aid Office at each college.

#### Miscellaneous Scholarships

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

### **Loans**

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

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending agencies such as banks, savings and loan associations, credit unions and insurance companies. To be eligible students must now have financial need, make satisfactory academic progress toward their educational goal, and be enrolled for at least six (6) credit hours. As an undergraduate, the student may borrow up to \$2,625 per year for the first year and \$3,500 for the second year, with a maximum of \$23,000 for all years of undergraduate study. The actual loan amount may be limited to less than this, depending on the cost of attendance, other financial aid, and family financial condition.

The interest rate is variable with a maximum of 9%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years. Lenders may 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.

#### Federal Unsubsidized Stafford Loans

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

#### Federal Supplemental Loans to Students (FSLS)

Under the Federal Supplemental Loans to Students (FSLS) Program, independent undergraduate students may be eligible to borrow up to \$4,000 each year for the first two years of academic study. Legislation requires an undergraduate to complete a needs analysis to determine

whether there is federal aid eligibility before a Federal SLS can be completed. The loan maximum is \$23,000 for all the years of undergraduate study. The interest rate is variable with a maximum of 11%. For students receiving FSLs only, lenders should be contacted regarding repayment. Most lenders will capitalize the interest if the payments are deferred.

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

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

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

The Hinson-Hazlewood Loan is a state-funded Federal Stafford Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazlewood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit is \$2,625 for the first year and \$3,500 for the second year of undergraduate study and a maximum of \$23,000 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition. A loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. No interest or payments are paid by the student while enrolled at least 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 campus basis.

#### Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs to students. Loans are usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan or the end of the term. A late fee of \$10 will be added for late payment. Because the funds are very limited, students should apply early if financial assistance is needed for registration costs.

#### Employment

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

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

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

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

### **Sample Repayment Schedule**

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

#### **Typical Repayment Plans**

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

### **Tuition Exemption Programs**

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

### **Vocational Rehabilitation**

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally 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 Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

### **Bureau of Indian Affairs**

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

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

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

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

1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
2. A veteran student enrolled in television courses must be enrolled in three on-campus semester credit hours. VA payments for TV courses are limited to five semester credit hours per student.
3. A veteran student who has successfully completed credit hours at another college or university before applying for V.A. benefits must submit official academic transcripts to the Admissions Office. The transcript is evaluated and credit granted when applicable. The Admissions Office will evaluate all previous course work and prepare an educational plan.
4. A veteran student must enroll in courses required for a degree program. Information about degree requirements may be obtained from the Admissions Office.
5. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in this catalog.

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

### **Hazlewood Act**

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

### **Academic Progress Requirements**

To comply with applicable laws and accreditation standards the Dallas County Community College District has developed a policy describing satisfactory progress for both applicants and recipients of student financial aid.

## STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

### I. Purpose and Scope

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

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

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

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

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

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

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

### IV. Appeal Process

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

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

All financial aid recipients will have a maximum time frame in which to complete their educational requirements of 75 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" or "I" will not be treated as completed coursework.
- C. An "F" grade is a completed grade and will be taken into consideration when calculating the number of hours completed and 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.

# CODE OF STUDENT CONDUCT

## 1. PURPOSE

The purpose of this document is to provide guidelines to the educational environment of the Dallas County Community College District. This environment views students in a holistic manner, encouraging and inviting them to learn and grow independently. Such an environment presupposes both rights and responsibilities. Free inquiry and expression are essential parts of this freedom to learn, to grow, and to develop. However, this environment also demands appropriate opportunities and conditions in the classroom, on the campus, and in the larger community. Students must exercise these freedoms with responsibility.

## 2. POLICIES, RULES, AND REGULATION

### a. Interpretation of Regulations

Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.

### b. Inherent Authority

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

### c. Student Participation

Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.

### d. Standards of Due Process

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

The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.

### e. Prohibited Conduct

Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.

### f. Definitions

In this code:

- (1) "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.
- (2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (3) "college" or "institution" means the colleges of the Dallas County Community College District.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

### g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

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

sion of such harm or hazing.

- (2) unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
- (3) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored activities.
- (4) intentionally interfering with normal college or college-sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
- (5) knowingly violating the terms of any disciplinary sanction imposed in accordance with this chapter.
- (6) unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (7) intentionally furnishing false information to the college.
- (8) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
- (9) unauthorized use of computer hardware or software.
- (10) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- (11) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
- (12) theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
- (13) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
- (14) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (15) violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
- (16) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (17) unauthorized presence on or use of college premises.
- (18) nonpayment or failure to pay any debt owed to the college with intent to defraud.

(Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceedings with other appropriate civil or criminal remedies by college personnel.)

- (19) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related courses within the El Centro food service program.

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

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

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

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

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

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

- (b) The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only.

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

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

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

##### (2) Summons

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

- (b) The letter shall direct a student to appear at a specific time and



place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.

- (c) The VPSD has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

### (3) Disposition

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

- (i) If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.
- (ii) If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.

Administrative disposition means:

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

- (b) The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

### b. Student Discipline Committee

#### (1) Composition: Organization

- (a) When a student refuses administrative disposition of a violation, the student is entitled to a hearing before the Student Discipline Committee. The hearing request must be made to the VPSD in writing, on or before the sixth (6th) working day after the date of refusal of administrative disposition. The committee shall be composed of equal numbers of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on a basis of availability. The committee chair will be selected from the administration or faculty.
- (b) The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.
- (c) The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.
- (d) The VPSD shall represent the college before the Student Discipline Committee and present evidence to support any allegations of violations.

#### (2) Notice

- (a) The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.
- (b) The chairman may for good cause postpone the hearing so long as all interested parties are notified of the new hearing date, time, and place.
- (c) The notice shall advise the student of the following rights:
- (i) To a private hearing or a public hearing (as he or she chooses);
- (ii) To appear alone or with legal counsel if the alleged violation subjects the student to expulsion or suspension. The role of legal counsel is limited as provided in the code;
- (iii) To have a parent or legal guardian present at the hearing;
- (iv) To know the identity of each witness who will testify;
- (v) To cause the committee to summon witnesses, and to require the production of documentary and other evidence possessed by the College;
- (vi) To cross-examine each witness who testifies;
- (d) A student who fails to appear after proper notice and without good cause will be deemed to have pleaded guilty to the violation pending against him. The committee shall impose appropriate penalty and notify the student in the same manner as the notice of hearing.
- (e) Legal counsel who represents a student in a hearing where the alleged violation subjects the student to expulsion or suspension is limited to advising and assisting the student. This limitation means that legal counsel shall not cross-examine witnesses, make objections, testify, or perform other similar functions generally associated with legal representation. The same preceding limitation applies to counsel who represents the college. Student representation by legal counsel is not permitted in a hearing where the alleged violation does not subject the student to expulsion or suspension.

#### (3) Preliminary Matters

- (a) Charges arising out of a single transaction or occurrence, against one or more students, may be heard together, or, upon request by one of the students-in-interest, separate hearings may be held.
- (b) There will be disclosure of all evidence to both sides prior to the hearing.
- (c) At least by 12:00 noon, five (5) full working days before the hearing date, the student concerned shall furnish the committee chairman with:
- (i) The name of each witness he or she wants summoned and a description of all documentary and other evidence possessed by the college which he or she wants produced.
- (ii) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing;
- (iii) The name of the legal counsel, if any, who will appear with the student;
- (iv) A request for a separate hearing, if any, and the grounds for such a request.
- (a) The hearing shall be conducted by the chairman who shall

#### (4) Procedure

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

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

(c) If the hearing is a private hearing, the committee shall proceed generally as follows:

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

(d) If the hearing is a public hearing, the committee shall proceed generally as follows:

- (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
  - Faculty Association
  - College Newspaper
  - PresidentOther persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities.
- (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
- (iii) The VPSD shall read the complaint;
- (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
- (v) The VPSD shall present the college's case;
- (vi) The student may present his or her defense;
- (vii) The VPSD and the student may present rebuttal evidence and argument;
- (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
- (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
- (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evi-

dence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.

#### (5) Evidence

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

(b) The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

(c) The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.

(d) All evidence shall be offered to the committee during the hearing.

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

#### (6) Record

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

#### (7) Petition for Administrative Review

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

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

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

with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

- (d) The President, the Chancellor, and the Board of Trustees in their review may take any action that the Student Discipline Committee is authorized to take; however, none may increase the penalty. They may receive written briefs and hear oral argument during their review.
- (e) The President, Chancellor and Board of Trustees shall modify or set aside the finding of violation, penalty, or both, if the substance rights of a student were prejudiced because of the Student Discipline Committee's finding of facts, conclusions or decisions were:
  - (i) in violation of federal or state law or published college regulation or policy;
  - (ii) clearly erroneous in view of the reliable evidence and the preponderance of the evidence; or
  - (iii) capricious, or characterized by abuse of discretion or clearly unwarranted exercise of discretion.

## APPENDIX A - SANCTIONS

### 1. Authorized Disciplinary Penalties:

The VPSD or the Student Discipline Committee may impose one or more of the following penalties for violation of a Board policy, College regulation, or administrative rule:

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

### 2. Definitions:

The following definitions apply to the penalties provided above:

- a. An "Admonition" means a written reprimand from the VPSD to the student on whom it is imposed.
- b. "Warning probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires.
- c. "Disciplinary probation" means further violations may result in suspension. Disciplinary probation may be imposed for any length of time up to one calendar year and the student shall be automatically removed from probation when the imposed period expires. Students may be placed on disciplinary probation for engaging in activities as illustrated by, but not limited to the following: being intoxicated, misuse of I.D. card, creating a disturbance in or on college premises and gambling.
- d. "Withholding of transcript of degree" may be imposed upon a student who fails to pay a debt owed the college or who has a disciplinary case pending final disposition or who violates the oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.
- e. "Bar against readmission" may be imposed on a student who

has left the College on enforced withdrawal for disciplinary reasons.

- f. "Restitution" means reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.
- g. "Disciplinary suspension" may be either or both of the following:
  - (1) "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
  - (2) "Suspension of eligibility for official athletic and nonathletic extracurricular activities": prohibits, during the period of suspension, the student on whom it is imposed from joining a registered student organization; taking part in a registered student organization's activities, or attending its meetings or functions; and from participating in an official athletic or nonathletic extracurricular activity. Such suspension may be imposed for any length of time up to one calendar year. Students may be placed on disciplinary suspension for engaging in activities as illustrated by, but not limited to the following: having intoxicating beverages in any college facility, with the exception of specific beverage related courses within the El Centro food service program; destroying property or student's personal property; giving false information in response to requests from the college; instigating a disturbance or riot; stealing, possession, use, sale or purchase of illegal drugs on or off campus; any attempt at bodily harm, which includes taking an overdose of pills or any other act where emergency medical attention is required; and conviction of any act which is classified as a misdemeanor or felony under state or federal law.
- h. "Denial of degree" may be imposed on a student found guilty of scholastic dishonesty and may be imposed for any length of time up to and including permanent denial.
- i. "Suspension from the college" prohibits, during the period of suspension, the student on whom it is imposed from being initiated into an honorary or service organization; from entering the college campus except in response to an official summons; and from registering, either for credit or for noncredit, for scholastic work at or through the college.
- j. "Expulsion" is permanent severance from the college. This policy shall apply uniformly to all the colleges of the Dallas County Community College District.

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

## APPENDIX B - HAZING

### 1. Personal Hazing Offense

- a. A person commits an offense if the person:
  - (1) engages in hazing;
  - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
  - (3) intentionally, knowingly, or recklessly permits hazing to occur; or
  - (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.
- b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed \$1,000.

confinement in county jail for not more than 180 days, or both such fine and confinement.

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

## 2. Organization Hazing Offense

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

## 3. Consent Not a Defense

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

## 4. Immunity from Prosecution

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

## 5. Definition

"Hazing" means any intentional, knowing, or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed against a student that endangers the mental or physical health or safety of a student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution. The term includes but is not limited to:

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental

stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;

- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

## Student Grievance Procedure

### 1. Definition

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

### 2. Scope

This student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to question conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, then by the division chair, and so forth to the President if necessary.

### 3. Limitations

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

### 4. Procedures

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

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

### 5. Exception To Procedures

#### Sexual Harassment:

All students and employees shall report complaints of sexual harassment to the VPSD or college President. A complaint includes sexual harassment that a student may suffer from another student or employee, or that an employee may suffer from a student.

### 6. Appeal Committee

Procedures:

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

## CAMPUS PARKING AND DRIVING REGULATIONS

### 1. General Provisions

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

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

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

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

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

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per

hour in parking areas, unless the street or area is otherwise posted.

- b. Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.
- c. Driving the wrong way on a one-way street or lane.
- d. Driving on the wrong side of the roadway.
- e. Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.
- f. Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.
- g. Parking trailers or boats on campus.
- h. Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.
- i. Failure to display a parking permit.
- j. Collision with another vehicle, a person, sign or immovable object.
- k. Reckless driving.
- l. Failure to yield the right-of-way to pedestrians in designated crosswalks.
- m. Violation of any state law regulating vehicular traffic.

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

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

### 4. Citations:

- a. **Types:** Citations shall be of two types:

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

- b. **Disposition**

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

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

### 5. Suspension Review: A person receiving a campus citation shall have

the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.

6. **Safety Committee:** The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than five (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.
7. **Penalties**
  - a. **Impoundment:** Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.
  - b. **Multiple Citations:** Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.
  - c. **Court Citations:** Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.
8. **Miscellaneous:** The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

#### **Communicable Disease Policy**

The Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the Chancellor shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual as well as employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the colleges and District among students and employees.

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

#### **Discrimination**

**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.

## Texas Department of Health

### Recommended Adult Immunization Schedule

Vaccine/ Toxoid/ Biological	Primary Schedule & Boosters	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus- Diphtheria Toxoid	2 doses (IM) 4 weeks apart with 3rd dose (booster) 6-12 months then a booster every 10 years.	All Adults		Consider Human Tetanus Immune Globulin (TIG) for dirty wounds in patients with incom- plete 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 per- sonnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno-com- promised; hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revac- cinated with live measles vaccine; MMR is the vaccine of choice if the per- son 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 adults	Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplenia	Pregnancy	Immune response is better if vaccinated prior to splenectomy

### ALERT!!

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

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

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

#### TETANUS (aka. Lockjaw)

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

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

#### POLIOMYELITIS

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

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

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



# ASSOCIATE OF ARTS AND SCIENCES DEGREE

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

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

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

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>CORE COURSES</b>		<b>SOCIAL SCIENCE</b>	
English 101	3	History 101	3
Speech Communication 101	3	History 102	3
*Math (100 level or above courses)	3	Government 201	3
Note: You must receive a grade of "C" or better in each of these courses.		Government 202	3
*See an advisor for the appropriate course selection for your major.		Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
English 102	3	<b>BUSINESS</b>	3
Sophomore Literature	3	3 credit hours to be chosen from:	
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)		Accounting	
Note: English 209 or 210 will not meet this requirement		Business	
<b>LAB SCIENCE</b>	8	Computer Information Systems	
8 credit hours to be chosen from:		Economics	
Biology		or	
Chemistry		Management 136	
Astronomy (Must be either 111 or 101 plus 103;		Cooperative Work Experience will not meet this requirement.	
Geology Must be either 112 or 102 plus 104)		<b>PHYSICAL EDUCATION ACTIVITY</b>	1
Physics		A maximum of 4 physical education activity hours may be counted toward graduation requirements	
or		<b>ELECTIVE CREDIT</b>	16
Physical Science		Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:	
See an advisor for the appropriate course selection for your major.		Courses numbered 099 and below	
<b>HUMANITIES</b>	3	Art 199	
3 credit hours to be chosen from:		College Learning Skills 100	
Art 104		Developmental Communications 120	
Humanities 101		Human Development 100	
Music 104		Human Development 110	
Philosophy 101		Library Science 101	
Theater 101		Music 199	
Foreign Language		Theater 199	
or			
Literature			
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)			
<b>BEHAVIORAL SCIENCE</b>	3		
3 credit hours to be chosen from:			
Anthropology			
Human Development			
(with the exception of			
HD 100 and HD 110)			
Psychology			
or			
Sociology			
		<b>TOTAL</b>	61

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

# ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

(Available at Brookhaven, Eastfield, El Centro, Mountain View, North Lake, and Richland Colleges)

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

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

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

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

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>ENGLISH/COMMUNICATIONS</b>		<b>SOCIAL SCIENCE</b>	
*English 101	3	History 101/102	6
*Speech Communications 101	3	Government 201/202	6
English 102	3	Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
Sophomore Literature (Select from English 201, 202, 203, 204, 205, or 206)	3	<b>TOTAL SOCIAL SCIENCE</b>	<b>12</b>
<b>TOTAL ENGLISH/COMMUNICATIONS</b>	<b>12</b>		
<b>LAB SCIENCE</b>		<b>CORE BUSINESS COURSES*</b>	
8 credit hours to be chosen from:		Accounting 201/202	6
Biology 101/102 or 115/116		Economics 201/202	6
Chemistry 101/102 or 115/116		Computer Information Systems 101	4
Astronomy 111/112		*Math 111	3
Geology 101/102		Math 112	3
Physics 111/112 or 117/118 or 201/202		<b>TOTAL BUSINESS</b>	<b>22</b>
Physical Science 118/119			
<b>TOTAL LAB SCIENCE</b>	<b>8</b>	<b>PHYSICAL EDUCATION</b>	
<b>HUMANITIES**</b>		<b>TOTAL PHYSICAL EDUCATION</b>	<b>1</b>
Humanities 101			
Philosophy 101		<b>ELECTIVE CREDITS**</b>	
Art 104		Electives should be chosen to satisfy transfer requirements with emphasis on business courses.	
Music 104		<b>TOTAL ELECTIVES</b>	<b>3</b>
Foreign Language 101, 102, 201, 202			
Literature (Select from English 201, 202, 203, 204, 205, or 206)		** Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution to which you plan to transfer because each institution may specify a specific course to satisfy the requirement in this area of study.	
Theater 101		• Students should have a proficiency in keyboarding.	
<b>TOTAL HUMANITIES</b>	<b>3</b>	• Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	
<b>*Core Courses</b>			
		<b>MINIMUM TOTAL CREDITS</b>	<b>61</b>

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1994-95 Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Accounting Associate	•	•	•	•	•	•	•
Air Conditioning & Refrigeration — Residential	•	•	•	•	•	•	•
Air Conditioning & Refrigeration Technology	•	•	•	•	•	•	•
Apparel Design	•	•	•	•	•	•	•
Associate Degree Nursing	•	•	•	•	•	•	•
LVN Option	•	•	•	•	•	•	•
Auto Body Technology	•	•	•	•	•	•	•
Automotive Career Technician	•	•	•	•	•	•	•
Automotive Technology	•	•	•	•	•	•	•
Dealership-Sponsored Technician	•	•	•	•	•	•	•
Electronic Engine Control Technician	•	•	•	•	•	•	•
Service Technician	•	•	•	•	•	•	•
Aviation Technology	•	•	•	•	•	•	•
Career Pilot	•	•	•	•	•	•	•
Air Cargo Transport	•	•	•	•	•	•	•
Aircraft Dispatcher	•	•	•	•	•	•	•
Airline Marketing	•	•	•	•	•	•	•
Fixed Base Operations/Airport Management	•	•	•	•	•	•	•
Child Development Associate	•	•	•	•	•	•	•
Administrative Certificate	•	•	•	•	•	•	•
CDA Training Certificate	•	•	•	•	•	•	•
Infant-Toddler Certificate	•	•	•	•	•	•	•
Special Child Certificate	•	•	•	•	•	•	•
Commercial Music	•	•	•	•	•	•	•
Arranger/Composer/Copyist	•	•	•	•	•	•	•
Music Retailing	•	•	•	•	•	•	•
Performing Musician	•	•	•	•	•	•	•
Recording Technology	•	•	•	•	•	•	•
Computer Aided Design & Drafting	•	•	•	•	•	•	•
Electronic Design	•	•	•	•	•	•	•
Computer Information Systems	•	•	•	•	•	•	•
Business Computer Assistant	•	•	•	•	•	•	•
Business Computer Information Systems	•	•	•	•	•	•	•
Business Computer Software Progrmr/Develpr	•	•	•	•	•	•	•
Local Area Network Administrator	•	•	•	•	•	•	•
LAN Server Operator	•	•	•	•	•	•	•
Mid-range Computer Center Specialist	•	•	•	•	•	•	•
Mid-range Computer Technician	•	•	•	•	•	•	•
Personal Computer Support	•	•	•	•	•	•	•
Construction Management & Technology	•	•	•	•	•	•	•
Construction Specifier	•	•	•	•	•	•	•
Construction Technology	•	•	•	•	•	•	•
Criminal Justice	•	•	•	•	•	•	•
Educational Personnel	•	•	•	•	•	•	•
Bilingual/ESL	•	•	•	•	•	•	•
Educational Assistant	•	•	•	•	•	•	•
Electrical Technology	•	•	•	•	•	•	•
Electronic Telecommunications	•	•	•	•	•	•	•
Electronics/Computer Technology	•	•	•	•	•	•	•
Basic Electronics Technology	•	•	•	•	•	•	•
Electronics Technology	•	•	•	•	•	•	•
Automated Manufacturing	•	•	•	•	•	•	•
Avionics	•	•	•	•	•	•	•
Microcomputer Maintenance	•	•	•	•	•	•	•
Engineering Technology	•	•	•	•	•	•	•
Design for Manufacturing	•	•	•	•	•	•	•
Electronic Computer-Aided Technology	•	•	•	•	•	•	•
Robotics & Automated Systems	•	•	•	•	•	•	•
Robotics Certificate	•	•	•	•	•	•	•
Fire Protection Technology	•	•	•	•	•	•	•
Food And Hospitality Service	•	•	•	•	•	•	•
Graphic Communications	•	•	•	•	•	•	•
Graphic Arts	•	•	•	•	•	•	•
Press Operations Certificate	•	•	•	•	•	•	•

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Interior Design	•	•	•	•	•	•	•
International Business & Trade	•	•	•	•	•	•	•
Interpreter Training Program	•	•	•	•	•	•	•
Sign Language Studies	•	•	•	•	•	•	•
Invasive Cardiovascular Technology	•	•	•	•	•	•	•
Legal Assistant	•	•	•	•	•	•	•
Management Careers	•	•	•	•	•	•	•
Administrative Management	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration	•	•	•	•	•	•	•
Marketing Careers	•	•	•	•	•	•	•
Fashion Marketing	•	•	•	•	•	•	•
Retail Sales Associate	•	•	•	•	•	•	•
Sales, Marketing & Retail Management	•	•	•	•	•	•	•
Showroom Manager	•	•	•	•	•	•	•
Visual Merchandising Assistant	•	•	•	•	•	•	•
Medical Laboratory Technology	•	•	•	•	•	•	•
Medical Transcription	•	•	•	•	•	•	•
Mortgage Banking	•	•	•	•	•	•	•
Designate Certificate	•	•	•	•	•	•	•
Intern Certificate	•	•	•	•	•	•	•
Motorcycle Mechanics	•	•	•	•	•	•	•
Office Technology	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
General Office Clerk	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
Receptionist Certificate	•	•	•	•	•	•	•
Word Processing Typist Certificate	•	•	•	•	•	•	•
Ornamental Horticulture	•	•	•	•	•	•	•
Greenhouse Florist	•	•	•	•	•	•	•
Interiorscape	•	•	•	•	•	•	•
Landscape Management	•	•	•	•	•	•	•
Landscape Nursery	•	•	•	•	•	•	•
Florist	•	•	•	•	•	•	•
Landscape Gardener	•	•	•	•	•	•	•
Outboard Marine Engine Mechanics	•	•	•	•	•	•	•
Pattern Design	•	•	•	•	•	•	•
Physical Fitness Technology	•	•	•	•	•	•	•
Radiologic Sciences	•	•	•	•	•	•	•
Diagnostic Medical Sonography	•	•	•	•	•	•	•
Radiography Technology	•	•	•	•	•	•	•
Real Estate	•	•	•	•	•	•	•
Building Property Management	•	•	•	•	•	•	•
Provisional Certificate	•	•	•	•	•	•	•
Salesman Certificate	•	•	•	•	•	•	•
Specialist Certificate	•	•	•	•	•	•	•
Respiratory Care, Levels I and II	•	•	•	•	•	•	•
Small Engine Mechanics	•	•	•	•	•	•	•
Social Work Associate-Generalist	•	•	•	•	•	•	•
Human Services	•	•	•	•	•	•	•
Substance Abuse Counseling	•	•	•	•	•	•	•
Surgical Technology	•	•	•	•	•	•	•
Surgical Technology for Registered Nurses	•	•	•	•	•	•	•
Travel and Tourism Management	•	•	•	•	•	•	•
Veterinary Technology	•	•	•	•	•	•	•
Video Technology	•	•	•	•	•	•	•
Visual Communications	•	•	•	•	•	•	•
Computer Graphics	•	•	•	•	•	•	•
Layout and Production	•	•	•	•	•	•	•
Vocational Nursing	•	•	•	•	•	•	•
Welding Technology	•	•	•	•	•	•	•

# ACCOUNTING ASSOCIATE

Offered at all seven campuses

(Associate Degree)

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

The Associate in Applied Sciences Degree is awarded for successful completion of at least 67 credit hours as outlined below. Students desiring a less comprehensive program that includes some bookkeeping procedures and practices should consider the General Office Certificate. The General Office Certificate is available in the Office Technology Program.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 111 Mathematics for Business and Economics	3
OFC 160 Office Calculating Machines	3
	15
<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II	3
ENG 102 Composition II	3
CIS 101 Introduction to Computer Applications & Concepts	4
OFC 172 Beginning Typing*	3
SC 101 Introduction to Speech Communication	3
	16
<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting OR	
ACC 238 Cost Accounting	3
ACC 250 Microcomputer-Based Accounting Applications	3
ECO 201 Principles of Economics I	3
+ Elective Social/Behavioral Science	3
ACC 703 Cooperative Work Experience OR	
ACC 704 Cooperative Work Experience OR	
+ + Elective	3-4
	18-19

## SEMESTER IV

ACC 239 Income Tax Accounting	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3
+ + + Elective Humanities/Fine Arts	3
Elective Any non-ACC course	3
	18

Minimum Hours Required . . . . .67

+ Elective--must be selected from the following:

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

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

Any CIS Course	
ACC 205 Business Finance	3
ACC 207 Intermediate Accounting II	3
ACC 238 Cost Accounting	3
ACC 703 Cooperative Work Experience	3
ACC 704 Cooperative Work Experience	4
ACC 713 Cooperative Work Experience	3
ACC 714 Cooperative Work Experience	4
BUS 143 Personal Finance	3
MGT 136 Principles of Management	3
MGT 237 Organizational Behavior	3
MKT 206 Principles of Marketing	3

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

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

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

# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration .....	6
ACR 125 Principles of Electricity .....	6
MTH 195 Technical Mathematics I OR	
MTH 139 Applied Mathematics .....	3
	15
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems .....	6
ACR 140 Residential Heating Systems .....	6
PHY 131 Applied Physics .....	4
	16
<b>SEMESTER III</b>	
ACR 200 Contractor Estimating .....	6
ACR 212 System Servicing .....	6
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
	15
<b>SEMESTER IV</b>	
SC 101 Introduction to Speech	
Communication .....	3
PSY 131 Applied Psychology and Human	
Relations .....	3
Elective Humanities/Fine Arts .....	3
Elective Any non-ACR course .....	3
+ Elective .....	2-4
	14-16
Minimum Hours Required .....	60

+ Electives--must be selected from the following:

AB 245	Welding for Auto Body .....	3
Any ACR (Air Conditioning and Refrigeration) course		
ACR 109	Contemporary Topics I .....	2
ACR 110	Contemporary Topics II .....	3
ACR 137	Contemporary Topics III .....	1
ACR 138	Contemporary Topics IV .....	2
ACR 139	Contemporary Topics V .....	3
ACR 221	Refrigeration Loads .....	3
ACR 222	Advanced Systems .....	3
ACR 223	Medium Temperature Refrigeration Systems .....	3
ACR 224	System Testing and Balancing .....	3
ACR 227	Low Temperature Refrigeration Systems .....	3
ACR 228	Air Conditioning System Equipment Selection .....	3
ACR 229	Refrigeration Equipment Selection .....	3
ACR 230	Energy Conservation .....	3
ACR 703	Cooperative Work Experience .....	3
ACR 704	Cooperative Work Experience .....	4
ACR 713	Cooperative Work Experience .....	3
ACR 714	Cooperative Work Experience .....	4
ACC 131	Bookkeeping I .....	3
BPR 177	Blueprint Reading - Mechanical .....	2
BUS 105	Introduction to Business .....	3
CAD 182	Technician Drafting .....	2
CIS 101	Introduction to Computer Applications & Concepts .....	4
MGT 153	Small Business Management .....	3

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

# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

*Cedar Valley, Eastfield, and North Lake only*

(Certificate)

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration OR	6
ACR 121 Principles of Refrigeration I AND	(3)
ACR 122 Principles of Refrigeration II	(3)
ACR 125 Principles of Electricity OR	6
ACR 126 Principles of Electricity I AND	(3)
ACR 127 Principles of Electricity II	(3)
MTH 195 Technical Mathematics I OR	
MTH 139 Applied Mathematics	3
	<u>15</u>

<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems OR	6
ACR 131 Residential Cooling Systems I AND	(3)
ACR 132 Residential Cooling Systems II	(3)
ACR 140 Residential Heating Systems OR	6
ACR 141 Residential Heating Systems I AND	(3)
ACR 132 Residential Heating Systems II	(3)
+ Elective	3-4
	<u>15-16</u>

Minimum Hours Required .....30

+ Electives--must be selected from the following:

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

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

*Eastfield only*

(Associate Degree)

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 troubleshooting of medium and low temperature refrigeration and chilled water air conditioning systems.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration .....	6
ACR 125 Principles of Electricity .....	6
MTH 195 Technical Mathematics I OR	
MTH 139 Applied Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems .....	6
ACR 140 Residential Heating Systems .....	6
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
	<u>15</u>
<b>SEMESTER III</b>	
ACR 221 Refrigeration Loads .....	3
ACR 223 Medium Temperature Refrigeration Systems .....	3
ACR 227 Low Temperature Refrigeration Systems .....	3
ACR 229 Refrigeration Equipment Selection .....	3
PSY 131 Applied Psychology and Human Relations OR	
PSY 101 Introduction to Psychology .....	3
+ Elective .....	3-4
	<u>18-19</u>
<b>SEMESTER IV</b>	
ACR 222 Advanced Systems .....	3
ACR 224 System Testing and Balancing .....	3
ACR 228 Air Conditioning System Equipment Selection .....	3
ACR 230 Energy Conservation .....	3
ACR 703 Cooperative Work Experience OR	3
+ + Elective .....	(2-6)
SC 101 Introduction to Speech .....	
Communication .....	3
	<u>17-21</u>
Minimum Hours Required .....	66

+ Electives-must be selected from the following:

AB 245	Welding for Auto Body .....	3
ACC 131	Bookkeeping I .....	3
ART 104	Art Appreciation .....	3
BUS 105	Introduction to Business .....	3
BUS 143	Personal Finance .....	3
CIS 103	Introduction to Computer Information Systems ..	3
HUM 101	Introduction to the Humanities .....	3
MGT 136	Principles of Management .....	3
MGT 153	Small Business Management .....	3
MUS 104	Music Appreciation .....	3
PHY 131	Applied Physics .....	4
SPA 101	Beginning Spanish .....	4

+ + Electives-must be selected from the following:

ACR 109	Contemporary Topics I .....	2
ACR 110	Contemporary Topics II .....	2
ACR 137	Contemporary Topics III .....	1
ACR 138	Contemporary Topics IV .....	2
ACR 139	Contemporary Topics V .....	3
ACR 200	Contractor Estimating .....	6
ACR 209	Contractor Estimating I .....	3
ACR 210	Contractor Estimating II .....	3
ACR 212	System Servicing .....	6
ACR 213	System Servicing I .....	3
ACR 214	System Servicing II .....	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.



# AUTO BODY TECHNOLOGY

*Eastfield only*

(Associate Degree)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
*AB 111 Basic Metal Principles .....	3
*AB 112 Applied Basic Metal Principles .....	2
*AB 121 Basic Paint Principles .....	3
*AB 122 Applied Basic Paint Principles .....	2
AB 245 Welding for Auto Body .....	3
MTH 195 Technical Mathematics I .....	3
	<u>16</u>
<b>SEMESTER II</b>	
*AB 113 Minor Metal Repair .....	3
*AB 114 Applied Minor Metal Repair .....	2
*AB 123 Paint Blending and Spot Repair Techniques .....	3
*AB 124 Applied Paint Blending and Spot Repair Techniques .....	2
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
PHY 131 Applied Physics .....	4
	<u>17</u>
<b>SEMESTER III</b>	
*AB 211 Major Panel Replacement .....	3
*AB 212 Applied Major Panel Replacement .....	2
AB 213 Major Collision and Frame Repair .....	3
AB 222 Applied Advanced Paint Techniques .....	2
SC 101 Introduction to Speech Communication .....	3
PSY 101 Introduction to Psychology .....	3
	<u>16</u>
<b>SEMESTER IV</b>	
AB 139 Body Shop Operations .....	3
AB 221 Advanced Paint Techniques .....	3
AB 235 Estimating .....	3
AB 703 Cooperative Work Experience OR (3)	
AB 714 Cooperative Work Experience .....	4
HUM 101 Introduction to Humanities .....	3
Elective Any non-AB course .....	3
	<u>18-19</u>
Minimum Hours Required .....	67

\*Must be enrolled concurrently in: AB 111/112, AB 113/114, AB 121/122, AB 123/124, and AB 211/212.

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)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
*AB 111 Basic Metal Principles .....	3
*AB 112 Applied Basic Metal Principles .....	2
*AB 121 Basic Paint Principles .....	3
*AB 122 Applied Basic Paint Principles .....	2
AB 245 Welding for Auto Body .....	3
	<u>13</u>
<b>SEMESTER II</b>	
*AB 113 Minor Metal Repair .....	3
*AB 114 Applied Minor Metal Repair .....	2
*AB 123 Paint Blending and Spot Repair Techniques .....	3
*AB 124 Applied Paint Blending and Spot Repair Techniques .....	2
MTH 195 Technical Mathematics I .....	3
	<u>13</u>
<b>SEMESTER III</b>	
AB 211 Major Panel Replacement .....	3
*AB 212 Applied Major Panel Replacement .....	2
AB 213 Major Collision and Frame Repair .....	3
AB 222 Applied Advanced Paint Techniques ...	2
SC 101 Introduction to Speech Communication .....	3
	<u>13</u>
<b>SEMESTER IV</b>	
AB 139 Body Shop Operations .....	3
AB 221 Advanced Paint Techniques .....	3
AB 235 Estimating .....	3
AB 703 Cooperative Work Experience OR (3)	
AB 714 Cooperative Work Experience .....	4
	<u>12-13</u>

Minimum Hours Required .....51

\*Must be enrolled concurrently in: AB 111/112, AB 113/114, AB 121/122, AB 123/124, and AB 211/212.

# AUTOMOTIVE TECHNOLOGY

Eastfield only

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
AT 109 Minor Vehicle Service .....	3
AT 110 Engine Repair I .....	4
AT 112 Engine Repair II .....	4
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
MTH 195 Technical Mathematics I .....	3
	<u>17</u>
<b>SEMESTER II</b>	
AT 114 Engine Performance .....	4
AT 116 Fuel and Emission Systems .....	4
AT 119 Electrical Systems .....	3
PHY 131 Applied Physics .....	4
SC 101 Introduction to Speech	
Communication .....	3
	<u>18</u>
<b>SEMESTER III</b>	
AT 222 Heating and Air Conditioning .....	3
AT 223 Brake Systems .....	4
AT 225 Front End Systems .....	4
AT 248 Automotive Electronics .....	3
+ Elective Social/Behavioral Science .....	3
	<u>17</u>
<b>SEMESTER IV</b>	
AT 228 Standard Transmissions and Drive	
Trains .....	3
AT 229 Automatic Transmissions I .....	4
AT 231 Automatic Transmissions II .....	4
AT 703 Cooperative Work Experience .....	3
+ + Elective Humanities/Fine Arts .....	3
Elective Any non-AT course .....	3
	<u>20</u>
Minimum Hours Required .....	72

+ Elective--must be selected from the following:

ANT 101	Cultural Anthropology .....	3
GVT 201	American Government .....	3
GVT 202	American Government .....	3
GVT 211	Introduction to Comparative Politics .....	3
HST 101	History of the United States .....	3
HST 102	History of the United States .....	3
HST 105	Western Civilization .....	3
HST 106	Western Civilization .....	3
HD 104	Educational and Career Planning .....	3
HD 105	Basic Processes of Interpersonal	
	Relationships .....	3
HD 106	Personal and Social Growth .....	3
HD 107	Developing Leadership Behavior .....	3
PSY 101	Introduction to Psychology .....	3
PSY 131	Applied Psychology & Human Relations .....	3
PSY 201	Developmental Psychology .....	3
PSY 205	Psychology of Personality .....	3
SOC 101	Introduction to Sociology .....	3

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

ART 104	Art Appreciation .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
ENG 215	Studies in Literature .....	3
ENG 216	Studies in Literature .....	3
HUM 101	Introduction to the Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	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.

# AUTOMOTIVE TECHNOLOGY

*Eastfield only*

(Certificate)

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

		CREDIT HOURS
<b>SEMESTER I</b>		
AT 109	Minor Vehicle Service .....	3
AT 110	Engine Repair I .....	4
AT 112	Engine Repair II .....	4
MTH 195	Technical Mathematics .....	3
		<u>14</u>
<b>SEMESTER II</b>		
AT 114	Engine Performance .....	4
AT 116	Fuel and Emission Systems .....	4
AT 119	Electrical Systems .....	3
ENG 101	Composition I OR	
COM 131	Applied Communications .....	3
		<u>14</u>
<b>SEMESTER III</b>		
AT 222	Heating and Air Conditioning .....	3
AT 223	Brake Systems .....	4
AT 225	Front End Systems .....	4
AT 248	Automotive Electronics .....	3
		<u>14</u>
<b>SEMESTER IV</b>		
AT 228	Standard Transmissions and Drive Trains .....	3
AT 229	Automatic Transmissions I .....	4
AT 231	Automatic Transmissions II .....	4
AT 703	Cooperative Work Experience OR (3)	
AT 704	Cooperative Work Experience .....	4
		<u>14-15</u>
Minimum Hours Required .....		56

# CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only

(Associate Degree)

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
<b>SEMESTER I</b>	
CD 135 Introduction to Early Childhood Programs and Services**	4
CD 140 Early Childhood Development, 0-3 Years**	3
COM 131 Applied Communications OR	
ENG 101 Composition I	3
SOC 101 Introduction to Sociology	3
+ Elective	3-4
	16-17
<b>SEMESTER II</b>	
CD 137 Early Childhood Learning Environments, Activities and Materials**	4
CD 141 Early Childhood Development, 3-5 Years**	3
CD 702 Cooperative Work Experience OR	(2)
CD 713 Cooperative Work Experience OR	(3)
CD 804 Cooperative Work Experience	4
PSY 101 Introduction to Psychology OR	
PSY 131 Applied Psychology and Human Relations	3
+ Elective	3-4
	15-18
<b>SEMESTER III</b>	
CD 100 Directed Participation in Early Childhood Programs* OR	
CD 233 Directed Participation in Early Childhood Programs	4
CD 239 Studies in Child Guidance**	3
GVT 201 American Government	3
SC 101 Introduction to Speech Communication	3
+ Elective	2-4
+ + Elective	3
Elective Any Non-CD Course	3
	21-24

## SEMESTER IV

CD 150 Nutrition Health and Safety of the Young Child**	3
CD 200 Application of Child Development Learning Theories* OR	
CD 244 Application of Child Development Learning Theories	4
MTH 115 College Mathematics OR	
MTH 130 Business Mathematics OR	
MTH 139 Applied Mathematics	3
SOC 203 Marriage and the Family	3
+ + + Elective Humanities/Fine Arts	3-4
	16-17

Minimum Hours Required .68

+ Electives—must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials	4
CD 127 Early Childhood Development, 5-12 Years	3
CD 128 Cultural Diversity in the Classroom	3
CD 203 Parents and the Child Caregiver/Teacher	3
CD 209 Early Childhood Development Special Projects	3
CD 236 The Special Child: Growth and Development	3
CD 250 Supportive Services for Exceptional Children	3
CD 251 Learning Programs for Children with Special Needs	3
CD 253 Abuse Within the Family	3
CD 254 Introduction to Administration of Child Care Programs	3
CD 256 Advanced Administrative Practices for Child Care	3
CD 702 Cooperative Work Experience OR	(2)
CD 713 Cooperative Work Experience OR	(3)
CD 804 Cooperative Work Experience	4

+ + Elective—must be selected from the following:

ACC 131 Bookkeeping I	3
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
CIS 101 Introduction to Computer Applications and Concepts	4
MGT 153 Small Business Management	3
OFC 172 Beginning Typing	3

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

ART 104 Art Appreciation	3
MUS 104 Music Appreciation	3
SPA 101 Beginning Spanish	4

\*CD 100 and CD 200 are taken as one-hour courses concurrently with the six (6) required CD courses (\*\*) and two (2) of the following CD electives: CD 125, CD 127, CD 203, CD 254, or CD 256. CD 100 and CD 200 are repeated for credit for a total of eight (8) hours and are equivalent to CD 233 and CD 244.

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)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CD 135 Introduction to Early Childhood Programs and Services .....	4
CD 140 Early Childhood Development, 0-3 Years OR	
CD 141 Early Childhood Development, 3-5 Years. ....	3
CD 254 Introduction to Administration of Child Care Programs .....	3
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
+ Elective .....	3
	<u>16</u>

<b>SEMESTER II</b>	
CD 150 Nutrition, Health and Safety of the Young Child .....	3
CD 239 Studies in Child Guidance .....	3
CD 256 Advanced Administrative Practices for Child Care Facilities .....	3
SC 101 Introduction to Speech Communication .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
MTH 115 College Mathematics I OR	
MTH 130 Business Mathematics OR	
MTH 139 Applied Mathematics .....	(3)
+ Elective .....	3
	<u>18-19</u>

Minimum Hours Required .....34

+ Electives--must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs .....	1
CD 127 Child Development, 5-12 years .....	3
CD 200 Application of Child Development Learning Theories .....	1
CD 203 Parents and the Child Caregiver .....	3
CD 209 Early Childhood Special Projects .....	3
CD 253 Abuse Within the Family .....	3
CD 713 Cooperative Work Experience .....	3

## CHILD DEVELOPMENT -- CDA TRAINING CERTIFICATE

*Brookhaven and Eastfield only*

(Certificate)

This certificate program provides course work to assist the student to prepare for the CDA (Child Development Associate) assessment process. Students interested in applying for this national credential should consult a Child Development Instructor.

	CREDIT HOURS
<b>SEMESTER I</b>	
CD 135 Introduction to Early Childhood Programs and Services .....	4
CD 140 Early Childhood Development, 0-3 Years .....	3
CD 150 Nutrition, Health and Safety of the Young Child .....	3
CD 239 Studies in Child Guidance .....	3
HD 106 Personal and Social Growth .....	3
+ Elective .....	3-4
	<u>19-20</u>

<b>SEMESTER II</b>	
CD 137 Early Childhood Learning Environments, Activities and Materials .....	4
CD 141 Early Childhood Development, 3-5 Years. ....	3
CD 702 Cooperative Work Experience OR (2)	
CD 713 Cooperative Work Experience OR (3)	
CD 804 Cooperative Work Experience .....	4
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
+ Elective .....	6-8
	<u>18-22</u>

Minimum Hours Required .....37

+ Electives--must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials .....	4
CD 203 Parents and the Child Caregiver/Teacher .....	3
CD 209 Early Childhood Development Special Projects ..	3
CD 236 The Special Child: Growth and Development ....	3
CD 250 Supportive Services for Exceptional Children ....	3
CD 251 Learning Programs for Children with Special Needs .....	4
CD 253 Abuse Within the Family .....	3
CD 254 Introduction to Administration of Child Care Programs .....	3
CD 256 Advanced Administration Practices for Child Care Facilities .....	3
ITP 141 Beginning Sign Language .....	4

## CHILD DEVELOPMENT -- INFANT-TODDLER CERTIFICATE

*Brookhaven and Eastfield only*

(Certificate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CD 135 Introduction to Early Childhood Programs and Services .....	4
CD 140 Early Childhood Development, 0-3 Years .....	3
CD 239 Studies in Child Guidance .....	3
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
+ Elective .....	3
	<u>16</u>

<b>SEMESTER II</b>	
CD 150 Nutrition, Health and Safety of the Young Child .....	3
CD 125 Infant and Toddler Learning Environ- ments, Activities and Materials .....	4
CD 203 Parents and the Child Caregiver/Teacher .....	3
SC 101 Introduction to Speech Communication .....	3
CD 253 Abuse Within the Family .....	3
+ Elective .....	3
	<u>19</u>

Minimum Hours Required .....35

+ Electives--must be selected from the following:

CD 100 Directed Participation of Early Childhood Programs .....	1
CD 200 Application of Child Development Learning Theories .....	1
CD 209 Early Childhood Special Projects .....	3
CD 713 Cooperative Work Experience .....	3
SOC 203 Marriage and the Family .....	3

## CHILD DEVELOPMENT -- SPECIAL CHILD CERTIFICATE

*Brookhaven and Eastfield only*

(Certificate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CD 140 Early Childhood Development, 0-3 Years .....	3
CD 150 Nutrition, Health and Safety of the Young Child .....	3
CD 236 The Special Child: Growth and Development .....	3
CD 239 Studies in Child Guidance .....	3
HD 106 Personal and Social Growth .....	3
	<u>15</u>

<b>SEMESTER II</b>	
CD 141 Early Childhood Development, 3-5 Years .....	3
CD 250 Supportive Services for Exceptional Children .....	3
CD 251 Learning Programs for Children with Special Needs .....	4
CD 702 Cooperative Work Experience OR (2)	
CD 713 Cooperative Work Experience OR (3)	
CD 804 Cooperative Work Experience .....	4
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
+ Elective .....	3-4
	<u>18-20</u>

Minimum Hours Required .....33

+ Elective--must be selected from the following:

CD 125 Infant and Toddler Learning Environments, Activities and Materials .....	4
CD 127 Early Childhood Development, 5-12 Years .....	3
CD 253 Abuse Within the Family .....	3
ITP 141 Beginning Sign Language .....	4



# COMPUTER AIDED DESIGN AND DRAFTING

*Eastfield and Mountain View only*

(Associate Degree)

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 CAD cooperative work experience courses (co-op) provides students with on-the-job experience while in the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
CAD 135 CAD/Graphic Processes .....	2
CAD 183 Basic Drafting .....	4
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
MTH 101 College Algebra .....	3
**Elective .....	3-4
	15-16
<b>SEMESTER II</b>	
CAD 101 CAD Operations .....	2
CAD 161 Manufacturing Fundamentals .....	3
CAD 245 Computer Aided Design .....	3
+ CAD Course OR	
+ + Cooperative Work Experience .....	3-4
MTH 102 Plane Trigonometry .....	3
SC 101 Introduction to Speech Communication .....	3
	17-18
<b>SEMESTER III</b>	
+ CAD Course .....	3
EGR 106 Descriptive Geometry OR	
Technical Elective .....	3
HD 105 Basic Processes of Interpersonal Relationships OR	
PSY 131 Applied Psychology and Human Relations .....	3
**Elective OR	
+ + Cooperative Work Experience .....	3-4
*Elective Humanities/Fine Arts .....	3
	15-16

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.

## SEMESTER IV

CAD 246 Advanced CAD-Electronic OR	
CAD 248 Advanced CAD-Mechanical OR	
CAD 249 Advanced CAD-Architectural .....	3
+ CAD Course OR	
+ + Cooperative Work Experience .....	3-4
***Elective Natural Sciences/Mathematics .....	4
GVT 202 American Government OR	
HST 102 History of the United States .....	3
Elective Any Non-CAD Course .....	3-4

16-18

Minimum Hours Required ..... 63

+ CAD Courses--must be selected from the following:

CAD 136 Civil Design .....	3
CAD 185 Architectural Design .....	4
CAD 230 Structural Design .....	3
CAD 231 Electronic Design .....	3
CAD 232 CAD Illustration .....	3
CAD 235 Facilities Management Design .....	3
CAD 236 Pipe Design .....	3
CAD 237 Advanced 3-D Illustration .....	3
CAD 246 Advanced CAD-Electronic .....	3
CAD 248 Advanced CAD-Mechanical .....	3
CAD 249 Advanced CAD-Architectural .....	3
CAD 250 Electromechanical Packaging Design .....	3
CAD 252 Advanced CAD-Menu Customizing & LISP .....	3
CAD 253 Geometric Dimensioning and Tolerancing .....	3
CAD 255 Selected Topics in Drafting .....	3

+ + Drafting Cooperative Work Experience courses--must be selected from the following:

CAD 704 Cooperative Work Experience .....	4
CAD 714 Cooperative Work Experience .....	4
CAD 803 Cooperative Work Experience .....	3
CAD 813 Cooperative Work Experience .....	3

\*Elective--must be selected from the following:

ART 104 Art Appreciation .....	3
ENG 201 British Literature .....	3
ENG 202 British Literature .....	3
ENG 203 World Literature .....	3
ENG 204 World Literature .....	3
ENG 205 American Literature .....	3
ENG 206 American Literature .....	3
ENG 215 Studies in Literature .....	3
ENG 216 Studies in Literature .....	3
HUM 101 Introduction to Humanities .....	3
MUS 104 Music Appreciation .....	3
PHI 101 Introduction to Philosophy .....	3
THE 101 Introduction to the Theatre .....	3
Foreign Language	

\*\*Electives--must be selected from the following:

BPR 177 Blueprint Reading - Mechanical .....	2
BPR 178 Blueprint Reading - Architectural .....	2
OFC 176 Keyboarding .....	1
CIS 101 Introduction to Computer Applications and Concepts .....	4
GA 120 Printing Fundamentals .....	3

This elective may also be selected from other technical courses approved by the Computer Aided Design & Drafting Department.

\*\*\*Elective--must be selected from these disciplines: Biology, Chemistry, Geology, Physics and Mathematics.

# COMPUTER AIDED DESIGN AND DRAFTING – ELECTRONIC DESIGN OPTION

*Eastfield only*

(Associate Degree)

This program prepares the student for employment in a wide range of industries as a CAD operator, printer circuit board designer or technician. Information in related fields is provided to enable the student to work effectively with the engineers, technologists, and professional staff. Enrollment in CAD cooperative work experience (co-op) provides students with on-the-job training while in the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
CAD 161 Manufacturing Fundamentals .....	3
CAD 183 Basic Drafting .....	4
COM 131 Applied Communications OR	
ENG 101 Composition I .....	3
ET 190 D.C. Circuits and Electrical Measurements .....	4
MTH 195 Technical Mathematics I OR	
MTH 101 College Algebra .....	3
	<u>17</u>

<b>SEMESTER II</b>	
CAD 101 CAD Operations .....	2
CAD 231 Electronic Design .....	3
CAD 240 Printed Circuit Design .....	3
MTH 196 Technical Mathematics II OR	
MTH 102 Plane Trigonometry .....	3
PSY 131 Applied Psychology and Human Relations .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>17</u>

<b>SEMESTER III</b>	
CAD 135 CAD/Graphic Processes .....	2
CAD 241 Integrated Circuit Design OR	
CAD 243 Advanced Printed Circuit Design .....	3
CAD 245 Computer Aided Design .....	3
ET 192 Digital Computer Principles OR	
ET 250 Principles of Electronic Integrated Circuits .....	3-4
**Elective .....	3-4
	<u>14-16</u>

<b>SEMESTER IV</b>	
+ CAD Course .....	3
+ CAD Course .....	3
CAD 246 Advanced CAD-Electronic .....	3
*Elective Humanities/Fine Arts .....	3
Elective Any Non-CAD course .....	3
	<u>15</u>

Minimum Hours Required .....63

+ CAD Courses—must be selected from the following:

CAD 232	CAD Illustration .....	3
CAD 242	Advanced Integrated Circuit Design .....	3
CAD 247	Applied Printed Circuit Design .....	3
CAD 249	Advanced CAD - Architectural .....	3
CAD 250	Sheet Metal Design .....	3
CAD 252	Advanced CAD-Menu Customizing & LISP .....	3
CAD 255	Selected Topics in Drafting .....	3
CAD 704	Cooperative Work Experience .....	4
CAD 714	Cooperative Work Experience .....	4
CAD 803	Cooperative Work Experience .....	3
CAD 813	Cooperative Work Experience .....	3
EGR 106	Descriptive Geometry .....	3

\*Elective—must be selected from the following:

ART 104	Art Appreciation .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
ENG 215	Studies in Literature .....	3
ENG 216	Studies in Literature .....	3
HUM 101	Introduction to Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to the Theatre .....	3
Foreign Language		

\*\*Elective—must be selected from the following:

BPR 177	Blueprint Reading - Mechanical .....	2
BPR 178	Blueprint Reading - Architectural .....	2
CIS 101	Introduction to Computer Applications and Concepts .....	4
ET 191	AC Circuits .....	3
GA 120	Printing Fundamentals .....	3
OFC 176	Keyboarding .....	1
This elective may also be selected from other technical courses approved by the Computer Aided Design & Drafting Department.		

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

# COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 101 Introduction to Computer Concepts and Applications .....	4
CIS 106 Problem Solving with the Computer .....	4
BUS 105 Introduction to Business OR	3
MGT 136 Principles of Management .....	(3)
ENG 101 Composition I .....	3
MTH 111 Mathematics for Business and Economics I .....	3
	<u>17</u>
<b>SEMESTER II</b>	
CIS 160 Data Communications and Operating Systems .....	3
CIS 162 COBOL Programming I .....	4
ACC 201 Principles of Accounting I <sup>1</sup> .....	3
MTH 112 Mathematics for Business and Economics II .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>16</u>
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II OR	4
CIS 192 UNIX Operating System I .....	(4)
ACC 202 Principles of Accounting II .....	3
ECO 201 Principles of Economics I .....	3
+ Elective .....	3-4
+ + Elective Humanities/Fine Arts .....	3
	<u>16</u>

## SEMESTER IV

CIS 210 Assembly Language I OR	4
CIS 212 C Programming OR	(4)
CIS 292 UNIX Operating Systems II .....	(4)
ECO 202 Principles of Economics II .....	3
Elective (Any non-CIS course) .....	3
+ Elective .....	3-4
+ + Elective Social/Behavioral Science .....	3
	<u>16-17</u>

Minimum Hours Required .....65

+ Elective--Any CIS including but not limited to CIS 701, CIS 702, CIS 703 or CIS 704

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

HUM 101 Introduction to the Humanities .....	3
PHI 103 Critical Thinking .....	3

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

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

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

CIS 172 or CS 122
CIS 210 or CS 212

<sup>1</sup>ACC 131 and ACC 132 may be substituted for ACC 201.

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 101 Introduction to Computer Concepts and Applications .....	4
CIS 106 Problem Solving with the Computer .....	4
BUS 105 Introduction to Business OR	3
MGT 136 Principles of Management .....	(3)
ENG 101 Composition I .....	3
MTH 115 College Mathematics I <sup>1</sup> .....	3
	<u>17</u>
<b>SEMESTER II</b>	
CIS 160 Data Communications and Operating Systems .....	3
CIS 162 COBOL Programming I .....	4
CIS 205 Control Language and Operating Environments OR	4
CIS 221 PC Operating Systems and Utilities OR .....	(4)
CIS 192 UNIX Operating Systems .....	(4)
PSY 131 Applied Psychology and Human Relations <sup>2</sup> .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>17</u>
<b>SEMESTER III</b>	
CIS 228 Database Applications OR	4
CIS 254 Database Systems .....	(4)
CIS XXX CIS Programming Course <sup>3</sup> .....	3-4
CIS 275 User Documentation and Training .....	3
ACC 201 Principles of Accounting I <sup>4</sup> .....	3
+ + Elective Humanities/Fine Arts .....	3
	<u>16-18</u>

## SEMESTER IV

CIS 225	Systems Analysis and Design .....	4
CIS XXX	CIS Programming Course <sup>5</sup> .....	3-4
CIS XXX	Any CIS Programming OR Application Development Course ...	3-4
Elective	Any non-CIS course .....	3
+ Elective	.....	3-4
		<u>16-19</u>

Minimum Hours Required .....66

+ Elective--Any CIS or CS course including but not limited to CIS 701, CIS 702, CIS 703, CIS 704

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

HUM 101	Introduction to the Humanities .....	3
PHI 103	Critical Thinking .....	3

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

CIS 172 or CS 122  
CIS 210 or CS 212

<sup>1</sup>MTH 111 may be substituted for MTH 115

<sup>2</sup>PSY 101 may be substituted for PSY 131

<sup>3</sup>First in a two-course programming language series or CIS 164 or CIS 292

<sup>4</sup>ACC 131 and ACC 132 may be substituted for ACC 201

<sup>5</sup>Second in a two-course programming language series or any CIS programming course if CIS 164 or CIS 292 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 – LOCAL AREA NETWORK ADMINISTRATOR

*Eastfield, North Lake and Richland only*

(Associate Degree)

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
<b>SEMESTER I</b>	
CIS 101 Introduction to Computer Concepts and Applications	4
CIS 106 Problem Solving with the Computer	4
ENG 101 Composition I	3
MTH 111 Mathematics for Business and Economics I	3
PSY 131 Applied Psychology and Human Relations OR	3
PSY 101 Introduction to Psychology	(3)
	<u>17</u>

<b>SEMESTER II</b>	
CIS 121 Text Processing Applications	4
CIS 160 Data Communications and Operating Systems	3
MGT 136 Principles of Management	3
SC 101 Introduction to Speech Communication	3
+ Elective Humanities/Fine Arts	3
	<u>16</u>

<b>SEMESTER III</b>	
CIS 200 Fundamentals of Networking	3
CIS 207 Network Software	4
CIS 221 PC Operating Systems and Utilities	4
+ + Electives	3-4
+ + + Electives	3-4
	<u>17-19</u>

## SEMESTER IV

CIS 226	PC Hardware	4
CIS 275	User Documentation and Training	3
CIS 277	Network Hardware	4
CIS 287	Network Problems and Applications	4
Elective	Any non-CIS course	3
		<u>18</u>

Minimum Hours Required .....68

+ Elective--must be selected from the following:

HUM 101	Introduction to the Humanities	3
PHI 103	Critical Thinking	3

+ + Elective--Any CIS course including but not limited to CIS 701, CIS 702, CIS 703, or CIS 704

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

CIS 162	COBOL Programming I	4
CIS 169	Application Development Tools	4
CIS 172	BASIC Programming	3
CIS 192	UNIX Operating System I	4
CIS 218	Spreadsheet Applications	4
CIS 228	Database Applications	4
CIS 272	Advanced BASIC Techniques	3
CIS 292	UNIX Operating System II	4
CIS 295	UNIX System Administration	4
CIS 702	Cooperative Work Experience	2
CIS 703	Cooperative Work Experience	3
CIS 704	Cooperative Work Experience	4
CIS 712	Cooperative Work Experience	2
CIS 713	Cooperative Work Experience	3
CIS 714	Cooperative Work Experience	4
MTH 202	Introduction to Statistics	3

Students may obtain credit toward a degree for only one of each pair of courses below:

CIS 172 or CS 122  
CIS 210 or CS 212

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 CIS 218, CIS 228, or appropriate work experience. A LAN student interested in programming skills should select CIS 162, CIS 169, CIS 172 or CIS 272.

**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

*Eastfield, North Lake and Richland only*

(Certificate)

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

CIS 101	Introduction to Computer Concepts and Applications .....	4
ENG 101	Composition I .....	3
		<u>7</u>

### FALL SEMESTER

CIS 106	Problem Solving with the Computer ....	4
CIS 121	Text Processing Applications .....	4
CIS 160	Data Communications and Operating Systems .....	3
SC 101	Introduction to Speech Communication .....	3
		<u>14</u>

### SPRING SEMESTER III

CIS 200	Fundamentals of Networking .....	3
CIS 207	Network Software .....	4
CIS 221	PC Operating Systems and Utilities .....	4
CIS 275	User Documentation and Training .....	3
		<u>14</u>

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 – PERSONAL COMPUTER SUPPORT

*Eastfield, El Centro, Mountain View, and Richland only*

(Associate Degree)

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, providing training for users.

A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 101 Introduction to Computer Concepts and Applications .....	4
CIS 106 Problem Solving with the Computer .....	4
BUS 105 Introduction to Business OR .....	3
MGT 136 Principles of Management .....	(3)
ENG 101 Composition I .....	3
MTH 115 College Mathematics I <sup>1</sup> .....	3
	<u>17</u>
<b>SEMESTER II</b>	
CIS 121 Text Processing Applications .....	4
CIS 160 Data Communications and Operating Systems .....	3
CIS 218 Spreadsheet Applications .....	4
ACC 131 Bookkeeping <sup>2</sup> .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>17</u>
<b>SEMESTER III</b>	
CIS 221 PC Operating Systems and Utilities .....	4
CIS 226 PC Hardware .....	4
PSY 131 Applied Psychology and Human Relations <sup>3</sup> .....	3
+ Elective Humanities/Fine Arts .....	3
+ + Electives .....	3-4
	<u>17-18</u>

## SEMESTER IV

CIS 200 Fundamentals of Networking .....	3
CIS 228 Database Applications .....	4
CIS 275 User Documentation and Training .....	3
CIS 281 Applied Studies .....	3
Elective Any non-CIS course .....	3
	<u>16</u>

Minimum Hours Required .....67

+ Elective to be selected from the following:

HUM 101 Introduction to Humanities .....	3
PHI 103 Critical Thinking .....	3

+ + Elective--Any CIS course including but not limited to CIS 701, CIS 702, CIS 703, or CIS 704

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

CIS 172 or CS 122
CIS 210 or CS 212

<sup>1</sup>MTH 111 may be substituted for MTH 215

<sup>2</sup>ACC 201 may be substituted for ACC 131

<sup>3</sup>PSY 101 may be substituted for PSY 131

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)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 190 DC Circuits and Electrical Measurements*	4
ET 191 AC Circuits*	4
ENG 101 Composition I	3
MTH 195 Technical Mathematics I**	3
+ Elective Social/Behavioral Science	3
	<u>17</u>
<b>SEMESTER II</b>	
ET 102 Introduction to Telecommunications	3
ET 103 Introduction to Telecommunications Laboratory	1
ET 197 Digital Logic Principles	4
ET 193 Active Devices	4
SC 101 Introduction to Speech Communication	3
Elective Any Non-ET Course	3
	<u>18</u>
<b>SEMESTER III</b>	
ET 290 Advanced Electronic Devices OR	
ET 260 Sinusoidal Circuits	4
ET 291 Linear Integrated Circuit Applications OR	
ET 238 Linear Integrated Circuits	4
ET 292 Telephony Switching Systems	4
ET 293 Basic Radio Circuitry	4
	<u>16</u>
<b>SEMESTER IV</b>	
ET 298 Electro-Optics Systems	4
+ + Elective Telecommunications	8
+ + + Elective Humanities/Fine Arts	3
	<u>15</u>
Minimum Hours Required	66

+ Electives--must be selected from :

Any PSY, HD, HST or GVT course 3

+ + Electives--two of three Telecommunications electives must be selected from the following:

ET 205	Selected Topics in Electronics	1
ET 206	Selected Topics in Electronics	2
ET 207	Selected Topics in Electronics	3
ET 295	Telecommunications Signaling	4
ET 297	System Installation and Testing	4
ET 299	Cellular Telephony Communications	4

+ + + Electives--must be selected from:

Any ART, HUM, MUS, PHI, or THE course 3

\*ET 135 may be substituted for ET 190 and ET 191 combined.

\*\*MTH 101 or 102 or equivalent may be substituted for Technical Mathematics.

**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)

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.

		CREDIT HOURS
<b>SEMESTER I</b>		
ET 190	DC Circuits and Electrical Measurements .....	4
ET 191	AC Circuits .....	4
ET 197	Digital Logic Principles .....	4
MTH 195	Technical Mathematics I** .....	3
ET 102	Introduction to Telecommunications .....	3
ET 103	Introduction to Telecommunications Laboratory .....	1
		<u>19</u>
<b>SEMESTER II</b>		
ET 193	Active Devices .....	4
ET 292	Telephony Switching Systems .....	4
ET 293	Basic Radio Circuitry .....	4
MTH 196	Technical Mathematics II .....	3
		<u>15</u>
<b>SEMESTER III</b>		
ET 298	Electro-Optics Systems .....	4
		<u>4</u>
Minimum Hours Required .....		38

# ELECTRONICS/COMPUTER TECHNOLOGY

*Eastfield only*

(Associate Degree)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 190 DC Circuits and Electrical Measurements*	4
ENG 101 Composition I OR	
COM 131 Applied Communications	3
MTH 195 Technical Mathematics I**	3
+ Elective Humanities/Fine Arts	3
+ + Elective Social/Behavioral Science	3
	16
<b>SEMESTER II</b>	
ET 191 AC Circuits*	4
ET 193 Active Devices	4
ET 197 Digital Logic Principles	4
SC 101 Introduction to Speech Communication	3
Elective Any Non-ET Course	3
	18
<b>SEMESTER III</b>	
ET 260 Sinusoidal Circuits	4
ET 263 Digital Computer Theory	4
ET 266 Computer Applications	4
+ + + Elective(s) Technical	3-4
	15-16
<b>SEMESTER IV</b>	
ET 238 Linear Integrated Circuits	4
ET 264 Digital Systems	4
ET 265 Digital Research	3
ET 267 Microprocessors	4
	15
Minimum Hours Required	64

+ Electives—must be selected from:

Any ART, HUM, MUS, PHI or THE course . . . . . 3

+ + Electives—must be selected from:

Any GVT, HD, HST or PSY course . . . . . 3

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

ET 102	Introduction to Telecommunications	3
ET 103	Introduction to Telecommunications Laboratory	1
ET 170	Printed Circuit Board Manufacturing	1
ET 172	Soldering	1
ET 174	Oscilloscope Utilization	1
ET 194	Instrumentation	3
ET 200	Special Applications of Electronics	4
ET 205	Selected Topics in Electronics	1
ET 206	Selected Topics in Electronics	2
ET 207	Selected Topics in Electronics	3
ET 268	Microprocessor Trouble-shooting and Interface	4
ET 270	Computer Aided Circuit Analysis and Design	4
ET 271	UNIX Tools for Circuit Analysis	4
ET 272	Introduction to Computer Aided Testing	4
ET 273	Advanced Computer Aided Testing	4
ET 261	Pulse and Switching Circuits	4
ET 292	Telephony Switching Systems	4
ET 293	Basic Radio Circuitry	4
ET 298	Electro-Optics Systems	4
ET 704	Cooperative Work Experience	4
ET 714	Cooperative Work Experience	4
CAD 240	Printed Circuit Design	3
CS 111	Computing Science I	3
CS 122	Introduction to Basic Programming	3
MTH 101	College Algebra	3
MTH 102	Plane Trigonometry	3
MTH 121	Analytic Geometry	3
MTH 196	Technical Mathematics II	3
MTH 297	Technical Mathematics III	3

\*ET 135 may be substituted for ET 190 and ET 191 combined.

\*\*MTH 101 or 102, or equivalent may be substituted for Technical Mathematics.

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 CERTIFICATE

*Eastfield only*

(Certificate)

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.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 190 DC Circuits and Electrical Measurements .....	4
ET 191 AC Circuits .....	4
ET 197 Digital Computer Logic .....	4
MTH 195 Technical Mathematics I* .....	3
	<u>15</u>
<b>SEMESTER II</b>	
ET 193 Active Devices .....	4
ET 194 Instrumentation .....	3
MTH 196 Technical Mathematics II .....	3
	<u>10</u>
<b>SEMESTER III</b>	
ET 260 Sinusoidal Circuits .....	4
ET 263 Digital Computer Theory .....	4
ET 266 Computer Applications .....	4
	<u>12</u>
Minimum Hours Required .....	37

# ELECTRONICS TECHNOLOGY -- MICROCOMPUTER MAINTENANCE OPTION

*Eastfield and Mountain View*

(Associate Degree)

This program is designed to develop the basic skills and knowledge necessary to obtain an entry level position in the field of microcomputer maintenance. The student will obtain a solid foundation in electronic and microcomputer theory, programming, and troubleshooting techniques to repair and maintain microcomputer and their peripheral devices. Besides the technical skills obtained, the student will develop skills in problem solving, decision making, and interpersonal relationships.

	CREDIT HOURS
<b>SEMESTER I</b>	
ET 135 DC-AC Theory and Circuit Analysis OR	6
ET 190 DC Circuits and Electrical Measurements . . . . .	(4)
COM 131 Applied Communications OR	
ENG 101 Composition I . . . . .	3
MTH 195 Technical Mathematics I OR	
MTH 101 College Algebra . . . . .	3
+ Elective Humanities/Fine Arts . . . . .	3
+ + Elective Social/Behavioral Science . . . . .	3
	<u>16-18</u>
<b>SEMESTER II</b>	
ET 191 A.C. Circuits (Unless ET 135 completed) . . . . .	4
CIS 101 Introduction to Computer Applications & Concepts . . . . .	4
ET 193 Active Devices . . . . .	4
CAD 183 Basic Drafting OR . . . . .	(4)
CAD 231 Electronic Drafting OR . . . . .	(3)
CAD 245 Computer Aided Design OR . . . . .	(3)
MTH 196 Technical Mathematics II OR . . . . .	(3)
MTH 102 Plane Trigonometry . . . . .	3
SC 101 Introduction to Speech Communication . . . . .	3
	<u>14-19</u>

## SEMESTER III

ET 232 Analysis of Electronic Logic and Switching Circuits . . . . .	4
ET 237 Modular Memories and Microprocessors . . . . .	4
ET 246 Microcomputer Theory and Systems Maintenance . . . . .	4
Elective Any Non-ET Course . . . . .	3
	<u>15</u>

## SEMESTER IV

ET 210 Basic CRT Display and Television Theory . . . . .	4
ET 268 Microprocessor Trouble- shooting and Interfacing . . . . .	4
ET 247 Microcomputer Peripheral Devices . . . . .	4
ET 248 Digital Data Communications . . . . .	4
	<u>16</u>

Minimum Hours Required . . . . .63

+ Elective--must be selected from:

Any ART, HUM, MUS or PHI course . . . . . 3

+ + Elective--must be selected from:

Any GVT, HD, HST or PSY 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.

# GRAPHIC COMMUNICATIONS

*Eastfield only*

(Associate Degree)

The student's understanding of graphic processes is developed for employment in a commercial printing firm or publication facility such as a newspaper or magazine. Students also learn production and management concepts and techniques useful in the field of graphic communications including photography and journalism.

	CREDIT HOURS
<b>SEMESTER I</b>	
GA 120 Printing Fundamentals .....	3
GA 136 Beginning Copy Preparation .....	3
ENG 101 Composition I OR	
COM 131 Applied Communications .....	3
JN 101 Introduction to Mass	
Communications .....	3
OFC 172 Beginning Typing .....	3
	<u>15</u>
<b>SEMESTER II</b>	
GA 134 Basic Camera Operations .....	3
GA 140 Beginning Offset Printing .....	3
MTH 130 Business Mathematics OR	
MTH 115 College Mathematics I .....	3
SC 101 Introduction to Speech	
Communication .....	3
Elective Humanities/Fine Arts .....	3
	<u>15</u>
<b>SEMESTER III</b>	
GA 142 Basic Typesetting .....	3
GA 234 Intermediate Camera Operations .....	3
GA 236 Advanced Copy Preparation .....	3
GA 704 Cooperative Work Experience OR (4)	
+ Elective .....	3-4
PHO 110 Introduction to Photography and	
Photo-Journalism .....	3
	<u>16</u>
<b>SEMESTER IV</b>	
GA 240 Advanced Offset Printing OR	
GA 242 Intermediate Typesetting .....	3
GA 714 Cooperative Work Experience .....	4
JN 102 News Gathering and Writing OR	
PHO 111 Advanced Photography and Photo-	
Journalism .....	3
PSY 101 Introduction to Psychology OR	
PSY 131 Applied Psychology and Human	
Relations .....	3
Elective Any Non-GA Course .....	3
	<u>16</u>
Minimum Hours Required .....	62

+ Electives—must be selected from the following:

CAD 232	Technical Illustrations .....	3
CIS 101	Introduction to Computer Applications and	
	Concepts .....	3
GA 204	Electronic Publishing .....	4
GA 206	Graphic Projects .....	3
GA 225	Special Topics .....	3
JN 103	News Gathering and Writing .....	3
PHO 111	Advanced Photography and Photo-Journalism ...	3
PHO 207	Photography for Publication .....	3

+ + Elective—must be selected from the following:

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

**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.

## GRAPHIC COMMUNICATIONS -- GRAPHIC ARTS

*Eastfield only*

(Certificate)

This certificate program provides the student with skill development opportunities in the field of graphic arts. Successful completion of this certificate program qualifies a person for employment in a commercial printing firm or in the printing division of a large company.

	CREDIT HOURS
<b>SEMESTER I</b>	
GA 120 Printing Fundamentals .....	3
GA 136 Beginning Copy Preparation .....	3
ENG 101 Composition I OR	
COM 131 Applied Communications .....	3
JN 101 Introduction to Mass Communications .....	3
OFC 172 Beginning Typing .....	3
	<u>15</u>

<b>SEMESTER II</b>	
GA 134 Basic Camera Operations .....	3
GA 140 Beginning Offset Printing .....	3
MTH 130 Business Mathematics OR	
MTH 115 College Mathematics I .....	3
SC 101 Introduction to Speech Communication .....	3
+ Elective .....	3-4
	<u>15-16</u>

Minimum Hours Required .....30

+ Elective—must be selected from the following:

CAD 232	Technical Illustration .....	3
CIS 101	Introduction to Computer Applications and Concepts .....	3
GA 204	Electronic Publishing .....	4
GA 206	Graphic Projects .....	3
GA 225	Special Topics .....	3
JN 103	News Gathering and Writing .....	3
PHO 111	Advanced Photography and Photo-Journalism .....	3

## GRAPHIC COMMUNICATIONS -- PRESS OPERATIONS

*Eastfield Only*

(Certificate)

	CREDIT HOURS
<b>SEMESTER I</b>	
GA 125 Introduction to Pre-Press .....	3
GA 140 Beginning Offset Printing .....	3
MTH 101 College Algebra .....	3
ENG 101 Composition I .....	3
	<u>12</u>

<b>SEMESTER II</b>	
GA 143 Intermediate Offset Printing .....	3
GA 240 Advanced Offset Printing .....	3
GA 241 Color Printing Production .....	3
+ Elective .....	3-4
	<u>12-13</u>

Minimum Hours Required .....24

+ Electives – must be selected from the following:

GA 204	Electronic Publishing .....	4
GA 206	Graphic Projects .....	3
GA 225	Special Topics .....	3
PHO 207	Photography for Publications .....	3



# INTERPRETER TRAINING PROGRAM

*Eastfield only*

(Associate Degree)

This program is designed to educate individuals to work with deaf people, agencies and educational institutions. Course work will provide skills to work as an interpreter for the community, a vocational communication specialist, educational interpreter, interpreter aide in the schools and an aide for multiply handicapped deaf children or adults.

	CREDIT HOURS
<b>SEMESTER I</b>	
ITP 140 Introduction to Deafness .....	3
ITP 141 American Sign Language I .....	4
ITP 144 Psychosocial Aspects of Deafness .....	3
ITP 148 Receptive Fingerspelling .....	1
ENG 101 Composition I .....	3
PSY 201 Developmental Psychology .....	3
	<u>17</u>
<b>SEMESTER II</b>	
ITP 143 American Sign Language II .....	4
ITP 231 Interpreting: Ethics and Specifics .....	3
ITP 248 Rehabilitation of the Multiply Handicapped Deaf .....	3
ITP 703 Cooperative Work Experience .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>16</u>
<b>SEMESTER III</b>	
ITP 240 American Sign Language III .....	4
ITP 247 Special Topics in Deafness .....	3
ITP 250 Interpreting: Sign to Voice .....	3
BIO 101 General Biology .....	4
MTH 101 College Algebra OR	
MTH 130 Business Mathematics .....	3
	<u>17</u>
<b>SEMESTER IV</b>	
ITP 243 American Sign Language IV .....	4
ITP 253 Interpreting: Voice to Sign .....	3
ITP 260 Practicum .....	3
Elective Any Non-ITP Course .....	3
+ Elective Humanities/Fine Arts .....	3
	<u>16</u>

Minimum Hours Required .....66

+ Electives—must be selected from the following:

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

# INTERPRETER TRAINING PROGRAM -- SIGN LANGUAGE STUDIES

*Eastfield only*

(Certificate)

This certificate offers entry level skills toward the development of sign language competency.

	CREDIT HOURS
<b>SEMESTER I</b>	
ITP 140 Introduction to Deafness .....	3
ITP 141 American Sign Language I .....	4
ITP 144 Psychosocial Aspects of Deafness .....	3
ITP 148 Receptive Fingerspelling .....	1
ENG 101 Composition I .....	3
PSY 101 Developmental Psychology .....	3
	<u>17</u>
<b>SEMESTER II</b>	
ITP 143 American Sign Language II .....	4
ITP 231 Interpreting: Ethics and Specifics .....	3
ITP 248 Rehabilitation of the Multiply Handicapped Deaf .....	3
ITP 703 Cooperative Work Experience .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>16</u>
Minimum Hours Required .....	33

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

# MANAGEMENT CAREERS – ADMINISTRATIVE MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 111 Mathematics for Business and Economics I OR	
MTH 130 Business Mathematics .....	3
+ Elective .....	3
	15
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
ACC 201 Principles of Accounting I .....	3
ENG 102 Composition II .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
+ Elective .....	3
	16
<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II .....	3
BUS 234 Business Law .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Applied Psychology and Human Relations .....	3
SC 101 Introduction to Speech Communication .....	3
	15
<b>SEMESTER IV</b>	
MGT 242 Human Resources Management .....	3
MGT 237 Organizational Behavior .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
+ + Elective Humanities/Fine Arts .....	3
Elective Any Non-MGT Course .....	3
	18
Minimum Hours Required .....	64

+ Electives—may be selected from the following:

IBT 275	Introduction to International Business and Trade .....	3
IBT 276	International Marketing Management .....	3
IBT 277	International Comparative Management .....	3
IBT 278	International Finance .....	3
IBT 279	International Business Law .....	3
MGT 140	Introduction to Total Quality Management .....	3
MGT 153	Small Business Management .....	3
MGT 171	Introduction to Supervision .....	3
MGT 210	Small Business Capitalization, Acquisition, and Finance .....	3
MGT 211	Small Business Operations .....	3
MGT 212	Special Problems in Business .....	1
MGT 704	Cooperative Work Experience .....	4
MGT 714	Cooperative Work Experience .....	4
MGT 804	Cooperative Work Experience .....	4
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

+ + Elective—must be selected from the following:

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

\*Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

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

# MANAGEMENT CAREERS -- MID-MANAGEMENT OPTION

*Offered at all seven campuses*

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MGT 171 Introduction to Supervision .....	3
MGT 704 Cooperative Work Experience .....	4
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>19</u>
<b>SEMESTER II</b>	
MGT 242 Human Resources Management .....	3
MGT 714 Cooperative Work Experience .....	4
CIS 101 Introduction to Computer Applications and Concepts .....	4
MTH 111 Mathematics for Business and Economics I OR	
MTH 130 Business Mathematics .....	3
ENG 102 Composition II .....	3
	<u>17</u>
<b>SEMESTER III</b>	
MGT 237 Organizational Behavior .....	3
MGT 804 Cooperative Work Experience .....	4
ACC 201 Principles of Accounting I*	3
ECO 201 Principles of Economics I OR	
ECO 105 Economics of Contemporary Social Issues .....	3
	<u>13</u>

## SEMESTER IV

MGT 244 Problem Solving and Decision Making .....	3
MGT 814 Cooperative Work Experience .....	4
+ Elective Humanities/Fine Arts .....	3
Elective Any Non-MGT Course .....	3
	<u>13</u>

Minimum Hours Required ..... 62

+ Elective--must be selected from the following:

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

\*Students may substitute ACC 131 and ACC 132 for ACC 201. Only three hours may be applied to the required number of hours for granting the degree.

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

# MANAGEMENT CAREERS -- MID-MANAGEMENT

*Offered at all seven colleges*

(Certificate)

The Mid-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 Mid-Management associate degree option.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 171 Introduction to Supervision .....	3
MGT 704 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER II</b>	
MGT 242 Human Resources Management .....	3
MGT 714 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER III</b>	
MGT 237 Organizational Behavior .....	3
MGT 804 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER IV</b>	
MGT 244 Problem Solving and Decision Making .....	3
MGT 814 Cooperative Work Experience .....	4
	<u>7</u>
Minimum Hours Required .....	28

64  
124

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

(Associate Degree)

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
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing <sup>1</sup> .....	3
BUS 105 Introduction to Business .....	3
	<b>19</b>
<b>SEMESTER II</b>	
ENG 102 Composition II .....	3
OFC 150 Automated Filing Procedures .....	3
OFC 162 Office Procedures <sup>2</sup> .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 179 Office Information Systems Concepts <sup>3</sup> .....	2
OFC 182 Introduction to Word Processing <sup>3</sup> .....	1
SC 101 Introduction to Speech Communication .....	3
	<b>18</b>
<b>SEMESTER III</b>	
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I OR	
ACC 201 Principles of Accounting .....	3
PSY 131 Applied Psychology and Human Relations OR	
HD 105 Basic Processes of Interpersonal Relationships .....	3
OFC 185 Basic Machine Transcription <sup>4</sup> .....	1
OFC 282 Word Processing Applications .....	1
OFC 273 Advanced Typing Applications .....	2
Elective Any Non-OFC Course .....	3
	<b>16</b>

## SEMESTER IV

HUM 101 Introduction to the Humanities .....	3
OFC 283 Specialized Software I .....	1
MGT 136 Principles of Management OR	
MGT 237 Organizational Behavior .....	3
+ Elective(s) <sup>5, 6</sup> .....	3
OFC 703 Cooperative Work Experience OR	
OFC 704 Cooperative Work Experience .....	3-4
Elective <sup>7</sup> Natural Science .....	4
	<b>17-18</b>

Minimum Hours Required .....70

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

<sup>2</sup>For legal emphasis, OFC 274 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup>OFC 190 is equivalent to 179, 182 and 185

<sup>4</sup>For legal emphasis, OFC 167 (Legal Terminology and Transcription) may be added.

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

OFC 143 Contemporary Topics in Office Technology .....	1
OFC 144 Contemporary Topics in Office Technology .....	2
OFC 145 Contemporary Topics in Office Technology .....	3
OFC 183 Keyboarding and Speed for Accuracy .....	1
OFC 284 Specialized Software .....	1

<sup>6</sup>For legal emphasis, BUS 234 (Business Law) may be taken.

<sup>7</sup>Elective--must be selected from the following 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.

# 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.

The courses for which credit may be granted are:

ACC 131	Bookkeeping I	3
ACC 132	Bookkeeping II	3
BUS 234	Business Law	3
OFC 162	Office Procedures	3
OFC 172	Beginning Typing	3
OFC 173	Intermediate Typing	3
OFC 179	Office Information Systems Concepts	2
OFC 182	Introduction to Word Processing Equipment	1
OFC 185	Basic Machine Transcription	1
OFC 231	Business Communications	3
MGT 212	Special Problems in Business	2
PSY 131	Applied Psychology and Human Relations	3
		<hr/> 30

# OFFICE TECHNOLOGY – LEGAL SECRETARY OPTION

*Eastfield only*

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing <sup>1</sup> .....	3
BUS 105 Introduction to Business .....	3
	<u>19</u>
<b>SEMESTER II</b>	
ENG 102 Composition II .....	3
OFC 150 Automated Filing Procedures .....	3
OFC 162 Office Procedures <sup>2</sup> .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
ACC 131 Bookkeeping I OR	
ACC 201 Principles of Accounting .....	3
OFC 179 Office Information Systems Concepts <sup>3</sup> .....	2
OFC 182 Introduction to Word Processing <sup>3</sup> .....	1
	<u>18</u>
<b>SEMESTER III</b>	
OFC 231 Business Communications .....	3
SC 101 Introduction to Speech Communication .....	3
PSY 131 Applied Psychology and Human Relations OR	
HD 105 Basic Processes of Interpersonal Relationships .....	3
OFC 185 Basic Machine Transcription <sup>3</sup> .....	1
OFC 282 Word Processing Applications .....	1
OFC 273 Advanced Typing Applications <sup>1</sup> .....	2
HUM 101 Introduction to the Humanities .....	3
	<u>16</u>

## SEMESTER IV

BUS 234 Business Law .....	3
OFC 167 Legal Terminology and Transcription ...	3
OFC 274 Legal Secretarial Procedures .....	3
OFC 285 Applied Machine Transcription .....	1
+ Elective(s) .....	3
OFC 703 Cooperative Work Experience OR (3)	
OFC 704 Cooperative Work Experience .....	4
	<u>16-17</u>

Minimum Hours Required ..... 69

+ Electives—must be taken in an area other than Office Technology.

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

<sup>2</sup>For legal emphasis, OFC 274 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup>OFC 190 is equivalent to 179, 182 and 185

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

## OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing <sup>1</sup> .....	3
BUS 105 Introduction to Business .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
	<u>19</u>

<b>SEMESTER II</b>	
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 182 Introduction to Word Processing .....	1
OFC 185 Machine Transcription .....	1
OFC 190 Principles of Word Processing <sup>2</sup> .....	2
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I OR	
ACC 201 Principles of Accounting .....	3
	<u>16</u>

Minimum Hours Required .....35

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

<sup>2</sup>OFC 190 is equivalent to 179, 182 and 185

## OFFICE TECHNOLOGY -- RECEPTIONIST

*All seven colleges*

(Certificate)

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

	CREDIT HOURS
ENG 101 Composition I .....	3
OFC 160 Office Calculating Machines .....	3
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 182 Introduction to Word Processing .....	1
OFC 282 Word Processing Applications .....	1
OFC 283 Specialized Software .....	1
	<u>15</u>

Minimum Hours Required .....15

<sup>1</sup>Prerequisite: OFC 172 or demonstrated competency.



# OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*All seven colleges*

(Certificate)

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

	CREDIT HOURS
ENG 101 Composition I .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 179 Office Information Concepts <sup>2</sup> .....	2
OFC 182 Introduction to Word Processing .....	1
OFC 185 Machine Transcription .....	1
OFC 231 Business Communications .....	3
OFC 282 Word Processing Applications .....	1
OFC 283 Specialized Software .....	1
	<hr/> 15

Minimum Hours Required .....15

<sup>1</sup>Prerequisite: OFC 172 or demonstrated competency.

<sup>2</sup>OFC 190 is equivalent to OFC 179, 182, and 185.

# SOCIAL WORK ASSOCIATE -- GENERALIST

*Eastfield only*

(Associate Degree)

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
<b>SEMESTER I</b>	
SW 101 Orientation to Social Services .....	3
SW 105 Basic Interviewing and Counseling Skills .....	3
SW 107 Abnormal Behavior .....	3
ENG 101 Composition I OR	
COM 131 Applied Communications .....	3
PSY 101 Introduction to Psychology .....	3
	15
<b>SEMESTER II</b>	
SW 201 Introduction to Social Work .....	3
+ Elective Social Work .....	3
SC 101 Introduction to Speech Communication .....	3
SOC 101 Introduction to Sociology .....	3
Elective Any Non-SW Course .....	3
	15
<b>SEMESTER III</b>	
SW 219 Social Work Methods and Procedures .....	3
SW 229 Group Work Intervention .....	3
+ Elective Social Work .....	3
SW 703 Cooperative Work Experience OR	
SW 704 Cooperative Work Experience .....	3-4
MTH 101 College Algebra OR	
MTH 115 College Mathematics OR	
MTH 130 Business Mathematics OR	
MTH 202 Introductory Statistics .....	3
	15-16

## SEMESTER IV

SW 232 Human Behavior and Social Environment .....	3
+ Elective Social Work .....	3
SW 713 Cooperative Work Experience OR	
SA 714 Cooperative Work Experience .....	3-4
CIS 101 Introduction to Computer Applications and Concepts .....	4
SPA 101 Beginning Spanish OR	
+ + Elective Humanities/Fine Arts .....	3-4
	16-18

Minimum Hours Required .....61

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

SA 109 Physiology of Addiction .....	3
SA 113 Alcoholism Counseling .....	3
SA 203 Alcoholism Treatment Models .....	3
SA 207 Prevention of Substance Abuse .....	3
SA 211 Family Intervention in Substance Abuse and Dependency .....	3
SA 215 Issues in Substance Abuse and Dependency .....	3
SW 111 Aging in America .....	3
SW 115 Adolescent Life Cycle .....	3
SW 205 Social Policies and Programs for the Aging .....	3
SW 209 Life Cycle of the Aged .....	3
SW 213 Health Status of the Aged .....	3
SW 217 Special Problems of Youth .....	3
SW 226 Nursing Home Activity Director Training .....	3

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

HUM 101 Introduction to the Humanities .....	3
PHI 101 Introduction to Philosophy .....	3
PHI 103 Critical Thinking .....	3
PHI 105 Logic .....	3
PHI 202 Introduction to Social and Political Philosophy ...	3
PHI 203 Ethics .....	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.

# **SOCIAL WORK -- HUMAN SERVICES**

*Eastfield only*

(Certificate)

This certificate program provides training in three areas: child development, social work, and interpreter training. Students will attain interdisciplinary competencies and select one area in which to do their cooperative work experience. Students completing this certificate may choose to obtain entry level jobs in the human services field or continue their associate degree work in one of the three areas.

	CREDIT HOURS
<b>SEMESTER I</b>	
SW 101 Orientation to Social Services .....	3
SW 105 Basic Interviewing and Counseling Skills .....	3
SW 107 Abnormal Behavior .....	3
CD 140 Early Childhood Development, 0-3 Years OR	
CD 141 Early Childhood Development, 3-5 Years OR	
ITP 140 Introduction to Deafness .....	3
CD 150 Nutrition, Health and Safety of the Young Child OR	
ITP 141 American Sign Language I .....	3-4
ENG 101 Composition I .....	3
	<u>18-19</u>
<b>SEMESTER II</b>	
SW 232 Human Behavior and Social Environment .....	3
SW 703 Cooperative Work Experience .....	3
CD 203 Parents and the Caregiver/Teacher OR	
ITP 144 Psychosocial Aspects of Deafness ....	3
CD 239 Studies in Child Guidance OR	
ITP 248 Rehabilitation of the Multiply Handicapped Deaf .....	3
CD 253 Abuse Within The Family OR	
ITP 143 American Sign Language II .....	3-4
SC 101 Introduction to Speech Communication .....	3
	<u>18-19</u>
Minimum Hours Required .....	36

# SUBSTANCE ABUSE COUNSELING

*Eastfield only*

(Associate Degree)

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 certification as Certified Alcoholism and Drug Abuse Counselors (C.A.D.A.C.) and Licensed Chemical Dependency Counselors (L.C.D.C.). Students will gain required work experience as Counselors-in-Training (C.I.T.) 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
<b>SEMESTER I</b>	
SW 101 Orientation to Social Services .....	3
SW 105 Basic Interviewing and Counseling Skills .....	3
SA 109 Physiology of Addiction .....	3
ENG 101 Composition I .....	3
MTH 101 College Algebra OR	
MTH 115 College Mathematics OR	
MTH 130 Business Mathematics OR	
MTH 202 Introductory Statistics .....	3
	15
<b>SEMESTER II</b>	
SA 113 Alcoholism Counseling .....	3
SW 219 Social Work Methods and Procedures .....	3
PSY 101 Introduction to Psychology .....	3
SC 101 Introduction to Speech Communication .....	3
SOC 101 Introduction to Sociology .....	3
	15
<b>SEMESTER III</b>	
SA 207 Prevention of Substance Abuse OR	
SW 115 Adolescent Life Cycle .....	3
SA 211 Family Intervention in Substance Abuse and Dependency OR	
SW 217 Special Problems of Youth .....	3
SW 229 Group Work Intervention .....	3
SW 703 Cooperative Work Experience OR	
SW 704 Cooperative Work Experience .....	3-4
Elective Any Non-SA or Non-SW Course .....	3
	15-16

## SEMESTER IV

SA 203 Alcoholism Treatment Models OR	
+ Elective .....	3
SA 215 Issues in Substance Abuse and Dependency OR	
+ + Elective .....	3
SA 714 Cooperative Work Experience .....	4
CIS 101 Introduction to Computer Applications and Concepts .....	4
SPA 101 Beginning Spanish OR	
+ + + Elective Humanities/Fine Arts .....	3-4
	17-18

Minimum Hours Required .....62

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

SW 107 Abnormal Behavior .....	3
SW 111 Aging in America .....	3
SW 201 Introduction to Social Work .....	3
SW 209 Life Cycle of the Aged .....	3
SW 228 Special Topics in Social Services .....	3
SW 232 Human Behavior and Social Environment .....	3

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

CD 127 Early Childhood Development, 5-12 .....	3
CD 253 Abuse Within the Family .....	3
PSY 103 Human Sexuality .....	3
PSY 201 Developmental Psychology .....	3
PSY 205 Psychology of Personality .....	3
SOC 103 Human Sexuality .....	3
SOC 203 Marriage and Family .....	3
SOC 204 American Minorities .....	3
SOC 210 Field Studies in American Minorities .....	3

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

HUM 101 Introduction to the Humanities .....	3
PHI 101 Introduction to Philosophy .....	3
PHI 103 Critical Thinking .....	3
PHI 105 Logic .....	3
PHI 202 Introduction to Social and Political Philosophy ...	3
PHI 203 Ethics .....	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.

# SUBSTANCE ABUSE COUNSELING

*Eastfield only*

(Certificate)

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 also trains students for employment as therapy technicians with the Counselor-in-Training certification. After completing two years' work experience in an organization that serves the substance dependent individual, students may qualify for testing and Certified Alcoholism and Drug Abuse Certification (C.A.D.A.C.) and Licensed Chemical Dependency Counselor (L.C.D.C.).

	CREDIT HOURS
<b>SEMESTER I</b>	
SW 101 Orientation to Social Services . . . . .	3
SW 105 Basic Interviewing and Counseling Skills . . . . .	3
SA 109 Physiology of Addiction . . . . .	3
SA 203 Alcoholism Treatment Models . . . . .	3
SA 207 Prevention of Substance Abuse . . . . .	3
ENG 101 Composition I . . . . .	3
	<u>18</u>
<b>SEMESTER II</b>	
SA 113 Alcoholism Counseling . . . . .	3
SA 211 Family Intervention in Substance Abuse and Dependency	
SC 101 Introduction to Speech Communication . . . . .	3
SA 215 Issues in Substance Abuse and Dependency OR	
SA 714 Cooperative Work Experience . . . . .	3-4
SW 219 Social Work Methods and Procedures . . . . .	3
SW 229 Group Work Intervention . . . . .	3
	<u>15-16</u>
Minimum Hours Required . . . . .	34

# ACCOUNTING

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

(Next year's course prefix/number ACCT 1371)

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

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

(Next year's course prefix/number ACCT 1372)

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

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

(Common Course Number ACCT 2301)

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.)

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

(Common Course Number ACCT 2302)

Prerequisite: Accounting 201. This course is a continuation of Accounting 201. 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.)

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

(Next year's course prefix/number ACCT 2378)

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

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

(Next year's course prefix/number ACCT 2377)

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

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

(Next year's course prefix/number ACCT 2375)

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

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

(Next year's course prefix/number ACCT 2379)

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

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

(Next year's course prefix/number ACCT 2376)

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

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

(Next year's course prefix/number ACCT 2372)

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

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

(Next year's course prefix/number ACCT 2370)

Prerequisites: Accounting 202 and Computer Information Systems 101 or demonstrated competence approved by the instructor. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing an integrated general ledger accounting package, including accounts receivable and accounts payable. In addition, various electronic spreadsheet applications and other topics will be covered. Laboratory fee. (2 Lec., 2 Lab.)

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

(Next year's course prefix/number ACCT 7371)

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

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

(Next year's course prefix/number ACCT 7471)

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

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

(Next year's course prefix/number ACCT 7372)

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

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

(Next year's course prefix/number ACCT 7472)

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

**AIR CONDITIONING AND REFRIGERATION****ACR 109 Contemporary Topics I (2)**

(Next year's course prefix/number HVAC 1270)

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

**ACR 110 Contemporary Topics II (3)**

(Next year's course prefix/number HVAC 1370)

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

**ACR 120 Principles Of Refrigeration (6)**

(Next year's course prefix/number HVAC 1670)

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

**ACR 121 Principles Of Refrigeration I (3)**

(Next year's course prefix/number HVAC 1371)

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of hand tools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 122 Principles Of Refrigeration II (3)**

(Next year's course prefix/number HVAC 1372)

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

**ACR 125 Principles Of Electricity (6)**

(Next year's course prefix/number HVAC 1671)

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

**ACR 126 Principles Of Electricity I (3)**

(Next year's course prefix/number HVAC 1373)

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

**ACR 127 Principles Of Electricity II (3)**

(Next year's course prefix/number HVAC 1374)

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

**ACR 130 Residential Cooling Systems (6)**

(Next year's course prefix/number HVAC 1672)

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

**ACR 131 Residential Cooling Systems I (3)**

(Next year's course prefix/number HVAC 1375)

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

**ACR 132 Residential Cooling Systems II (3)**

(Next year's course prefix/number HVAC 1376)

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

**ACR 137 Contemporary Topics III (1)**

(Next year's course prefix/number HVAC 1170)

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

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

(Next year's course prefix/number HVAC 1271)

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

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

(Next year's course prefix/number HVAC 1271)

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

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

(Next year's course prefix/number HVAC 1673)

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

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

(Next year's course prefix/number HVAC 1378)

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

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

(Next year's course prefix/number HVAC 1379)

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



**ACR 200 Contractor Estimating (6)**

(Next year's course prefix/number HVAC 2670)

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

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

(Next year's course prefix/number HVAC 2370)

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

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

(Next year's course prefix/number HVAC 2371)

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

**ACR 212 System Servicing (6)**

(Next year's course prefix/number HVAC 2671)

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

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

(Next year's course prefix/number HVAC 2372)

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

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

(Next year's course prefix/number HVAC 2373)

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

**ACR 221 Refrigeration Loads (3)**

(Next year's course prefix/number HVAC 2374)

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 222 Advanced Systems (3)**

(Next year's course prefix/number HVAC 2375)

Prerequisite: Air Conditioning and Refrigeration 221. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 223 Medium Temperature Refrigeration Systems (3)**

(Next year's course prefix/number HVAC 2376)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 224 System Testing And Balancing (3)**

(Next year's course prefix/number HVAC 2377)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 227 Low Temperature Refrigeration Systems (3)**

(Next year's course prefix/number HVAC 2378)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 228 Air Conditioning System Equipment Selection (3)**

(Next year's course prefix/number HVAC 2379)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 229 Refrigeration Equipment Selection (3)**

(Next year's course prefix/number HVAC 2380)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 223 or 227. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 230 Energy Conservation (3)**

(Next year's course prefix/number HVAC 2381)

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 229. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 703 Cooperative Work Experience (3)**

(Next year's course prefix/number HVAC 7371)

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

**ACR 704 Cooperative Work Experience (4)**

(Next year's course prefix/number HVAC 7471)

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

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

(Next year's course prefix/number HVAC 7372)

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number HVAC 7472)

Prerequisites: Completion of two courses in the Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

## **ANTHROPOLOGY**

**ANT 100 Introduction To Anthropology (3)**

(Common Course Number ANTH 2346)

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)

**ANT 101 Cultural Anthropology (3)**

(Common Course Number ANTH 2351)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multicultural 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)

**ANT 104 American Indian Culture (3)**

(Next year's course prefix/number ANTH 1370)

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)

**ANT 110 The Heritage Of Mexico (3)**

(Next year's course prefix/number ANTH 1371)

This course (cross-listed as History 110) 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 110 or Anthropology 110 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**ANT 231 Introduction To Archeology (3)**

(Common Course Number ANTH 2302)

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)

## ART

**ART 104 Art Appreciation (3)**

(Common Course Number ARTS 1301)

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)

**ART 105 Survey Of Art History (3)**

(Common Course Number ARTS 1303)

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

(Coordinating Board Academic Approval Number 5007035230)

**ART 106 Survey Of Art History (3)**

(Common Course Number ARTS 1304)

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

(Coordinating Board Academic Approval Number 5007035230)

**ART 110 Design I (3)**

(Common Course Number ARTS 1311)

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)

**ART 111 Design II (3)**

(Common Course Number ARTS 1312)

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)

**ART 114 Drawing I (3)**

(Common Course Number ARTS 1316)

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)

**ART 115 Drawing II (3)**

(Common Course Number ARTS 1317)

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ART 116 Jewelry Design And Construction (3)**

(Common Course Number ARTS 2341)

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)

**ART 117 Advanced Jewelry Design And Construction (3)**

(Common Course Number ARTS 2342)

Prerequisite: Art 116. This course continues Art 116. 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)

**ART 118 Creative Photography For The Artist I (3)**

(Next year's course prefix/number ARTS 1370)

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ART 119 Creative Photography For The Artist II (3)**

(Next year's course prefix/number ARTS 1371)

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ART 199 Problems In Contemporary Art (1)**

(Next year's course prefix/number ARTS 1170)

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)

**ART 201 Drawing III (3)**

(Common Course Number ARTS 2323)

Prerequisites: Art 110, Art 111, Art 115, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ART 202 Drawing IV (3)**

(Common Course Number ARTS 2324)

Prerequisites: Art 201, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ART 205 Painting I (3)**

(Common Course Number ARTS 2316)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ART 206 Painting II (3)**

(Common Course Number ARTS 2317)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ART 208 Sculpture I (3)**

(Common Course Number ARTS 2326)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ART 209 Sculpture II (3)**

(Common Course Number ARTS 2327)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ART 215 Ceramics I (3)**

(Common Course Number ARTS 2346)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ART 216 Ceramics II (3)**

(Common Course Number ARTS 2347)

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ART 217 Watercolor I (3)**

(Common Course Number ARTS 2366)

Prerequisites: Art 110, Art 111, and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ART 218 Watercolor II (3)**

(Common Course Number ARTS 2367)

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ART 227 Design III (3)**

(Common Course Number ARTS 2311)

Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

### **ART 229 Design IV (3)**

(Next year's course prefix/number ARTS 2373)

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

## **ASTRONOMY**

### **AST 101 Descriptive Astronomy (3)**

(Common Course Number PHYS 1311)

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)

### **AST 102 General Astronomy (3)**

(Common Course Number PHYS 1312)

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)

### **AST 103 Astronomy Laboratory I (1)**

(Common Course Number PHYS 1111)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. 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)

### **AST 104 Astronomy Laboratory II (1)**

(Common Course Number PHYS 1112)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. 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)

### **AST 111 Fundamentals Of Astronomy (4)**

(Common Course Number PHYS 1411)

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)

### **AST 112 General Introductory Astronomy (4)**

(Common Course Number PHYS 1412)

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)

## **AUTO BODY**

### **AB 111 Basic Metal Principles (3)**

(Next year's course prefix/number ABDY 1370)

Prerequisite: Concurrent enrollment in Auto Body 112. The use of hand and air tools is covered. Filing of plastic is included. Preparing the metal, sanding, masking, and priming surfaces on minor damages are emphasized. Laboratory fee. (90 Contact Hours)

### **AB 112 Applied Basic Metal Principles (2)**

(Next year's course prefix/number ABDY 1371)

Prerequisite: Concurrent enrollment in Auto Body 111. This course emphasizes hands-on use of hand and air tools used in metal repair. Techniques covered in Auto Body 111 will be applied to minor repair. Laboratory fee. (60 Contact Hours)

### **AB 113 Minor Metal Repair (3)**

(Next year's course prefix/number ABDY 1372)

Prerequisite: Concurrent enrollment in Auto Body 114. Body construction and sheet metal alignment are studied. Emphasis is on the various techniques of applying plastic to minor damages. Laboratory fee. (90 Contact Hours)

### **AB 114 Applied Minor Metal Repair (2)**

(Next year's course prefix/number ABDY 1270)

Prerequisite: Concurrent enrollment in Auto Body 113. This course emphasizes the hands-on techniques used in sheet metal alignment and damage correction. Procedures and tools included in Auto Body 113 will be covered. Laboratory fee. (60 Contact Hours)

**AB 121 Basic Paint Principles (3)**

(Next year's course prefix/number ABDY 1373)

Prerequisite: Concurrent enrollment in Auto Body 122. This course presents the use of sanders and other equipment. Sanding and applying primer and paint are stressed. The use and operation of the spray gun are covered. Laboratory fee. (90 Contact Hours)

**AB 122 Applied Basic Paint Principles (2)**

(Next year's course prefix/number ABDY 1271)

Prerequisite: Concurrent enrollment in Auto Body 121. This course will cover hands-on techniques in the use of power and hand sanding as well as use of the spray gun. The techniques included in Auto Body 121 will be covered. Laboratory fee. (60 Contact Hours)

**AB 123 Paint Blending And Spot Repair Techniques (3)**

(Next year's course prefix/number ABDY 1374)

Prerequisite: Concurrent enrollment in Auto Body 124. The use of manufacturers' codes, masking and tint methods, and color selection are examined. Initial color matching, correction, and color tinting are covered. Spray gun maintenance, operation, patterns and corrective adjustments receive particular attention. Polishing, touch-up, and detailing procedures are studied. Topics include the use of rubbing compounds, polishes, and buffing techniques. Minor surface repairs are also included. Laboratory fee. (90 Contact Hours)

**AB 124 Applied Blending And Spot Repair Techniques (2)**

(Next year's course prefix/number ABDY 1272)

Prerequisite: Concurrent enrollment in Auto Body 123. This course examines potential problems that occur in the application of the finish on today's automobile. Recognition, prevention, and correction of problems are stressed. Laboratory fee. (60 Contact Hours)

**AB 139 Body Shop Operations (3)**

(Next year's course prefix/number ABDY 1375)

The basic business principles of managing an automobile service shop are studied. Emphasis is on management functions, financial analysis, and governmental regulations. (48 Contact Hours)

**AB 211 Major Panel Replacement (3)**

(Next year's course prefix/number ABDY 2370)

Prerequisite: Concurrent enrollment in Auto Body 212. The use of power tools and cutting tools is presented. Emphasis is on the repair and replacement of panels. Laboratory fee. (90 Contact Hours)

**AB 212 Applied Major Panel Replacement (2)**

(Next year's course prefix/number ABDY 2270)

Prerequisite: Concurrent enrollment in Auto Body 211. This course emphasizes repair and replacement of panels on in-service automobiles. The adjustment, repair and replacement of equipment and minor electrical apparatus are also covered. Laboratory fee. (60 Contact Hours)

**AB 213 Major Collision And Frame Repair (3)**

(Next year's course prefix/number ABDY 2371)

Students learn to use power frame alignment equipment through lecture, demonstration, and actual job repairs. Laboratory fee. (90 Contact Hours)

**AB 221 Advanced Paint Techniques (3)**

(Next year's course prefix/number ABDY 2372)

This course focuses on the development of painting skills. Emphasis is on mixing colors, matching colors, and texture. Special decorative effects are also covered, such as simulated wood and vinyl application. Transfer repair, renewal, removal, film application, painting and taping techniques are included. Laboratory fee. (90 Contact Hours)

**AB 222 Applied Advanced Paint Techniques (2)**

(Next year's course prefix/number ABDY 2271)

This course further develops painting skills with hands-on training, emphasizing mixing colors and matching color and texture of paint on in-service automobiles. Laboratory fee. (60 Contact Hours)

**AB 225 Special Auto Body Applications (1)**

(Next year's course prefix/number ABDY 2170)

This is a development course designed to allow students to program their own specialized objectives under instructional supervision. This will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

**AB 235 Estimating (3)**

(Next year's course prefix/number ABDY 2373)

The procedures for estimating damage on automobiles are presented. (3 Lec.)

**AB 245 Welding For Auto Body (3)**

(Next year's course prefix/number ABDY 2374)

This course covers the basics of oxyacetylene welding, spot welding (electric), and electric arc welding. Laboratory fee. (90 Contact Hours)

**AB 703 Cooperative Work Experience (3)**

(Next year's course prefix/number ABDY 7371)

Prerequisites: Completion of two courses in the Auto Body Technology program or instructor approval. This introductory 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 seminars consist of introduction to co-op, writing objectives of co-op, painting seminar, and frame repair seminar. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number ABDY 7472)

Prerequisites: Completion of two courses in the Auto Body Technology program or instructor approval. 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 objectives each semester. The seminars consists of human relations, adjustment on the job, vertical and horizontal working relationships and fundamentals of good working relationships. (1 Lec., 20 Lab.)

**AUTOMOTIVE TECHNOLOGY****AT 109 Minor Vehicle Service (3)**

(Next year's course prefix/number AUTO 1370)

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

**AT 110 Engine Repair I (4)**

(Next year's course prefix/number AUTO 1470)

The operational theory of the internal combustion engine is studied. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment. Laboratory fee. (120 Contact Hours)

**AT 112 Engine Repair II (4)**

(Next year's course prefix/number AUTO 1471)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Automotive Technology 110. Engine rebuilding is continued with emphasis on in-service automotive repair. Laboratory fee. (120 Contact Hours)

**AT 114 Engine Performance (4)**

(Next year's course prefix/number AUTO 1472)

Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee. (120 Contact Hours)

**AT 116 Fuel And Emission Systems (4)**

(Next year's course prefix/number AUTO 1473)

This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee. (120 Contact Hours)

**AT 119 Electrical Systems (3)**

(Next year's course prefix/number AUTO 1371)

This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee. (90 Contact Hours)

**AT 212 Special Automotive Applications (1)**

(Next year's course prefix/number AUTO 2170)

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This course will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

**AT 222 Heating And Air Conditioning Systems (3)**

(Next year's course prefix/number AUTO 2370)

This course focuses on the principles of operation and service techniques applied to automobile and air conditioning systems. Topics include components, testing, diagnosing, charging and repair practices. Laboratory fee. (90 Contact Hours)

**AT 223 Brake Systems (4)**

(Next year's course prefix/number AUTO 2470)

This course covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee. (120 Contact Hours)

**AT 225 Front End Systems (4)**

(Next year's course prefix/number AUTO 2471)

This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee. (120 Contact Hours)

**AT 228 Standard Transmission And Drive Trains (3)**

(Next year's course prefix/number AUTO 2371)

This course includes the operating principles, construction, and maintenance of the manual transmission and related drive-train components. Laboratory fee. (90 Contact Hours)

**AT 229 Automatic Transmissions I (4)**

(Next year's course prefix/number AUTO 2472)

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmissions is introduced. Laboratory fee. (120 Contact Hours)

**AT 231 Automatic Transmissions II (4)**

(Next year's course prefix/number AUTO 2473)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automotive Technology 229. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

**AT 248 Automotive Electronics (3)**

(Next year's course prefix/number AUTO 2379)

Prerequisite: Automotive Technology 119 or demonstrated competency approved by the instructor. A study of solid state and microprocessor electronics used in the automotive electrical system with emphasis on diagnostic and trouble-shooting procedures and use of test equipment. Laboratory fee. (90 Contact Hours)

**AT 249 LPG And CNG Automotive Applications (3)**

(Next year's course prefix/number AUTO 2380)

Upon successful completion of this course, the student will be able to identify the components of an LPG and CNG fuel system used on passenger cars and light trucks. The student will be able to safely and properly install, service, maintain and fuel these types of vehicles. (90 Contact Hours)

**AT 703 Cooperative Work Experience (3)**

(Next year's course prefix/number AUTO 7371)

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, work place procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number AUTO 7372)

Prerequisites: Completion of two courses in the Automotive Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number AUTO 7472)

Prerequisites: Completion of two courses in the Automotive technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 20 Lab.)

## BIOLOGY

**BIO 101 General Biology (4)**

(Common Course Number BIOL 1406)

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)



**BIO 102 General Biology (4)**

(Common Course Number BIOL 1407)

This course is a continuation of Biology 101 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)

**BIO 110 Introductory Botany (4)**

(Common Course Number BIOL 1411)

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)

**BIO 115 Biological Science (4)**

(Common Course Number BIOL 1408)

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)

**BIO 116 Biological Science (4)**

(Common Course Number BIOL 1409)

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)

**BIO 120 Introduction To Human Anatomy And Physiology (4)**

(Next year's course prefix/number BIOL 1470)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 121 Introduction To Human Anatomy And Physiology (4)**

(Next year's course prefix/number BIOL 1472)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 123 Applied Anatomy And Physiology (4)**

(Next year's course prefix/number BIOL 1473)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

**BIO 203 Intermediate Botany (4)**

(Next year's course prefix/number BIOL 2470)

Prerequisites: Biology 101 and 102. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

**BIO 211 Invertebrate Zoology (4)**

(Common Course Number BIOL 2418)

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.)

**BIO 216 General Microbiology (4)**

(Common Course Number BIOL 2420)

Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, 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)

**BIO 218 Field Biology (3)**

(Next year's course prefix/number BIOL 2370)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

**BIO 221 Anatomy And Physiology I (4)**

(Common Course Number BIOL 2401)

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 222 Anatomy And Physiology II (4)**

(Common Course Number BIOL 2402)

Prerequisite: Biology 221 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the inter relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 223 Environmental Biology (3)**

(Common Course Number BIOL 2306)

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)

**BIO 226 Genetics (4)**

(Common Course Number BIOL 2416)

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)

**BIO 230 Mammalian Physiology (4)**

(Next year's course prefix/number BIOL 2471)

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)

**BIO 235 Comparative Anatomy Of The Vertebrates (4)**

(Next year's course prefix/number BIOL 2472)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BLUEPRINT READING****BPR 177 Blueprint Reading - Mechanical (2)**

(Next year's course prefix/number BLPR 1270)

Engineering drawings are described and explained. Topics include multi view projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab.)

**BPR 178 Blueprint Reading - Architectural (2)**

(Next year's course prefix/number BLPR 1271)

The different architectural type prints are read. Specifications and more complex prints such as structural, electrical, HVAC and plumbing are included. (1 Lec., 3 Lab.)

**BUSINESS****BUS 105 Introduction To Business (3)**

(Common Course Number BUSI 1301)

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)

**BUS 143 Personal Finance (3)**

(Common Course Number BUSI 1307)

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)

**BUS 234 Business Law (3)**

(Common Course Number BUSI 2301)

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

## CHM 101 General Chemistry (4)

(Common Course Number CHEM 1411)

Prerequisite: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

## CHM 102 General Chemistry (4)

(Common Course Number CHEM 1412)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

## CHM 115 Chemical Science (4)

(Next year's course prefix/number CHEM 1470)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

## CHM 116 Chemical Science (4)

(Next year's course prefix/number CHEM 1471)

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

## CHM 201 Organic Chemistry I (4)

(Common Course Number CHEM 2423)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, 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)

## CHM 202 Organic Chemistry II (4)

(Common Course Number CHEM 2425)

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

## CHM 203 Quantitative Analysis (4)

(Common Course Number CHEM 2401)

Prerequisite: Chemistry 102, Mathematics 101. 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)

## CHM 205 Chemical Calculations (2)

(Common Course Number CHEM 1207)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025239)

## CHM 234 Instrumental Analysis (4)

(Common Course Number CHEM 2402)

Prerequisite: Chemistry 203 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)

## **CHILD DEVELOPMENT**

### **CD 100 Directed Participation Of Early Childhood Programs (1)**

(Next year's course prefix/number ECCD 1170)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

### **CD 125 Infant And Toddler Learning Environments Activities And Materials (4)**

(Next year's course prefix/number ECCD 1470)

This course is a study of appropriate learning experiences for infants and toddlers in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observing and participating in the Parent/Child Study Center and community child-care facilities. Laboratory fee. (3 Lec., 2 Lab.)

### **CD 127 Early Childhood Development, 5-12 Years (3)**

(Next year's course prefix/number ECCD 1370)

This course covers the principles of normal child growth and development from five through twelve years of age. Emphasis is on physical, intellectual, emotional, and social growth. Special attention is given to before- and after-school care. (3 Lec.)

### **CD 128 Cultural Diversity In The Classroom (3)**

(Next year's course prefix/number ECCD 1371)

This course is a study of diverse cultures. Emphasis is on research, community organizations, teaching techniques and appropriate early childhood classroom activities. (3 Lec.)

### **CD 135 Introduction To Early Childhood Programs And Services (4)**

(Next year's course prefix/number ECCD 1471)

This course is a study of historical and current early childhood development programs and services, as well as individuals influencing these programs. Laws and standards regulating these child-care facilities are covered. The laboratory experience includes observation of and participation with pre-schools and child-care centers in the community. Laboratory fee. (3 Lec., 2 Lab.)

### **CD 137 Early Childhood Learning Environments, Activities And Materials (4)**

(Next year's course prefix/number ECCD 1472)

This course is a study of appropriate learning experiences for young children in child-care facilities. Emphasis is on quality environments, learning activities, materials and effective teaching techniques. The laboratory experience includes observation and participation in the Parent/Child Study Center and community child-care facilities. Laboratory fee. (3 Lec., 2 Lab.)

### **CD 140 Early Childhood Development, 0-3 Years (3)**

(Next year's course prefix/number ECCD 1372)

This course covers the principles of normal child growth and development from conception through three years. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

### **CD 141 Early Childhood Development, 3-5 Years (3)**

(Next year's course prefix/number ECCD 1373)

This course covers the principles of normal child growth and development from three through five years of age. Emphasis is on physical, intellectual, emotional, and social growth. (3 Lec.)

### **CD 150 Nutrition, Health And Safety Of The Young Child (3)**

(Next year's course prefix/number ECCD 1374)

Practical experience and information on the nutritional, health, and safety needs of the young child are provided. A survey of community services for parents and teachers is included. Students earn a first aid certificate during this course. Laboratory fee. (2 Lec., 2 Lab.)

### **CD 200 Application Of Learning Theories (1)**

(Next year's course prefix/number ECCD 2170)

This course provides application of child development learning theories with young children at the Parent/Child learning Study Center and other appropriate child-care facilities. It is repeated four times concurrently with required Child Development core or elective courses. (30 Contact Hours)

### **CD 203 Parents And The Child Caregiver/Teacher (3)**

(Next year's course prefix/number ECCD 2370)

Relationships between caregivers, teachers and parents of young children are studied. Emphasis is on ways to develop parental involvement in child-care facilities. The course includes observation and participation with teachers, parents, and young children in group settings. (3 Lec.)

**CD 209 Early Childhood Development Special Projects (3)**

(Next year's course prefix/number ECCD 2371)

Registration for this course must be preceded by an interview with a child development instructor. A particular dimension of child-care is explored in depth by the student in an individual project. Participation in a designated child-care center or facility directly related to the student's special project is included. This course is repeatable for credit as topics vary. (3 Lec.)

**CD 233 Directed Participation Of Early Childhood Programs (4)**

(Next year's course prefix/number ECCD 2470)

This course provides in-depth observation and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 5 Lab.)

**CD 236 The Special Child: Growth And Development (3)**

(Next year's course prefix/number ECCD 2372)

Children with special needs are studied with emphasis on physical, mental, and emotional/behavioral problems. This course provides a broad overview of these problem areas and serves as an introduction to the study of exceptional children. (3 Lec.)

**CD 239 Studies In Child Guidance (3)**

(Next year's course prefix/number ECCD 2373)

This course is a study of appropriate ways of guiding and teaching young children. Emphasis is on guidance principles that develop a positive self-concept in early childhood while recognizing individual differences and varied family situations. The course includes observation of and participation with young children in child-care facilities and interpretation of anecdotal records and case studies of young children. Laboratory fee. (2 Lec., 2 Lab.)

**CD 244 Application Of Child Development Learning Theories (4)**

(Next year's course prefix/number ECCD 2471)

Prerequisite: Child Development 233. 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., 5 Lab.)

**CD 250 Supportive Services For Exceptional Children (3)**

(Next year's course prefix/number ECCD 2374)

The focus of this course is on identifying local, state, and 10 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.)

**CD 251 Learning Programs For Children with Special Needs (4)**

(Next year's course prefix/number ECCD 2472)

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., 5 Lab.)

**CD 253 Abuse Within The Family (3)**

(Next year's course prefix/number ECCD 2375)

The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with these families to help them lessen and alleviate abusive behaviors and experiences. Laboratory fee. (2 Lec., 2 Lab.)

**CD 254 Introduction To Administration Of Child Care Programs (3)**

(Next year's course prefix/number ECCD 2376)

The management of preschool/day care centers is studied. Topics include budgeting, record-keeping, food, health and referral services, and personnel practices. Laboratory fee. (2 Lec., 2 Lab.)

**CD 256 Advanced Administrative Practices For Child Care Facilities (3)**

(Next year's course prefix/number ECCD 2377)

Prerequisite: Child Development 254. This course is a study of advanced administrative procedures for child-care programs. Topics include planning, financial management, personnel policies, evaluation, leadership styles, and facility design. Laboratory fee. (2 Lec., 2 Lab.)

**CD 702 Cooperative Work Experience (2)**

(Next year's course prefix/number ECCD 7271)

Prerequisites: Completion of two courses in the Child Development 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. Instructor and employer will evaluate the student's job performance. The seminars consist of introduction to co-op, orientation to job learning objectives, writing learning plan and developing college degree plan. (1 Lec., 10 Lab.)

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

(Next year's course prefix/number ECCD 7372)

Prerequisites: Completion of two courses in the Child Development 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. Instructor and employer will evaluate the student's job performance. The seminars consist of exploring education, planning for work, exploring personal and social growth, clarifying career goals and developing individual potential. (1 Lec., 15 Lab.)

**CD 804 Cooperative Work Experience (4)**

(Next year's course prefix/number ECCD 8481)

Prerequisites: Completion of two courses in the Child Development program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experience. Instructor and employer will evaluate the student's job performance. The seminars consist of discussing life's transitions (professional and personal), developing communication skills, appraising self and career performance and exploring stress management techniques. (1 Lec., 20 Lab.)

## COLLEGE LEARNING SKILLS

**CLS 100 College Learning Skills (1)**

(Next year's course prefix/number DCLS 0100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## COMMUNICATIONS

**COM 131 Applied Communications (3)**

(Common Course Number ENGL 2311)

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 & DRAFTING

**CAD 101 CAD Operations (2)**

(Next year's course prefix/number CADD 1270)

This course provides instruction in hardware selection, setup and use of a CAD station. Emphasis is placed on control of the operating system, file management and keyboarding. Other topics include 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 word processing and spread sheets is included. Laboratory fee. (1 Lec., 2 Lab.)

**CAD 135 CAD/Graphic Processes (2)**

(Next year's course prefix/number CADD 1271)

Equipment, media and processes used to print, plot and reproduce multiple copies of technical drawings and art are studied. Topics include preparing drawings to be offset printed in multiple colors; techniques of shading and varying line weights for laser printers; sizing and inserting electronic art into files created by word processors; preparing silk screen art for panels, printed circuit boards, etc. and the use of screened prints for technical art works such as PCB and shade line drawings and other current topics in CAD. (1 Lec., 3 Lab.)

**CAD 136 Civil Design (3)**

(Next year's course prefix/number CADD 1370)

This is a specialty course to prepare one to work in civil drafting. Various drawings are completed, such as relief maps, plan and profile drawings, roadways, pipelines, and petroleum and geophysical maps. Calculations are made from surveyor's notes to plot traverse and contour lines and to determine areas and volume. A set of drawings is prepared for a residential subdivision, a shopping center, or some other type of land development. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 161 Manufacturing Fundamentals (3)**

(Next year's course prefix/number CADD 1371)

Manufacturing fundamentals and production methods including NC-CNC concepts are studied. Emphasis is on automation and set up for operation of CNC machines. The student will be able to interpret and describe information required to produce a CNC program. The functions and role of CAD and its relationship to computer aided manufacturing are studied. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 182 Technician Drafting (2)**

(Next year's course prefix/number CADD 1272)

This course focuses on the reading and interpretation of engineering drawings. Topics include multi view drawings, pictorial drawings, dimensioning, measurement with scales, schematic diagrams, and printed circuit boards. Laboratory fee. (1 Lec., 3 Lab.)

**CAD 183 Basic Drafting (4)**

(Next year's course prefix/number CADD 1470)

This course is for students who have had little or no previous experience in conventional drafting procedures or computer aided drafting. Topics include orthographic projection, dimensioning, tolerancing, sections, auxiliaries and fasteners. Emphasis will be on learning drafting conventions to produce technical sketches and drawings while the student learns the basic operations of interactive CAD systems. Experience is provided in using handbooks and other resource materials. No previous background in the use of computers is required. Laboratory fee. (2 Lec., 6 Lab.)

**CAD 185 Architectural Design (4)**

(Next year's course prefix/number CADD 1471)

This course begins with architectural lettering and drafting of construction details. Emphasis is on technique and use of appropriate material symbols and conventions. Working drawings are prepared, including plans, elevations, sections, and details. Drawings for buildings using steel, concrete, and timber structural components are covered. Reference materials are used to provide skills in locating data and in using handbooks. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 6 Lab.)

**CAD 230 Structural Design (3)**

(Next year's course prefix/number CADD 2370)

Prerequisites: Computer Aided Design 183. Stresses and thermal and elastic qualities of various materials are studied. Beams, columns, and other materials are included. Structural plans, details, and shop drawings of components are developed for buildings using steel, reinforced concrete, and timber structures. Emphasis is on drafting appropriate drawings for fabrication and erection of structural components. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 231 Electronic Design (3)**

(Next year's course prefix/number CADD 2371)

Prerequisite: Computer Aided Design 183. This course focuses on drawings used in the electronics industry. Topics include block and logic diagrams, schematic diagrams, interconnecting wiring diagrams, printed circuit boards, integrated circuits, component packaging, chassis design and current practices. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 232 CAD Illustration (3)**

(Next year's course prefix/number CADD 2372)

Prerequisite: Computer Aided Design 245. The rendering and creation of three-dimensional drawings and models are covered. Engineer sketches and orthographic drawings are developed into isometric, oblique and perspective drawings and models. Exploded views and cutaway drawings are created and fully indexed as required by repair and installation description or part lists. Models are shaded using current software programs. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 235 Facilities Management Design (3)**

(Next year's course prefix/number CADD 2373)

Prerequisite: Computer Aided Design 245. Students completing this course have the basic knowledge for the job of facilities drafter. Commercial space plans and extracting of data from these plans is covered. Details of modular furniture, free standing furnishings, reflected ceiling, plans including heating ventilating and air conditioning vents are drawn. Locating and specifying of these elements is examined in detail. After commercial spaces are drawn, and furniture, lighting and HVAC elements are located on the drawing, a computer generated listing of all items is created. The student is required to create the form for this list from commonly used software. Plans for spaces such as offices, restaurants, manufacturing areas, banks and etc. are assigned. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 236 Pipe Design (3)**

(Next year's course prefix/number CADD 2374)

Prerequisites: Computer Aided Design 183 and Mathematics 195 or the equivalent. This course presents the methods of piping of fluids for refineries, petrochemical plants, and industrial facilities. ASME codes are applied to the design of pressure vessels, pipe fitting, welded and seamless piping, pumps, and heat exchanges. Drawing techniques are emphasized in orthographic isometric projections. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 237 Advanced 3-D Illustration (3)**

(Next year's course prefix/number CADD 2375)

Prerequisites: Computer Aided Design 232 and 245. The creation, rendering and animation of technical art for technical publications is pursued in-depth. Slide shows, VCR output and hard copies of complex drawings and models are produced. Complex exploded views, cutaways, and external views of current industrial equipment and products are produced in black and white and color. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 240 Printed Circuit Design (3)**

(Next year's course prefix/number CADD 2376)

Prerequisite: Computer Aided Design 231, concurrent enrollment in Computer Aided Design 231 or the equivalent. This course develops skills in the design of double-sided and multi-layer printed circuit boards. Students design boards from schematics, parts lists, and manufacturing specifications. Some boards are designed for manual parts insertion and taped art works. Others are designed for automatic parts insertion and digitized inputs for art works. The use of the computer to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 241 Integrated Circuit Design (3)**

(Next year's course prefix/number CADD 2377)

Prerequisites: Computer Aided Design 240, Electronics Technology 190 or the equivalent. Must be taken concurrently with Electronics Technology 250. This course develops skills in the design of integrated circuits. Electronic theory and laboratory exercises in active devices are combined with drafting lectures and laboratory drafting to enable students to design simple integrated circuits from schematic diagrams and given design rules. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 242 Advanced Integrated Circuit Design (3)**

(Next year's course prefix/number CADD 2378)

Prerequisite: Computer Aided Design 241. This course develops skills in the design of complex integrated circuits. Students work from schematic diagrams and two sets of given rules. Work is done to meet industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 243 Advanced Printed Circuit Design (3)**

(Next year's course prefix/number CADD 2379)

Prerequisite: Computer Aided Design 240. This course includes the design of double-sided, multi-layer, surface-mounted, and flex-cable printed circuit boards. Students select various types of integrated circuit chips while applying pin swapping and gate combination techniques. Industry standards are followed in design development. The use of computers to produce drawings is encouraged. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 245 Computer Aided Design (3)**

(Next year's course prefix/number CADD 2380)

Prerequisite: Computer Aided Design 183 or the equivalent. Capabilities and limitations of the electronic computer as an aid to the designer are studied. Drafting procedures using an interactive system with computer graphics are practiced. Forms and uses of computer aided products are viewed in perspective with the overall design process. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 246 Advanced CAD-Electronic (3)**

(Next year's course prefix/number CADD 2381)

Prerequisites: Computer Aided Design 231. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to printed circuit board design. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 247 Applied Printed Circuit Design (3)**

(Next year's course prefix/number CADD 2382)

Prerequisite: Computer Aided Design 240. Special applications of printed circuit design techniques and principles in particular systems of design are studied. Specialization may be focused by classification of the electronic circuits, of resources for design, and of processes for manufacture of the printed circuits. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 248 Advanced CAD-Mechanical (3)**

(Next year's course prefix/number CADD 2383)

Prerequisite: Computer Aided Design 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to three-dimensional design, specifically mechanical. Menu and library construction will be practiced while using the interactive graphic systems. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 249 Advanced CAD-Architectural (3)**

(Next year's course prefix/number CADD 2384)

Prerequisites: Computer Aided Design 185 and 245 or the equivalent. Advanced uses of the electronic computer as an aid to the designer are studied. Special emphasis is given to architectural drafting as it relates to the single-family residence. Menu and library construction will be practiced while using the interactive graphic system. Laboratory fee. (2 Lec., 4 Lab.)

**CAD 250 Electromechanical Packaging Design (3)**

(Next year's course prefix/number CADD 2385)

Prerequisite: Computer Aided Design 245. This course includes layout and design of electromechanical equipment from engineering notes, sketches and catalogs. Full size design layouts are created using parts drawn and saved in a parts library. Detail drawings of sheet metal parts and complete parts lists are developed from the design layout. Practical wiring diagrams are created from sketches and notes. The computer is used to produce all drawings in this course. Laboratory fee. (2 Lec., 4 Lab.)



### **CAD 252 Advanced CAD-Menu Customizing And LISP (3)**

(Next year's course prefix/number CADD 2386)

Prerequisite: Computer Aided Design 245. Advanced CAD software for personal computers is studied. Increasing productivity of computer drafting and design systems through task analysis and the creation of menus, macros, and programmed routines is the emphasis in this course. Extracting data from drawings containing blocks with attributes is also covered. Laboratory fee. (2 Lec., 4 Lab.)

### **CAD 253 Geometric Dimensioning And Tolerancing (3)**

(Next year's course prefix/number CADD 2387)

This course provides instruction in geometric dimensioning and tolerancing as described in the ANSI-Y-14.5 standard. The topics of true position, form, tolerances data and accurate tolerancing from a given point are covered in detail. Using problems developed by professional designers, students will design accurate parts to meet accepted industry standards. (2 Lec., 4 Lab.)

### **CAD 255 Selected Topics In Drafting (3)**

(Next year's course prefix/number CADD 2388)

Prerequisite: Demonstrated competence approved by the instructor. Special topics in advanced drafting are covered. Topics will be those with current industry applications and may be individualized for each student. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

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

(Next year's course prefix/number CADD 7471)

Prerequisites: Completion of two courses in the Computer Aided Design and Drafting 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 introduction to cooperative education, orientation to learning on the job, writing the learning plan, college resources available, and college degree plans. (1 Lec., 20 Lab.)

### **CAD 714 Cooperative Work Experience (4)**

(Next year's course prefix/number CADD 7472)

Prerequisites: Completion of two courses in the Computer Aided Design and Drafting 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 the world of education, work and retirement; setting goals; writing a resume; and how to look for a job. (1 Lec., 20 Lab.)

### **CAD 803 Cooperative Work Experience (3)**

(Next year's course prefix/number CADD 8381)

Prerequisites: Completion of two courses in the Computer Aided Design and Drafting 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 transitions in life, communication skills, performance appraisals, and effective use of power. (1 Lec., 15 Lab.)

### **CAD 813 Cooperative Work Experience (3)**

(Next year's course prefix/number CADD 8382)

Prerequisites: Completion of two courses in the Computer Aided Design and Drafting 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 human potential, motivation, what to look for in a career, and trends in drafting occupations. (1 Lec., 15 Lab.)

## **COMPUTER INFORMATION SYSTEMS**

### **CIS 101 Introduction to Computer Applications And Concepts (4)**

(Next year's course prefix/number CISC 1470)

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.)

### **CIS 106 Problem Solving With The Computer (4)**

(Next year's course prefix/number CISC 1471)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 101 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.)

**CIS 109 X-base Programming I (4)**

(Next year's course prefix/number CISC 1472)

Prerequisites: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. This course develops structured programming skills using an Xbase 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.)

**CIS 121 Text Processing Applications (4)**

(Next year's course prefix/number CISC 1474)

Prerequisite: Computer Information Systems 101 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.)

**CIS 160 Data Communications And Operating Systems (3)**

(Next year's course prefix/number CISC 1372)

Prerequisite: Computer Information Systems 101 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.)

**CIS 162 COBOL Programming I (4)**

(Next year's course prefix/number CISC 1476)

Prerequisites: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 164 COBOL Programming II (4)**

(Next year's course prefix/number CISC 1477)

Prerequisites: Computer Information Systems 106 and Computer Information Systems 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 169 Application Development Tools (4)**

(Next year's course prefix/number CISC 1479)

Prerequisite: Computer Information Systems 101 and Computer Information Systems 106 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.)

**CIS 172 BASIC Programming (3)**

(Next year's course prefix/number CISC 1373)

Prerequisite: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 173 Pascal Programming For Business (3)**

(Next year's course prefix/number CISC 1374)

Prerequisite: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 192 UNIX Operating System I (4)**

(Next year's course prefix/number CISC 1480)

Prerequisite: Computer Information Systems 101 and Computer Information Systems 106 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.)

**CIS 200 Fundamentals Of Networking (3)**

(Next year's course prefix/number CISC 2370)

Prerequisite: Computer Information Systems 160 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.)

**CIS 205 Control Language And Operating Environments (4)**

(Next year's course prefix/number CISC 2470)

Prerequisite: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 207 Network Software (4)**

(Next year's course prefix/number CISC 2471)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 200 and credit or concurrent enrollment in Computer Information Systems 221, 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.)

**CIS 209 X-base Programming II (4)**

(Next year's course prefix/number CISC 2472)

Prerequisites: Computer Information Systems 109 or demonstrated competence approved by the instructor. This course continues programming skills in an Xbase 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.)

**CIS 210 Assembly Language I (4)**

(Next year's course prefix/number CISC 2473)

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.)

**CIS 212 C Programming (4)**

(Next year's course prefix/number CISC 2474)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 218 Spreadsheet Applications (4)**

(Next year's course prefix/number CISC 2476)

Prerequisites: Computer Information Systems 101 and Computer Information Systems 106 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 221 PC Operating Systems And Utilities (4)**

(Next year's course prefix/number CISC 2478)

Prerequisites: Computer Information Systems 101 and Computer Information Systems 106 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.)

**CIS 225 Systems Analysis And Design (4)**

(Next year's course prefix/number CISC 2479)

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.)

**CIS 226 PC Hardware (4)**

(Next year's course prefix/number CISC 2480)

Prerequisite: Minimum of six credit hours in Computer Information Systems courses 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 patch short assembler language programs. Laboratory fee. (3 Lec., 3 Lab.)

**CIS 228 Database Applications (4)**

(Next year's course prefix/number CISC 2481)

Prerequisites: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 254 Data Base Systems (4)**

(Next year's course prefix/number CISC 2482)

Prerequisite: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 258 On-Line Applications (4)**

(Next year's course prefix/number CISC 2483)

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.)

**CIS 260 Contemporary Topics In Computer Information Systems (1)**

(Next year's course prefix/number CISC 2170)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**CIS 262 Contemporary Topics In Computer Information Systems (3)**

(Next year's course prefix/number CISC 2372)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**CIS 263 Special Topics In Computer Information Systems (3)**

(Next year's course prefix/number CISC 2373)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 265 Special Topics In Computer Information Systems (4)**

(Next year's course prefix/number CISC 2484)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 268 Advanced C Programming (4)**

(Next year's course prefix/number CISC 2486)

Prerequisite: Computer Information Systems 212 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.)

**CIS 270 Object Oriented Programming (4)**

(Next year's course prefix/number CISC 2487)

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.)

**CIS 271 RPG Interactive Subfile Processing (4)**

(Next year's course prefix/number CISC 2492)

Prerequisites: Computer Information Systems 116, Computer Information Systems 126, and Computer Information Systems 171 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 LD; programmer commands including FILE and DEBUG; INDSA, SDA, record locking, QCMDXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 272 Advanced BASIC Techniques (3)**

(Next year's course prefix/number CISC 2374)

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 275 User Documentation And Training (3)**

(Next year's course prefix/number CISC 2375)

Prerequisites: Speech Communication 101, Computer Information Systems 101 and Computer Information Systems 106 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.)

**CIS 277 Network Hardware (4)**

(Next year's course prefix/number CISC 2488)

Prerequisites: Computer Information Systems 207 and credit or concurrent enrollment in Computer Information Systems 226, 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.)

**CIS 281 Applied Studies (3)**

(Next year's course prefix/number CISC 2489)

Prerequisites: Minimum of eighteen credit hours of PC-oriented Computer Information Systems courses including Computer Information Systems 226 or demonstrated competence approved by instructor. This course applies PC analyst skills to business situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. Laboratory fee. (2 Lec., 3 Lab.)

**CIS 287 Network Problems And Applications (4)**

(Next year's course prefix/number CISC 2485)

Prerequisites: Computer Information Systems 207 and credit or concurrent enrollment in Computer Information Systems 277, 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.)

**CIS 292 UNIX Operating System II (4)**

(Next year's course prefix/number CISC 2490)

Prerequisites: Computer Information Systems 192 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.)

**CIS 295 UNIX System Administration (4)**

(Next year's course prefix/number CISC 2491)

Prerequisites: Computer Information Systems 192 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.)

**CIS 701 Cooperative Work Experience (1)**

(Next year's course prefix/number CISC 7171)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

**CIS 702 Cooperative Work Experience (2)**

(Next year's course prefix/number CISC 7271)

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.)

**CIS 703 Cooperative Work Experience (3)**

(Next year's course prefix/number CISC 7371)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**CIS 704 Cooperative Work Experience (4)**

(Next year's course prefix/number CISC 7471)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

**CIS 712 Cooperative Work Experience (2)**

(Next year's course prefix/number CISC 7272)

Prerequisite: Completion of one course in Computer Information Systems 701, 702, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

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

(Next year's course prefix/number CISC 7372)

Prerequisite: Completion of one course in Computer Information Systems 701, 702, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number CISC 7472)

Prerequisite: Completion of one course in Computer Information Systems 701, 702, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

## COMPUTER SCIENCE

**CS 113 Computing Science I (3)**

(Common Course Number COSC 1315)

Prerequisite: Two years of high school algebra or Developmental Math 093 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. This course will focus on problem-solving using modular design techniques implemented with structured programming in Pascal. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

**CS 114 Computing Science II (3)**

(Common Course Number COSC 2318)

Prerequisites: Computer Science 113 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 113 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)

### **CS 121 Introduction To FORTRAN**

#### **Programming (3)**

(Common Course Number COSC 1317)

Prerequisite: Math 102 or demonstrated competence approved by the instructor. 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)

### **CS 122 Introduction To BASIC Programming (3)**

(Common Course Number COSC 1310)

Prerequisite: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015127)

### **CS 123 Introduction To PL/I Programming (3)**

(Common Course Number COSC 1333)

Prerequisites: Developmental Math 093 and Computer Science 113 or Computer Information Systems 101 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)

### **CS 212 Assembly Language (4)**

(Common Course Number COSC 2325)

Prerequisite: Computer Science 114 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)

### **CS 221 Introduction To Computer Organization (3)**

(Common Course Number COSC 1306)

Prerequisite: Computer Science 114 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1101015227)

### **CS 222 Introduction To File Processing (3)**

(Common Course Number COSC 2315)

Prerequisite: Computer Science 114 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

## **DANCE**

### **DAN 155 Jazz I (1)**

(Common Course Number DANC 1147)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DAN 156 Jazz II (1)**

(Common Course Number DANC 1148)

Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

## **DEVELOPMENTAL COMMUNICATIONS**

### **DC 095 Communication Skills (3)**

(Next year's course prefix/number DEVC 0095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

### **DC 120 Communication Skills (3)**

(Next year's course prefix/number DEVC 0120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

## **DEVELOPMENTAL LEARNING**

### **DL 094 Learning Skills Improvement (1)**

(Next year's course prefix/number DEVL 0094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 103, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

### **DM 073 Introduction To Geometry (1)**

(Next year's course prefix/number DEVM 0073)

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)

### **DM 090 Pre Algebra Mathematics (3)**

(Next year's course prefix/number DEVM 0090)

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)

### **DM 091 Elementary Algebra (3)**

(Next year's course prefix/number DEVM 0091)

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DM 093 Intermediate Algebra (3)**

(Next year's course prefix/number DEVM 0093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(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.

### DR 090 Developmental Reading (3)

(Next year's course prefix/number DEVR 0090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

### DR 091 Developmental Reading (3)

(Next year's course prefix DEVR 0091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

### DR 093 Developmental Reading (3)

(Next year's course prefix DEVR 0093)

This course offers further development of reading comprehension, vocabulary, and study skills. (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.

### DW 090 Developmental Writing (3)

(Next year's course prefix/number DEWV 0090)

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)

### DW 091 Developmental Writing (3)

(Next year's course prefix/number DEWV 0091)

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)

### DW 093 Developmental Writing (3)

(Next year's course prefix/number DEWV 0093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

## EARTH SCIENCE

### ES 117 Earth Science (4)

(Common Course Number GEOL 1401)

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 119. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

## ECOLOGY

NOTE: This course will carry a Dallas County Community College prefix of "ECOL" next year; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course description.

### ECY 291 People And Their Environment (3)

(Next year's course prefix/number ECOL 1305; Common Course Number 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

### ECO 201 Principles Of Economics I (3)

(Common Course Number ECON 2301)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

### ECO 202 Principles Of Economics II (3)

(Common Course Number ECON 2302)

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

# ELECTRONICS TECHNOLOGY

## ET 135 DC-AC Theory And Circuit Analysis (6)

(Next year's course prefix/number ELET 1670)

Prerequisite: Credit or concurrent enrollment in Mathematics 195 or the equivalent. This is an accelerated course combining DC circuits (190) and AC circuits (191) in one semester for students with previous electronics experience or a good mathematics background. Topics include the analysis of resistive, capacitive, inductive, and combination circuits. Magnetism, resonance, schematic symbols, and sine wave analysis are also included. Series, parallel, and series-parallel circuits are covered. Laboratory fee. (5 Lec., 3 Lab.)

## ET 170 Printed Circuit Board Manufacturing (1)

(Next year's course prefix/number ELET 1170)

The student will build a working printed circuit board. The course will begin with a schematic and parts list and progress through all steps necessary to produce a single sided photographically produced board. Laboratory fee. (1 Lec., 1 Lab.)

## ET 172 Soldering (1)

(Next year's course prefix/number ELET 1171)

This course is intended to ensure that the student understands the theory and use of tools and equipment for proper industrial soldering techniques. The prime emphasis is to build the student's skill in soldering. Laboratory fee. (1 Lec., 1 Lab.)

## ET 174 Oscilloscope Utilization (1)

(Next year's course prefix/number ELET 1172)

This course will cover all front panel controls on basic laboratory calibrated oscilloscopes. Emphasis will be placed on utilization of oscilloscope in trouble-shooting a circuit. Laboratory fee. (1 Lec., 1 Lab.)

## ET 190 DC Circuits And Electrical Measurements (4)

(Next year's course prefix/number ELET 1470)

The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (3 Lec., 3 Lab.)

## ET 191 A.C. Circuits (4)

(Next year's course prefix/number ELET 1471)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Mathematics 195 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee. (3 Lec., 3 Lab.)

## ET 193 Active Devices (4)

(Next year's course prefix/number ELET 1472)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and nonlinear characteristics, in-circuit action, amplifiers, rectifiers, and switching. Laboratory fee. (3 Lec., 3 Lab.)

## ET 194 Instrumentation (3)

(Next year's course prefix/number ELET 1370)

Prerequisites: Electronics Technology 190 and credit or concurrent enrollment in Electronics Technology 191 and 193. Electrical devices for measurement and instrumentation are studied and applied to work situations. Included are basic AC and DC measurement meters, impedance bridges, oscilloscopes, signal generators, signal-tracers, and tube and transistor testers. The course concludes with a study of audio frequency test methods and equipment. Laboratory fee. (2 Lec., 3 Lab.)

## ET 197 Digital Logic Principles (4)

(Next year's course prefix/number ELET 1473)

This course is a study of number systems and arithmetic in various bases. Included are truth tables, logic symbols, and basic logic functions including NOT, AND, NAND, OR, NOR, and XOR. Logic manipulations involving basic laws, minterm forms, mapping, minimization, and basic logic gate circuit troubleshooting techniques. An introduction to computer operations and systems with emphasis on the use of the computer as an analytical tool for electronics circuit evaluation is included. Laboratory fee. (3 Lec., 3 Lab.)

## ET 200 Special Applications Of Electronics (4)

(Next year's course prefix/number ELET 2470)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (3 Lec., 3 Lab.)

**ET 205 Selected Topics in Electronics (1)**

(Next year's course prefix/number ELET 2270)

This course is intended for use by any given group of students that desires specific topics to be covered. This course may be substituted for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (1 Lec.)

**ET 206 Selected Topics in Electronics (2)**

(Next year's course prefix/number ELET 2270)

This course is intended for use by any given group of students that desires specific topics to be covered. This course may be substituted for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 1 Lab.)

**ET 207 Selected Topics in Electronics (3)**

(Next year's course prefix/number ELET 2372)

This course is intended for use by any given group of students that desires specific topics to be covered. This course may be substituted for any 200 level electronics course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**ET 210 Basic CRT Display And Television Theory and Service (4)**

(Next year's course prefix/number ELET 2475)

Prerequisite: Electronics Technology 190, 191, 193 and 194. This course is designed to introduce CRT display and television theory and to give the student hands on experience in basic servicing of all major sections of modern television receivers and CRT displays for computers. Laboratory fee. (3 Lec., 3 Lab.)

**ET 232 Analysis Of Electronic Logic And Switching Circuits (4)**

(Next year's course prefix/number ELET 2477)

Prerequisites: Electronics Technology 193 and 194. The course presents circuitry common to electronic control systems and automatic measuring systems. Typical circuit systems functions covered include clamping, gating, switching, and counting. Circuits include voltage discriminators, multi-vibrators, dividers, counters, and gating circuits. Boolean algebra and binary numbers are reviewed. Emphasis is on semiconductor devices. Fluidic switching devices are introduced. Laboratory fee. (3 Lec., 3 Lab.)

**ET 237 Modular Memories And Microprocessors (4)**

(Next year's course prefix/number ELET 2479)

Prerequisite: Electronics Technology 232. Read only memories (ROM's), random access memories (RAM's) and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control buses, data busses, addressing, coding, and programming of typical microprocessor units are included. Micro processor system is tested, coded, and programmed. Laboratory fee. (3 Lec., 3 Lab.)

**ET 238 Linear Integrated Circuits (4)**

(Next year's course prefix/number ELET 2480)

Prerequisites: Electronics Technology 190, 191, and 193. Differential amplifiers, operational amplifiers, and integrated circuit timers are investigated. Topics include comparators, detectors, inverting and non-inverting amplifiers, OP. AMP adders, differentiating and integrating amplifiers, and instrumentation amplifiers. Digital to analog converters, analog to digital converters, special OP. AMP applications, and integrated circuits timers are also included. Limitations and specifications of integrated circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

**ET 246 Microcomputer Theory And System Maintenance (4)**

(Next year's course prefix/number ELET 2482)

Prerequisite: Electronics Technology 193 or demonstrated competence approved by the instructor. This course is an introduction to the theory and operation of microcomputers. The theory and operation of the individual components that comprise a microcomputer are studied as well as the methods by which the components are connected together to form a complete microcomputer. Software and hardware troubleshooting techniques are also emphasized. (3 Lec., 3 Lab.)

**ET 247 Microcomputer Peripheral Devices (4)**

(Next year's course prefix/number ELET 2483)

Prerequisites: Credit or concurrent enrollment in Electronics Technology 241 or demonstrated competence approved by the instructor. Topics include theory and maintenance of microcomputer peripheral devices such as printers, plotters, disk drives, mice, scanners, and digitizers. Hard disk organization, formatting, and maintenance are also emphasized. (3 Lec., 3 Lab.)

**ET 248 Digital Data Communications (4)**

(Next year's course prefix/number ELET 2484)

Prerequisite: Credit or concurrent enrollment in Electronics 242 or demonstrated competence approved by the instructor. This course is an introduction to digital data communications with an emphasis on asynchronous data communications and microcomputer local area networks. Telephone switching systems are studied as well as techniques for the installation and maintenance of modems and local area networks. (3 Lec., 3 Lab.)

**ET 250 Principles Of Electronic Integrated Circuits (4)**

(Next year's course prefix/number ELET 2485)

Prerequisites: Electronics Technology 190 and concurrent enrollment in Computer Aided Design 241. This is a survey course of solid state devices and their associated circuitry. This course is intended to teach the student fundamentals of common electronic circuits which contain integrated circuits and to teach elements of solid state devices from the principle of the PN junction through the function of integrated circuits. Laboratory fee. (3 Lec., 2 Lab.)

**ET 260 Sinusoidal Circuits (4)**

(Next year's course prefix/number ELET 2486)

Prerequisites: Electronics Technology 191 and 193. Power supply circuits are presented. Included are full wave rectification, filtering, and regulation. Amplifier circuits involving large and small signal analysis, coupling, classes of operation and feedback techniques are also covered. Semiconductor devices considered include the Zener diode, SCR, TRIAC, MOSF, JF, CMOS, and unijunction transistors. Laboratory fee. (3 Lec., 3 Lab.)

**ET 261 Pulse And Switching Circuits (4)**

(Next year's course prefix/number ELET 2487)

Prerequisites: Electronics Technology 191 and 193. Thevenin's theorem and superposition are applied to AC and DC sources. Wave form analysis is studied including pulse characteristics and pulsetrain measurements of harmonic content. Other topics include RC and RL circuit response to step inputs, exponential forms, diode clipper and clamp circuits, and transistor action in digital circuits involving saturation and cutoff. Gate types of RTL, DTL, TTL, ECL, and MOS technologies are also included. The bistable, monostable, and astable types of multivibrator circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

**ET 263 Digital Computer Theory (4)**

(Next year's course prefix/number ELET 2488)

Prerequisite: Electronics Technology 191, 192, and 193. This course focuses on basic computer circuits. Included are flip-flops, shift registers, counters (sequential and nonsequential), operational amplifiers, and A to D converters. Analysis of specific current integrated circuits is also included. Laboratory fee. (3 Lec., 3 Lab.)

**ET 264 Digital Systems (4)**

(Next year's course prefix/number ELET 2490)

Prerequisites: Electronics Technology 192 and 263 or concurrent enrollment in Electronics Technology 263. The three major component systems of a digital computer are studied. The arithmetic-logic section covers arithmetic in binary, hexadecimal, counting, and number representation within a machine. The memory studies center around the operation of core and semiconductor memory assemblies which include addressing and data buffering. The control section deals with state, distributive, and ROM type of control circuits. Laboratory fee. (3 Lec., 3 Lab.)

**ET 265 Digital Research (3)**

(Next year's course prefix/number ELET 2373)

Prerequisites: Electronics Technology 192 and concurrent enrollment in Electronics Technology 263 or 264. The design, layout, construction, and calibrating of a major electronic project are covered. The project uses digital circuits. Students develop independent projects and prepare term papers on functions of components, operating specifications, and schematics. Laboratory fee. (1 Lec., 5 Lab.)

**ET 266 Computer Applications (4)**

(Next year's course prefix/number ELET 2491)

Prerequisite: Electronics Technology 192. Machine language and assembly language programming are the focus of this course. Emphasis is on problem solving for in-house computers. Laboratory fee. (3 Lec., 3 Lab.)

**ET 267 Microprocessors (4)**

(Next year's course prefix/number ELET 2492)

Prerequisites: Electronics Technology 192 and 266. This course is a study of microcomputers. Topics include architecture, software, interfacing, microprocessors, and microcomputer systems. Emphasis is on practical applications using in-house microcomputers. Laboratory fee. (3 Lec., 3 Lab.)

**ET 268 Microprocessor Trouble-shooting And Interface (4)**

(Next year's course prefix/number ELET 2493)

Prerequisite: Electronic Technology 267. This course studies trouble-shooting techniques on microprocessor, disk controls, CRT controls and interfaces. Emphasis is on hardware trouble-shooting and peripheral interface. Laboratory fee. (3 Lec., 3 Lab.)

### **ET 270 Computer-Aided Circuit Analysis and Design (4)**

(Next year's course prefix/number ELET 2494)

This course utilizes the personal computer platform as a tool to enable the user to draw schematics, build net lists, compile and generate selected reports. The student will learn to use the PC to analyze, design, and layout the printed circuit board for passive and active circuit systems. Several software packages are employed to achieve the desired competencies. (3 Lec., 3 Lab.)

### **ET 271 UNIX Tools For Circuit Analysis (4)**

(Next year's course prefix/number ELET 2495)

Prerequisite: Electronics Technology 270. This course utilizes the personal computer to enable the student to develop skills in circuit design using the UNIX operating system. The students will enter schematics, simulate, and perform circuit board layouts to specifications. (3 Lec., 3 Lab.)

### **ET 272 Introduction To Computer Aided Testing (4)**

(Next year's course prefix/number ELET 2496)

Prerequisite: Basic skills in computer operations and knowledge of stand alone electronics instruments. This course centers around the use of computer applications programs specifically designed for use in building computer aided testing (CAT) scenarios. This will use a windows-type environment. GBIP or virtual instrumentation type systems will be discussed and implemented. All students will gain experience with transferring data to and from the instruments via computer. (3 Lec., 3 Lab.)

### **ET 273 Advanced Computer Aided Testing (4)**

(Next year's course prefix/number ELET 2497)

Prerequisite: Electronics Technology 272. In this course the student will write and conduct test procedures on various circuits to be conducted under computer control. This course will focus on the following techniques: lab windows, high speed bus, virtual instruments or other modern methods as they are developed. (3 Lec., 3 Lab.)

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

(Next year's course prefix/number ELET 7471)

Prerequisites: Completion of two courses in the Electronics Technology, Digital Electronics Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. job interview, job application procedures, job site interpersonal relations, employer expectations of employees) or combinations of both. (1 Lec., 20 Lab.)

### **ET 714 Cooperative Work Experience (4)**

(Next year's course prefix/number ELET 7472)

Prerequisites: Completion of two courses in the Electronics Technology, Digital Electronics Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of resumes, changing jobs, supervising subordinates, building self-esteem), or combinations of both. (1 Lec., 20 Lab.)

## **ELECTRONIC TELECOMMUNICATIONS**

### **ET 102 Introduction To Telecommunications (3)**

(Next year's course prefix/number ELTC 1370)

This course is an introduction to the fundamentals of telecommunications with an emphasis on analog and digital voice transmission techniques and technology. Telecommunications majors are required to take the laboratory course Electronics Technology 103. (3 Lec.)

### **ET 103 Introduction To Telecommunications Laboratory (1)**

(Next year's course prefix/number ELTC 1170)

Prerequisites: Electronics Technology 190, 191 and concurrent enrollment in Electronics Technology 102. This course is designed to support the theories taught in Electronics Technology 102 with laboratory experiments. Laboratory fee. (3 Lab.)

### **ET 290 Advanced Electronic Devices (4)**

(Next year's course prefix/number ELTC 2470)

Prerequisites: Electronics Technology 102, 103 and 193. This course continues the study of solid state devices and circuit theory. Emphasis will be on application of these devices in circuitry relevant to the telecommunications systems: power supplies, regulators, amplifiers and oscillators. Laboratory fee. (3 Lec., 3 Lab.)

### **ET 291 Linear Integrated Circuit Applications (4)**

(Next year's course prefix/number ELTC 2471)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. A study of operational amplifiers and their use as basic building blocks of linear integrated circuitry. Topics will include voltage level detectors, comparators, signal generating circuits, signal processing circuits, inverting and non-inverting amplifiers, differential, instrumentation and bridge amplifiers, active filters, IC. timers, and selected linear integrated circuits. Laboratory fee. (3 Lec., 3 Lab.)

**ET 292 Telephony Switching Systems (4)**

(Next year's course prefix/number ELTC 2472)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course will familiarize the student with the following topics: telephone set, public switched networks, local exchanges, networks, two and four wire systems, tip and ringing requirements, and an introduction to digital transmission techniques. Laboratory fee. (3 Lec., 3 Lab.)

**ET 293 Basic Radio Circuitry (4)**

(Next year's course prefix/number ELTC 2473)

Prerequisite: Electronics Technology 290 or concurrent enrollment in Electronics Technology 290. This course covers the theory and practices of modern communications systems. Topics include amplitude modulation, frequency modulation, single side band techniques and digital radio characteristics. Laboratory fee. (3 Lec., 3 Lab.)

**ET 294 High Frequency Transmission Systems (4)**

(Next year's course prefix/number ELTC 2474)

Prerequisites: Electronics Technology 291, 292, and 293. The theory and application of long-haul transmission techniques utilized in the telecommunication industry will be covered. Microwave transmission, fiber optics principles, and satellite communication are major areas of emphasis. Laboratory fee. (3 Lec., 3 Lab.)

**ET 295 Telecommunication Signaling (4)**

(Next year's course prefix/number ELTC 2475)

Prerequisite: Electronics Technology 294 or concurrent enrollment in Electronics Technology 294. This course covers circuit and system application necessary to implement signaling protocols, conversion systems, formats, and loop starts. Specific signaling topics are SF (single frequency) E & M, DX (duplex), and looping systems. Laboratory fee. (3 Lec., 3 Lab.)

**ET 297 System Installation And Testing (4)**

(Next year's course prefix/number ELTC 2476)

Prerequisite: Electronics Technology 295 or concurrent enrollment in Electronics Technology 294 or Electronics Technology 295. This course is designed to make the student familiar with the installation of telecommunications switching equipment. The student will become familiar with the theory, operation, and maintenance of switching equipment along with trouble-shooting techniques. Laboratory fee. (3 Lec., 3 Lab.)

**ET 298 Electro-Optics Systems (4)**

(Next year's course prefix/number ELTC 2477)

Prerequisite: Electronics Technology 193 and Electronics Technology 263 (recommended). This course is the study of components, circuits and systems that combine electronic technology with optics. Topics include basic optical principles, electro-optic sources, fiber optic links, optical receivers, integrated optics, and system interconnection. Laboratory fee. (3 Lec., 3 Lab.)

**ET 299 Cellular Telephone Radio Equipment/Systems (4)**

(Next year's course prefix/number ELTC 2478)

Prerequisite: Electronics Telecommunications 293. This course covers the theory and practices of modern cellular telephone radio equipment/systems, including routine testing and maintenance of the systems. The course will familiarize the student with the cellular concept, radio equipment used in cellular telephone systems, basic call processing, handoff and handover processing, and common test/maintenance equipment used in cellular systems. (3 Lec., 3 Lab.)

**ET 704 Cooperative Work Experience (4)**

(Next year's course prefix/number ELTC 7471)

Prerequisites: Completion of two courses in the Electronic Telecommunications or Digital Electronics Technology programs or instructor approval. This introductory 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 an introduction to co-op, orientation to on-the-job learning, writing the learning plan and college degree plan. (1 Lec., 20 Lab.)

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

(Next year's course prefix/number ELTC 7472)

Prerequisites: Completion of two courses in the Electronic Telecommunications or Digital Electronics Technology programs or instructor approval. 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 objectives each semester. The seminar consists of self-inventory, work values, selling yourself and hints to keep a job. (1 Lec., 20 Lab.)

## ENGINEERING

### **EGR 105 Engineering Design Graphics (3)**

(Common Course Number ENGR 1304)

Prerequisite: Engineering 101 or Mathematics 102 or 196 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)

### **EGR 107 Engineering Mechanics I (3)**

(Common Course Number ENGR 2301)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. 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)

### **EGR 201 Engineering Mechanics II (3)**

(Common Course Number ENGR 2302)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. 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)

### **EGR 202 Engineering Mechanics Of Materials (3)**

(Common Course Number ENGR 2332)

Prerequisites: Engineering 107 and credit or concurrent enrollment in Mathematics 225. 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)

### **EGR 204 Electrical Systems Analysis (3)**

(Common Course Number ENGR 2305)

Prerequisite: Credit or concurrent enrollment in Mathematics 225. 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)

### **EGR 205 Plane Surveying (3)**

(Common Course Number ENGR 1307)

Prerequisites: Mathematics 102 or 196 and Engineering 105 or Computer Aided Design 183. 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)

### **EGR 206 Electrical Engineering Laboratory (1)**

(Common Course Number ENGR 2105)

Prerequisite: Credit or concurrent enrollment in Engineering 204. 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)

## ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

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

(Common Course Number ENGL 1301)

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

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

(Common Course Number ENGL 1302)

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### **English In The Sophomore Year**

English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

#### **ENG 201 British Literature (3)**

(Common Course Number ENGL 2322)

Prerequisite: English 102. 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)

#### **ENG 202 British Literature (3)**

(Common Course Number ENGL 2323)

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

#### **ENG 203 World Literature (3)**

(Common Course Number ENGL 2333)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

#### **ENG 204 World Literature (3)**

(Common Course Number ENGL 2334)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

#### **ENG 205 American Literature (3)**

(Common Course Number ENGL 2327)

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

#### **ENG 206 American Literature (3)**

(Common Course Number ENGL 2328)

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

#### **ENG 209 Creative Writing (3)**

(Common Course Number ENGL 2307)

Prerequisite: English 102. 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)

#### **ENG 210 Technical Writing (3)**

(Common Course Number ENGL 2311)

Prerequisites: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

#### **ENG 215 Studies In Literature (3)**

(Common Course Number ENGL 2352)

Prerequisite: English 102. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

#### **ENG 216 Studies In Literature (3)**

(Next year's course prefix/number ENGL 2371)

Prerequisite: English 102. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(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.

#### **ESL 031-034 (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.

#### **ESL 041-044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.



### **ESL 051-054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

### **ESL 061-064 (Grammar)**

These courses are designed to complement the ESL 051-054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## **INGLES COMO SEGUNDO IDIOMA**

El programa de credito academico de Ingles Como Segundo Idioma ESL esta disenado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### **ESL 031-034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan 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.

### **ESL 041-044 (Lectura)**

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### **ESL 051, ESL 052, ESL 053, ESL 054**

Estos cursos estan disenados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

### **ESL 061, ESL 062, ESL 063, ESL 064**

Estos cursos estan disenados para complementar la serie de Escritura 051-054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

## **ENGLISH AS A SECOND LANGUAGE**

### **ESL 031 ESL Listening/Speaking (3)**

(Next year's course prefix/number ESOL 0031)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESL 032 ESL Listening/Speaking (3)**

(Next year's course prefix/number ESOL 0032)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### **ESL 033 ESL Speaking (3)**

(Next year's course prefix/number ESOL 0033)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

**ESL 034 ESL Academic Speaking (3)**

(Next year's course prefix/number ESOL 0034)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

**ESL 041 ESL Reading (3)**

(Next year's course prefix/number ESOL 0041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

**ESL 042 ESL Reading (3)**

(Next year's course prefix/number ESOL 0042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

**ESL 043 ESL Reading (3)**

(Next year's course prefix/number ESOL 0043)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

**ESL 044 ESL Reading (3)**

(Next year's course prefix/number ESOL 0044)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

**ESL 051 ESL Writing (3)**

(Next year's course prefix/number ESOL 0051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 052 ESL Writing (3)**

(Next year's course prefix/number ESOL 0052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 053 ESL Writing (3)**

(Next year's course prefix/number ESOL 0053)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 054 ESL Writing (3)**

(Next year's course prefix/number ESOL 0054)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 061 ESL Grammar (3)**

(Next year's course prefix/number ESOL 0061)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 062 ESL Grammar (3)**

(Next year's course prefix/number ESOL 0062)

This course reviews basic elements of English grammar introduced in ESL 061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 063 ESL Grammar (3)**

(Next year's course prefix/number ESOL 0063)

This course reviews grammar points studied in ESL 061 and ESL 062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### **ESL 064 ESL Grammar (3)**

(Next year's course prefix/number ESOL 0064)

This course reviews grammar points studied in ESL 061, ESL 062, and ESL 063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

## **FRENCH**

### **FR 101 Beginning French (4)**

(Common Course Number FREN 1411)

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)

### **FR 102 Beginning French (4)**

(Common Course Number FREN 1412)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

### **FR 201 Intermediate French (3)**

(Common Course Number FREN 2311)

Prerequisite: French 102 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)

### **FR 202 Intermediate French (3)**

(Common Course Number FREN 2312)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

## **GEOLOGY**

### **GEO 101 Physical Geology (4)**

(Common Course Number GEOL 1403)

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)

### **GEO 102 Historical Geology (4)**

(Common Course Number GEOL 1404)

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)

### **GEO 103 Introduction To Oceanography (3)**

(Common Course Number GEOL 1345)

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land are investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

### **GEO 201 Introduction To Rocks And Mineral Identification (4)**

(Common Course Number GEOL 2409)

Prerequisites: Geology 101 and 102. 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)

### **GEO 205 Field Geology (4)**

(Next year's course prefix/number GEOL 2470)

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 4006015539)

### **GEO 207 Geologic Field Methods (4)**

(Common Course Number GEOL 2407)

Prerequisites: Geology 101 and 102. 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)

## **GEO 209 Mineralogy (4)**

(Next year's course prefix/number GEOL 2471)

Prerequisites: Geology 101 and 102 and Chemistry 102.

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**

### **GER 101 Beginning German (4)**

(Common Course Number GERM 1411)

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)

### **GER 102 Beginning German (4)**

(Common Course Number GERM 1412)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### **GER 201 Intermediate German (3)**

(Common Course Number GERM 2311)

Prerequisite: German 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

### **GER 202 Intermediate German (3)**

(Common Course Number GERM 2312)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

## **GOVERNMENT**

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

(Common Course Number GOVT 2301)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

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

(Common Course Number GOVT 2302)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GVT 211 Introduction To Comparative Politics (3)**

(Common Course Number GOVT 2331)

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 ARTS**

### **GA 120 Printing Fundamentals (3)**

(Next year's course prefix/number GRAP 1370)

This course is a study of basic mathematics used in the printing industry. It includes proportional copy, enlargement and reduction, percentages, copy fitting, and conversion of inches into points and picas. Paper calculations for cutting and buying procedures are discussed. Laboratory fee. (2 Lec., 4 Lab.)

### **GA 125 Introduction to Pre-Press (3)**

(Next year's course prefix/number GRAP 1371)

Prerequisite: Basic Skills Mastery at 10th grade level and higher. This course deals with the layout and design, paste up, image assembly, camera operations, image generation, and plate making. Laboratory fee. (2 Lec., 4 Lab.)

**GA 134 Basic Camera Operations (3)**

(Next year's course prefix/number GRAP 1372)

Prerequisite: Graphic Arts 120. This course introduces the student to the Graphic Arts darkroom and photolithographic process camera. Operation of horizontal and vertical cameras are taught. Lab assignments include PMT's line and halftone photography, contacting and an introduction to process color. Stripping and platemaking procedures are also included. Laboratory fee. (2 Lec., 4 Lab.)

**GA 136 Beginning Copy Preparation (3)**

(Next year's course prefix/number GRAP 1373)

Prerequisite: Graphic Arts 120. This course teaches the basic fundamentals of paste-up procedures. The student is introduced to design principles and balance. Lab assignments include proportions and paste-up of stationery, reply cards, and advertising posters. Laboratory fee. (2 Lec., 4 Lab.)

**GA 140 Beginning Offset Printing (3)**

(Next year's course prefix/number GRAP 1374)

Prerequisite: Basic Skills Mastery at 10th grade level and higher. This course covers principles, problems, and techniques of the operation of an offset press. Students learn how to use different plate materials to print sample line work. Registration is dealt with. Laboratory fee. (2 Lec., 4 Lab.)

**GA 142 Basic Typesetting (3)**

(Next year's course prefix/number GRAP 1375)

Prerequisite: Office Careers 172 or demonstrated competence approved by the instructor. This course is an introduction to photocomposition. It is a study of text, headline, and display type. Students will learn fundamentals of typesetting by setting cards, brochures, invitations, body copy, and simple charts. Laboratory fee. (2 Lec., 4 Lab.)

**GA 143 Intermediate Offset Printing (3)**

(Next year's course prefix/number GRAP 1376)

Prerequisite: Graphic Arts 140. This course covers half-tones, two-color, and advanced line work with quality printing. Discussions regarding paper, pricing, and estimating procedures are covered. Troubleshooting for the offset press is included. Laboratory fee. (2 Lec., 4 Lab.)

**GA 204 Electronic Publishing (4)**

(Next year's course prefix/number GRAP 2470)

This course is designed to teach the student how to select, use, construct, implement, and integrate text, business graphics, data, line art and photographs to produce quality business publications electronically. Topics will include corporate publications, PC hardware and software requirements, text editing, graphics design, page layout, font selection, type measurement, copy fitting and laser printers. (2 Lec., 6 Lab.)

**GA 206 Graphic Projects (3)**

(Next year's course prefix/number GRAP 2370)

Prerequisite: Concurrent enrollment or 16 hours of credit in Graphic Arts. This course provides problem analysis and project development. It gives the student the opportunity of producing a complete printed product. Laboratory fee. (2 Lec., 4 Lab.)

**GA 225 Special Topics (3)**

(Next year's course prefix/number GRAP 2371)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may substitute for any 200 level Graphic Arts course with the demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 4 Lab.)

**GA 234 Intermediate Camera Operations (3)**

(Next year's course prefix/number GRAP 2372)

Prerequisite: Graphic Arts 134. Students gain expertise in working with problem line and halftone copy. Contacting and the use of filters are more fully discussed. Laboratory assignments include duotones, color keys, proofs, advanced stripping and platemaking techniques. Laboratory fee. (2 Lec., 4 Lab.)

**GA 236 Advanced Copy Preparation (3)**

(Next year's course prefix/number GRAP 2373)

Prerequisite: Graphic Arts 136. This course builds upon the skills developed in beginning copy preparation. Emphasis is on precision ruling, masking, scribing, design, and proportions. Principles of advertising and marketing are discussed. Laboratory fee. (2 Lec., 4 Lab.)

**GA 240 Advanced Offset Printing (3)**

(Next year's course prefix/number GRAP 2374)

Prerequisite: Graphic Arts 140. This course covers half-tones, two-color and advanced line work for quality printing. Minor press maintenance and care, with discussions of paper, pricing and estimating procedures, are covered. Troubleshooting for the small offset press is included. Laboratory fee. (2 Lec., 4 Lab.)

**GA 241 Color Printing Production (3)**

(Next year's course prefix/number GRAP 2375)

Prerequisite: Graphic Arts 240 or demonstrated competence approved by the instructor. This course covers topics involved with the production of multi-color pieces, flat and process, includes quality control. (2 Lec., 4 Lab.)

**GA 242 Intermediate Typesetting (3)**

(Next year's course prefix/number GRAP 2376)

Prerequisite: Graphic Arts 142. Advanced typesetting skills are acquired through business forms, graphs, newsletters, advertisements, etc. Proofreading and markup of copy for designated layouts will increase typesetting skills. Formatting and advanced codes will be included. Laboratory fee. (2 Lec., 4 Lab.)

**GA 704 Cooperative Work Experience (4)**

(Next year's course prefix/number GRAP 7471)

Prerequisites: Completion of two courses in the Graphic Arts program or instructor approval. This introductory 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 will consist of an introduction to co-op, an orientation to on-the-job learning, writing the learning plan and college degree plan. (1 Lec., 20 Lab.)

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

(Next year's course prefix/number GRAP 7472)

Prerequisites: Completion of two courses in the Graphic Arts program or instructor approval. 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 experience. Students must develop new learning objectives each semester. The seminar will consist of a self-inventory, work values, selling yourself, and hints to keep a job. (1 Lec., 20 Lab.)

## **HISTORY**

**HST 101 History Of The United States (3)**

(Common Course Number HIST 1301)

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)

**HST 102 History Of The United States (3)**

(Common Course Number HIST 1302)

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)

**HST 103 World Civilizations (3)**

(Common Course Number HIST 2321)

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)

**HST 104 World Civilizations (3)**

(Common Course Number HIST 2322)

This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented.

(3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HST 105 Western Civilization (3)**

(Common Course Number HIST 2311)

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)

**HST 106 Western Civilization (3)**

(Common Course Number HIST 2312)

This course is a continuation of History 105. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history.

(3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HST 110 The Heritage Of Mexico (3)**

(Common Course Number HIST 2380)

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 112 Latin American History (3)**

(Common Course Number HIST 2331)

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.)

**HST 120 Afro-American History (3)**

(Common Course Number HIST 2381)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 204 American Minorities (3)**

(Common Course Number HUMA 2319)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 205 Advanced Historical Studies (3)**

(Next year's course prefix/number HIST 2470)

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)

**HUMAN DEVELOPMENT****HD 092 Student Success (3)**

(Next year's course prefix/number HDEV 0092)

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)

**HD 100 Educational Alternatives (1)**

(Next year's course prefix/number HDEV 0100)

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)

**HD 104 Educational And Career Planning (3)**

(Next year's course prefix/number HDEV 1370)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

**HD 105 Basic Processes Of Interpersonal Relationships (3)**

(Next year's course prefix/number HDEV 0105)

This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and nonverbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HD 106 Personal And Social Growth (3)**

(Next year's course prefix/number HDEV 0106)

This course focuses on the interactions between the individual and the social structures in which he/she lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HD 107 Developing Leadership Behavior (3)**

(Next year's course prefix/number HDEV 0107)

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HD 108 The Master Student Course (3)**

(Next year's course prefix/number HDEV 0108)

This course will provide an opportunity for the student to learn, practice and adopt specific strategies to support his or her success in college. Topics include individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress/time management, understanding motivation and procrastination, test anxiety, memory, creativity, and the importance of supportive relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 110 Assessment Of Prior Learning (1)**

(Next year's course prefix/number HDEV 0110)

Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

## **HUMANITIES**

### **HUM 101 Introduction To The Humanities (3)**

(Common Course Number HUMA 1301)

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 5007035130)

### **HUM 102 Advanced Humanities (3)**

(Common Course Number HUMA 1302)

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035142)

## **INTERPRETER TRAINING PROGRAM**

### **ITP 140 Introduction To Deafness (3)**

(Next year's course prefix/number EITP 1370)

The psychology and history of educating the deaf are introduced. Emphasis is on the psychological, social, emotional, and occupational aspects of deafness. (3 Lec., 1 Lab.)

### **ITP 141 American Sign Language I (4)**

(Next year's course prefix/number EITP 1470)

Basic linguistic components (sentence patterns) of American Sign Language are introduced and practiced expressively and receptively. Students learn to describe signs in terms of hand configuration and palm direction. Fingerspelling is also introduced and practiced receptively and expressively. Laboratory fee. (3 Lec., 2 Lab.)

### **ITP 143 American Sign Language II (4)**

(Next year's course prefix/number EITP 1471)

Prerequisite: Interpreter Training 141. The linguistic components of American Sign Language will continue to be explored and practiced, both expressively and receptively. Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. Emphasis is on mastering receptive skills. Laboratory fee. (3 Lec., 2 Lab.)

### **ITP 144 Psychosocial Aspects Of Deafness (3)**

(Next year's course prefix/number EITP 1371)

This course focuses on exploration of the psychosocial aspects of deafness. Vocational problems are also explored and studied. (3 Lec.)

### **ITP 148 Receptive Fingerspelling (1)**

(Next year's course prefix/number EITP 1170)

Prerequisite: Interpreter Training 141 or concurrent enrollment in Interpreter Training 141. This course increases the student's ability to read fingerspelling. Video tapes are used to demonstrate finger spelling--starting with two-letter words and progressing to words of several syllables. These words are presented individually as well as in sentences. (2 Lab.)

### **ITP 231 Interpreting: Ethics And Specifics (3)**

(Next year's course prefix/number EITP 2370)

Prerequisite: Interpreter Training 143 or demonstrated competence approved by the instructor. This class focuses on interpreter protocol, i.e., manner of dress, code of ethics, and language level. The student will learn about the preparation and training to become an interpreter for the deaf in different settings. Examples of these settings are legal, religious, vocational, medical, educational, counseling and rehabilitation. (3 Lec.)

### **ITP 240 American Sign Language III (4)**

(Next year's course prefix/number EITP 2470)

Prerequisite: Interpreter Training 143. Students will study linguistic aspects of American Sign Language and will apply this knowledge by translating written English selections into ASL. Students' vocabularies will be increased by their study of multiple English synonyms per ASL sign and "idiomatic" sign language expressions. Students will receive practice in the expressive and receptive modes of both sign language and fingerspelling. Emphasis will be on mastery of ASL. Laboratory fee. (3 Lec., 2 Lab.)

### **ITP 243 American Sign Language IV (4)**

(Next year's course prefix/number EITP 2471)

Prerequisite: Interpreter Training 240. This course provides students with knowledge of sign terminology in the following areas: signs for educational purposes, medical, legal, drug use/abuse, and religious. Additional content areas are explored as needed. Laboratory fee. (3 Lec., 2 Lab.)



**ITP 247 Special Topics In Deafness (3)**

(Next year's course prefix/number EITP 2371)

Prerequisite: Demonstrated competence approved by the instructor. Various topics are studied as demand warrants. Examples include introduction to rehabilitation, deaf/blind, mime, conversational skills in American Sign Language, and maintenance skills in American Sign Language. This course may be repeated for credit when topics vary. (3 Lec.)

**ITP 248 Rehabilitation Of The Multiply Handicapped Deaf (3)**

(Next year's course prefix/number EITP 2372)

Other handicapping conditions accompanying deafness are studied. The emphasis is on problems of development and education and on severity of vocational problems when deafness is one of the handicaps. Techniques of management and instruction are included. Instructional personnel will include guest professionals from areas of all handicaps. (3 Lec., 1 Lab.)

**ITP 250 Interpreting: Sign To Voice (3)**

(Next year's course prefix/number EITP 2373)

Prerequisite: Interpreter Training 240 or concurrent enrollment. This course is designed for the advanced sign language students. Sign to voice skills are developed and practiced through the use of video tapes, audio tapes and one-on-one practice demonstrations. (3 Lec.)

**ITP 253 Interpreting: Voice To Sign (3)**

(Next year's course prefix/number EITP 2374)

Prerequisite: Interpreter Training 240 or concurrent enrollment. 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. Laboratory fee. (3 Lec.)

**ITP 260 Practicum (3)**

(Next year's course prefix/number EITP 2375)

Prerequisites: Fifteen hours of Interpreter Training courses and demonstrated competence approved by the instructor. An extended practicum involves carefully selected areas of service to the deaf upon student demonstration of interest and aptitude. Course content is primarily applied practicum experiences in specific areas of interest. (10 Lab.)

**ITP 703 Cooperative Work Experience (3)**

(Next year's course prefix/number EITP 7371)

Prerequisites: Completion of two courses in the Interpreter Training Program or instructor approval. This introductory 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 writing the learning plan, goal clarification and educational objectives, self-inventories, and attendance at specific conferences/workshops. (1 Lec., 15 Lab.)

## JOURNALISM

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR" next year; however, most can be identified by a common course number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

**JN 101 Introduction To Mass Communications (3)**

(Next year's course prefix/number JOUR 1307; Common Course Number 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)

**JN 102 News Gathering And Writing (3)**

(Next year's course prefix/number JOUR 2311; Common Course Number 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)

**JN 103 News Gathering And Writing (3)**

(Next year's course prefix/number JOUR 2315; Common Course Number COMM 2315)

Prerequisite: Journalism 102 or professional experience approved by the instructor. This course is a continuation of Journalism 102. 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)

**JN 104 Student Publications (1)**

(Next year's course prefix/number JOUR 2131; Common Course Number COM 2131)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. 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. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JN 105 Student Publications (1)**

(Next year's course prefix/number JOUR 2132; Common Course Number COMM 2132)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 104. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JN 106 Student Publications (1)**

(Next year's course prefix/number JOUR 1370)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 102 or 103. This course is a continuation of Journalism 105. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JN 202 Principles Of Advertising (3)**

(Next year's course prefix/number JOUR 2327; Common Course Number 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)

**JN 203 Survey Of Broadcasting (3)**

(Next year's course prefix/number JOUR 1335; Common Course Number 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)

**JN 204 News Editing And Copy Reading (3)**

(Next year's course prefix/number JOUR 2370)

Prerequisite: Journalism 102. 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)

**MANAGEMENT****MGT 136 Principles Of Management (3)**

(Next year's course prefix/number MGMT 1370)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

**MGT 140 Introduction To Total Quality Management (3)**

(Next year's course prefix/number MGMT 1371)

This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

**MGT 153 Small Business Management (3)**

(Next year's course prefix/number MGMT 1372)

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

**MGT 171 Introduction To Supervision (3)**

(Next year's course prefix/number MGMT 1374)

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

**MGT 212 Special Problems In Business (1)**

(Next year's course prefix/number MGMT 2170)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

**MGT 237 Organizational Behavior (3)**

(Next year's course prefix/number MGMT 2373)

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

**MGT 242 Human Resources Management (3)**

(Next year's course prefix/number MGMT 2374)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

**MGT 244 Problem Solving And Decision-Making (3)**

(Next year's course prefix/number MGMT 2375)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

**MGT 704 Cooperative Work Experience (4)**

(Next year's course prefix/number MGMT 7471)

Prerequisite: Previous credit in or concurrent enrollment in Management 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

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

(Next year's course prefix/number MGMT 7472)

Prerequisite: Previous credit in or concurrent enrollment in Management 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

**MGT 804 Cooperative Work Experience (4)**

(Next year's course prefix/number MGMT 8481)

Prerequisite: Previous credit in or concurrent enrollment in Management 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

**MGT 814 Cooperative Work Experience (4)**

(Next year's course prefix/number MGMT 8482)

Prerequisite: Previous credit in or concurrent enrollment in Management 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

**MARKETING CAREERS****MKT 206 Principles Of Marketing (3)**

(Next year's course prefix/number MRKT 2370)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**MATHEMATICS**

(See Developmental Mathematics also.)

**MTH 101 College Algebra (3)**

(Common Course Number MATH 1314)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

**MTH 102 Plane Trigonometry (3)**

(Common Course Number MATH 1316)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

**MTH 103 College Algebra (3)**

(Next year's course prefix/number MATH 1370)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

**MTH 109 Precalculus Mathematics (4)**

(Common Course Number MATH 2312)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

**MTH 111 Mathematics For Business And Economics I (3)**

(Common Course Number MATH 1324)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MTH 112 Mathematics For Business And Economics II (3)**

(Common Course Number MATH 1325)

Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MTH 115 College Mathematics I (3)**

(Common Course Number MATH 1332)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MTH 116 College Mathematics II (3)**

(Common Course Number MATH 1333)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MTH 121 Analytic Geometry (3)**

(Common Course Number MATH 1348)

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015537)

**MTH 124 Calculus I (5)**

(Common Course Number MATH 2513)

Prerequisite: Mathematics 109 or 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MTH 130 Business Mathematics (3)**

(Next year's course prefix/number MATH 1371)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**MTH 139 Applied Mathematics (3)**

(Next year's course prefix/number MATH 1373)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

**MTH 195 Technical Mathematics I (3)**

(Next year's course prefix/number MATH 1374)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 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.)

**MTH 196 Technical Mathematics II (3)**

(Next year's course prefix/number MATH 1375)

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

**MTH 202 Introductory Statistics (3)**

(Common Course Number MATH 1342)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

**MTH 221 Linear Algebra (3)**

(Common Course Number MATH 2318)

Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

**MTH 225 Calculus II (4)**

(Common Course Number MATH 2414)

Prerequisite: Mathematics 124 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)

**MTH 226 Calculus III (3)**

(Common Course Number MATH 2315)

Prerequisite: Mathematics 225 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)

**MTH 230 Differential Equations (3)**

(Common Course Number MATH 2320)

Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MTH 297 Technical Mathematics III (3)**

(Next year's course prefix/number MATH 2370)

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

**MUSIC****MUS 103 Guitar Ensemble (1)**

(Common Course Number MUSI 1137)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 104 Music Appreciation (3)**

(Common Course Number MUSI 1306)

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)

**MUS 105 Italian Diction (1)**

(Common Course Number MUSI 1160)

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)

**MUS 106 French Diction (1)**

(Common Course Number MUSI 2161)

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)

**MUS 107 German Diction (1)**

(Common Course Number MUSI 2160)

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)

**MUS 108 English Diction (1)**

(Common Course Number MUSI 1161)

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)

**MUS 110 Music Literature (3)**

(Common Course Number MUSI 1308)

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)

**MUS 111 Music Literature (3)**

(Common Course Number MUSI 1309)

This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUS 112 Guitar Literature And Materials (3)**

(Next year's course prefix/number MUSI 1370)

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)

**MUS 113 Foundations Of Music I (3)**

(Common Course Number MUSI 1300)

This course is the initial course to prepare students with limited music training for Music 145. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUS 114 Foundations Of Music II (3)**

(Next year's course prefix/number MUSI 1371)

Prerequisite: Music 113 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUS 115 Jazz Improvisation (2)**

(Common Course Number MUSI 1263)

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)

**MUS 117 Piano Class I (1)**

(Common Course Number MUSI 1181)

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)

**MUS 118 Piano Class II (1)**

(Common Course Number MUSI 1182)

Prerequisite: Music 117 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUS 119 Guitar Class I (1)**

(Common Course Number MUSI 1192)

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)

**MUS 120 Guitar Class II (1)**

(Common Course Number MUSI 1193)

Prerequisite: Music 119 or demonstrated competence approved by the instructor. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUS 121-143 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUS 121 Applied Music-Piano (1)**

(Common Course Number MUAP 1169)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 122 Applied Music-Organ (1)**

(Common Course Number MUAP 1165)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 123 Applied Music-Voice (1)**

(Common Course Number MUAP 1181)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 124 Applied Music-Violin (1)**

(Common Course Number MUAP 1101)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 125 Applied Music-Viola (1)**

(Common Course Number MUAP 1105)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 126 Applied Music-Cello (1)**

(Common Course Number MUAP 1109)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 127 Applied Music-Double Bass (1)**

(Common Course Number MUAP 1113)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 128 Applied Music-Flute (1)**

(Common Course Number MUAP 1117)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 129 Applied Music-Oboe (1)**

(Common Course Number MUAP 1121)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 130 Applied Music-Clarinet (1)**  
(Common Course Number MUAP 1129)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 131 Applied Music-Bassoon (1)**  
(Common Course Number MUAP 1125)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 132 Applied Music-Saxophone (1)**  
(Common Course Number MUAP 1133)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 133 Applied Music-Trumpet (1)**  
(Common Course Number MUAP 1137)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 134 Applied Music-French Horn (1)**  
(Common Course Number MUAP 1141)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 135 Applied Music-Trombone (1)**  
(Common Course Number MUAP 1145)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 136 Applied Music-Baritone (1)**  
(Common Course Number MUAP 1149)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 137 Applied Music-Tuba (1)**  
(Common Course Number MUAP 1153)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 138 Applied Music-Percussion (1)**  
(Common Course Number MUAP 1157)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 140 Applied Music-Guitar (1)**  
(Common Course Number MUAP 1161)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 141 Applied Music-Electric Bass (1)**  
(Common Course Number MUAP 1115)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 143 Applied Music-Drum Set (1)**  
(Common Course Number MUAP 1158)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 145 Music Theory I (3)**  
(Common Course Number MUSI 1311)  
Prerequisite: Music 113 and 114 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 161 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045130)

**MUS 146 Music Theory II (3)**  
(Common Course Number MUSI 1312)  
Prerequisite: Music 145 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 162 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045130)

**MUS 147 Synthesizer Class I (1)**  
(Next year's course prefix/number MUSI 1170)  
Prerequisite: Music 117 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009037130)

**MUS 148 Synthesizer Class II (1)**  
(Next year's course prefix/number MUSI 1172)  
Prerequisite: Music 147 or prior music synthesizer experience. This course is a continuation of Music 147. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009037130)

**MUS 150 Chorus (1)**  
(Common Course Number MUSI 2143)  
Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)  
(Coordinating Board Academic Approval Number 5009035730)

**MUS 151 Voice Class I (1)**  
(Common Course Number MUSI 1183)  
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)

**MUS 152 Voice Class II (1)**  
(Common Course Number MUSI 1184)  
This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)  
(Coordinating Board Academic Approval Number 5009085130)

**MUS 153 Digital Music Production (3)**

(Next year's course prefix/number MUSI 1372)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009035630.)

**MUS 154 Digital Music Production (3)**

(Next year's course prefix/number MUSI 1373)

Prerequisite: Successful completion of Music 153 or demonstrated competence approved by the instructor. This course is a continuation of Music 153 and will present advanced concepts in music production. This course may be repeated for credit. (2. Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045130.)

**MUS 155 Vocal Ensemble (1)**

(Common Course Number MUSI 1143)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUS 160 Band (1)**

(Common Course Number MUSI 1237)

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)

**MUS 161 Musicianship I (1)**

(Common Course Number MUSI 1116)

Prerequisite: Music 113 and 114 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 145 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUS 162 Musicianship II (1)**

(Common Course Number MUSI 1117)

Prerequisite: Music 161. This course is a continuation of Music 161. It is recommended that students enrolled in Music 146 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUS 170 Orchestra (1)**

(Common Course Number MUSI 1123)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUS 171 Woodwind Ensemble (1)**

(Common Course Number MUSI 1133)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 172 Brass Ensemble (1)**

(Common Course Number MUSI 1134)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 173 Percussion Ensemble (1)**

(Common Course Number MUSI 1138)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 174 Keyboard Ensemble (1)**

(Common Course Number MUSI 1132)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 175 String Ensemble (1)**

(Common Course Number MUSI 1139)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 177 Chamber Ensemble (1)**

(Common Course Number MUSI 1151)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)



**MUS 181 Lab Band (1)**

(Common Course Number MUSI 2237)

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)

**MUS 184 Jazz Ensemble (1)**

(Common Course Number MUSI 1125)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUS 199 Recital (1)**

(Next year's course prefix/number MUSI 1175)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUS 203 Composition (3)**

(Common Course Number MUSI 1186)

Prerequisites: Music 145 and 146 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

**MUS 205 Guitar Pedagogy (1)**

(Common Course Number MUSI 2192)

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)

**MUS 221-243 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUS 221 Applied Music-Piano (2)**

(Common Course Number MUAP 2269)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 222 Applied Music-Organ (2)**

(Common Course Number MUAP 2265)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 223 Applied Music-Voice (2)**

(Common Course Number MUAP 2281)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 224 Applied Music-Violin (2)**

(Common Course Number MUAP 2201)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 225 Applied Music-Viola (2)**

(Common Course Number MUAP 2205)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 226 Applied Music-Cello (2)**

(Common Course Number MUAP 2209)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 227 Applied Music-Double Bass (2)**

(Common Course Number MUAP 2213)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 228 Applied Music-Flute (2)**

(Common Course Number MUAP 2217)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 229 Applied Music-Oboe (2)**

(Common Course Number MUAP 2221)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 230 Applied Music-Clarinet (2)**

(Common Course Number MUAP 2229)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 231 Applied Music-Bassoon (2)**

(Common Course Number MUAP 2225)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 232 Applied Music-Saxophone (2)**

(Common Course Number MUAP 2233)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 233 Applied Music-Trumpet (2)**

(Common Course Number MUAP 2237)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 234 Applied Music-French Horn (2)**

(Common Course Number MUAP 2241)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 235 Applied Music-Trombone (2)**

(Common Course Number MUAP 2245)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 236 Applied Music-Baritone (2)**

(Common Course Number MUAP 2249)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 237 Applied Music-Tuba (2)**

(Common Course Number MUAP 2253)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 238 Applied Music-Percussion (2)**

(Common Course Number MUAP 2257)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 240 Applied Music-Guitar (2)**  
(Common Course Number MUAP 2261)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 241 Applied Music-Electric Bass (2)**  
(Common Course Number MUAP 2215)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 243 Applied Music-Drum Set (2)**  
(Common Course Number MUAP 2258)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 245 Music Theory III (3)**  
(Common Course Number MUSI 2311)  
Prerequisite: Music 145 and 146 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 271 enroll in this course.  
(3 Lec.)  
(Coordinating Board Academic Approval Number 5009045230)

**MUS 246 Music Theory IV (3)**  
(Common Course Number MUSI 2312)  
Prerequisite: Music 245 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 272 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045230)

**MUS 251-270 Applied Music-Major (3)**  
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee.  
(1 Lec.)

**MUS 251 Applied Music-Piano (3)**  
(Common Course Number MUAP 2369)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 252 Applied Music-Organ (3)**  
(Common Course Number MUAP 2365)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 253 Applied Music-Voice (3)**  
(Common Course Number MUAP 2381)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 254 Applied Music-Violin (3)**  
(Common Course Number MUAP 2301)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 255 Applied Music-Viola (3)**  
(Common Course Number MUAP 2305)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 256 Applied Music-Cello (3)**  
(Common Course Number MUAP 2309)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 257 Applied Music-Double Bass (3)**  
(Common Course Number MUAP 2313)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 258 Applied Music-Flute (3)**  
(Common Course Number MUAP 2317)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 259 Applied Music-Oboe (3)**  
(Common Course Number MUAP 2321)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 260 Applied Music-Clarinet (3)**  
(Common Course Number MUAP 2329)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 261 Applied Music-Bassoon (3)**  
(Common Course Number MUAP 2325)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 262 Applied Music-Saxophone (3)**  
(Common Course Number MUAP 2333)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 263 Applied Music-Trumpet (3)**  
(Common Course Number MUAP 2337)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 264 Applied Music-French Horn (3)**  
(Common Course Number MUAP 2341)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 265 Applied Music-Trombone (3)**  
(Common Course Number MUAP 2345)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 266 Applied Music-Baritone (3)**  
(Common Course Number MUAP 2349)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 267 Applied Music-Tuba (3)**  
(Common Course Number MUAP 2353)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 268 Applied Music-Percussion (3)**  
(Common Course Number MUAP 2357)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 270 Applied Music-Guitar (3)**  
(Common Course Number MUAP 2361)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 271 Musicianship III (1)**

(Common Course Number MUSI 2116)

Prerequisite: Music 161 and 162 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 245 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUS 272 Musicianship IV (1)**

(Common Course Number MUSI 2118)

Prerequisite: Music 271 or demonstrated competence approved by the instructor. This course is a continuation of Music 271. It is recommended that students enrolled in Music 246 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

## NUTRITION

**NTR 101 Principles of Nutrition (3)**

(Common Course Number 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

**OFC 150 Automated Filing Procedures (3)**

(Next year's course prefix/number OFCT 1371)

Prerequisite: Office Technology 172 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

**OFC 160 Office Calculating Machines (3)**

(Next year's course prefix/number OFCT 1372)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

**OFC 162 Office Procedures (3)**

(Next year's course prefix/number OFCT 1373)

Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**OFC 167 Legal Terminology And Transcription (3)**

(Next year's course prefix/number OFCT 1374)

Prerequisites: Office Technology 173 and Office Technology 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

**OFC 172 Beginning Typing (3)**

(Next year's course prefix/number OFCT 1375)

This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Technology 172 is equivalent to Office Technology 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

**OFC 173 Intermediate Typing (3)**

(Next year's course prefix/number OFCT 1376)

Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFC 176 Keyboarding (1)**

(Next year's course prefix/number OFCT 1171)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 179 Office Information Systems Concepts (2)**

(Next year's course prefix/number OFCT 1271)

Prerequisite: Office Technology 172. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a wordprocessor or microcomputer. (2 Lec.)

**OFC 182 Introduction To Word Processing (1)**

(Next year's course prefix/number OFCT 1172)

Prerequisites: Office Technology 172 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. (2 Lab.)

**OFC 183 Keyboarding For Speed And Accuracy (1)**

(Next year's course prefix/number OFCT 1173)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

**OFC 185 Basic Machine Transcription (1)**

(Next year's course prefix/number OFCT 1174)

Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 231 Business Communications (3)**

(Next year's course prefix/number OFCT 2370)

Prerequisites: Office Technology 172 and English 101 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.)

**OFC 273 Advanced Typing Applications (2)**

(Next year's course prefix/number OFCT 2270)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFC 274 Legal Secretarial Procedures (3)**

(Next year's course prefix/number OFCT 2371)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 167, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

**OFC 282 Word Processing Applications (1)**

(Next year's course prefix/number OFCT 2170)

Prerequisites: Office Technology 182 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

**OFC 283 Specialized Software I (1)**

(Next year's course prefix/number OFCT 2171)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

**OFC 284 Specialized Software II (1)**

(Next year's course prefix/number OFCT 2172)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (2 Lab.)

**OFC 285 Applied Machine Transcription (1)**

(Next year's course prefix/number OFCT 2173)

Prerequisites: Office Technology 173 or 190 and Office Technology 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 703 Cooperative Work Experience (3)**

(Next year's course prefix/number OFCT 7371)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**OFC 704 Cooperative Work Experience (4)**

(Next year's course prefix/number OFCT 7471)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

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

(Next year's course prefix/number OFCT 7372)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

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

(Next year's course prefix/number OFCT 7472)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

**OFC 803 Cooperative Work Experience (3)**

(Next year's course prefix/number OFCT 8381)

Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**OFC 804 Cooperative Work Experience (4)**

(Next year's course prefix/number OFCT 8481)

Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

## PHILOSOPHY

**PHI 101 Introduction To Philosophy (3)**

(Common Course Number PHIL 1301)

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)

**PHI 103 Critical Thinking (3)**

(Next year's course prefix/number PHIL 1370)

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)

**PHI 105 Logic (3)**

(Common Course Number PHIL 2303)

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)

**PHI 202 Introduction To Social And Political Philosophy (3)**

(Common Course Number PHIL 2307)

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)

**PHI 203 Ethics (3)**

(Common Course Number PHIL 2306)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015335)

**PHI 207 History Of Ancient Philosophy (3)**

(Common Course Number PHIL 2316)

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)

**PHI 208 History Of Modern Philosophy (3)**

(Common Course Number PHIL 2317)

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 will carry a Dallas County Community College prefix of "PHOT" next year; 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.

**PHO 110 Introduction To Photography And Photojournalism (3)**

(Next year's course prefix/number PHOT 1316; Common Course Number 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)

**PHO 111 Advanced Photography And Photojournalism (3)**

(Next year's course prefix/number PHOT 1317; Common Course Number COMM 1317)

Prerequisite: Photography 110 or demonstrated competence approved by the instructor. Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0904015526)

**PHO 115 Special Photographic Topics and Problems (Non-Lab Related) (3)**

(Next year's course prefix/number PHOT 1370)

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)

**PHO 122 Commercial Photography I (3)**

(Next year's course prefix/number PHOT 2356; Common Course Number ARTS 2356)

Prerequisites: Photography 110 and 111 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)

**PHO 123 Commercial Photography II (3)**

(Next year's course prefix/number PHOT 2376)

Prerequisites: Photography 110 and 111 or demonstrated competence approved by the instructor. This course is a continuation of Photography 122. 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)

## PHYSICAL EDUCATION

### PEH 100 Lifetime Sports Activities (1)

(Common Course Number PHED 1100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PEH 101 Health For Today (3)

(Common Course Number PHED 1304)

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)

### PEH 103 Beginning Casting And Angling (1)

(Common Course Number PHED 1101)

This course will include the fundamentals of fly casting, bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PEH 104 Beginning Soccer (1)

(Common Course Number PHED 1102)

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)

### PEH 109 Outdoor Recreation (3)

(Common Course Number PHED 1336)

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)

### PEH 112 Beginning Softball (1)

(Common Course Number PHED 1104)

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)

### PEH 113 Beginning Racquetball (1)

(Common Course Number PHED 1105)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PEH 114 Beginning Badminton (1)

(Common Course Number PHED 1106)

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)

### PEH 115 Physical Fitness (1)

(Common Course Number PHED 1164)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

### PEH 116 Intramural Athletics (1)

(Common Course Number PHED 1107)

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)

### PEH 117 Beginning Archery (1)

(Common Course Number PHED 1108)

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)

### PEH 118 Beginning Golf (1)

(Common Course Number PHED 1109)

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)

**PEH 119 Beginning Tennis (1)**

(Common Course Number PHED 1110)

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)

**PEH 120 Beginning Bowling (1)**

(Common Course Number PHED 1111)

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)

**PEH 122 Beginning Gymnastics (1)**

(Common Course Number PHED 1113)

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)

**PEH 123 Beginning Swimming (1)**

(Common Course Number PHED 1114)

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)

**PEH 124 Social Dance (1)**

(Common Course Number PHED 1115)

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)

**PEH 125 Conditioning Exercise (1)**

(Common Course Number PHED 1116)

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)

**PEH 127 Beginning Basketball And Volleyball (1)**

(Common Course Number PHED 1117)

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)

**PEH 131 Weight Training And Conditioning (1)**

(Common Course Number PHED 1119)

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)

**PEH 132 Self-Defense (1)**

(Common Course Number PHED 1120)

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)

**PEH 133 Jogging for Fitness (1)**

(Common Course Number PHED 1121)

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)

**PEH 134 Outdoor Education (1)**

(Common Course Number PHED 1122)

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)

**PEH 135 Walking For Fitness (1)**

(Common Course Number PHED 1123)

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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)



**PEH 137 Aerobic Dance (1)**

(Common Course Number PHED 1124)

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)

**PEH 142 Divemaster (2)**

(Next year's course prefix/number PHED 1270)

Prerequisite: Physical Education 228 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. This course may be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)  
(Coordinating Board Academic Approval Number 3601085328)

**PEH 143 Aquatic Fitness (1)**

(Common Course Number PHED 1125)

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)

**PEH 144 Introduction To Physical Education (3)**

(Common Course Number PHED 1301)

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)

**PEH 145 Cycling (1)**

(Common Course Number PHED 1126)

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)

**PEH 146 Triathlon Fitness (1)**

(Common Course Number PHED 1127)

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)

**PEH 147 Sports Officiating I (3)**

(Common Course Number PHED 1308)

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)

**PEH 148 Sports Officiating II (3)**

(Common Course Number PHED 1309)

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)

**PEH 149 Canoeing/Kayaking (1)**

(Common Course Number PHED 1128)

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)

**PEH 150 Backpacking/Rock Climbing (1)**

(Common Course Number PHED 1129)

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)

**PEH 200 Lifetime Sports Activities II (1)**

(Common Course Number PHED 1130)

Prerequisite: Associate Physical Education 100 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 200 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 204 Intermediate Soccer (1)**

(Common Course Number PHED 1131)

Prerequisite: Physical Education 104 or demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 212 Intermediate Softball (1)**

(Common Course Number PHED 1132)

Prerequisite: Physical Education 112 or demonstrated competence approved by the instructor. Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 213 Intermediate Racquetball (1)**

(Common Course Number PHED 1133)

Prerequisite: Physical Education 113 or demonstrated competence approved by the instructor. This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 215 Intermediate Physical Fitness (1)**

(Common Course Number PHED 1134)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 217 Intermediate Archery (1)**

(Common Course Number PHED 1135)

Prerequisite: Demonstrated competence approved by the instructor. Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 218 Intermediate Golf (1)**

(Common Course Number PHED 1136)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 219 Intermediate Tennis (1)**

(Common Course Number PHED 1137)

Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 220 Intermediate Bowling (1)**

(Common Course Number PHED 1150)

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)

**PEH 222 Intermediate Gymnastics (1)**

(Common Course Number PHED 1139)

Prerequisite: Demonstrated competence approved by the instructor. Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 223 Intermediate Swimming (1)**

(Common Course Number PHED 1140)

Prerequisite: Demonstrated competence approved by the instructor. The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 225 Scuba Diving (2)**

(Next year's course prefix/number PHED 2270)

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)

**PEH 226 Advanced Life Saving (1)**

(Common Course Number PHED 2155)

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)

**PEH 228 Advanced Open Water Scuba (2)**

(Next year's course prefix/number PHED 2271)

Prerequisite: Physical Education 225 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)

**PEH 231 Intermediate Weight Training (1)**

(Common Course Number PHED 1141)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 232 Intermediate Self-Defense (1)**

(Common Course Number PHED 1142)

Prerequisite: Demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 233 Intermediate Jogging (1)**

(Common Course Number PHED 1143)

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 234 Water Safety Instructor (2)**

(Common Course Number PHED 2255)

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)

**PEH 235 Walking For Physical Fitness (1)**

(Common Course Number PHED 1144)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 236 The Coaching Of Football And Basketball (3)**

(Common Course Number PHED 1321)

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)

**PEH 237 Intermediate Aerobic Dance (1)**

(Common Course Number PHED 1145)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 239 Intermediate Basketball (1)**

(Common Course Number PHED 1146)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 240 Intermediate Volleyball (1)**

(Common Course Number PHED 1147)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 241 Intermediate Baseball (1)**

(Common Course Number PHED 1148)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an inter-collegiate team. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 245 Intermediate Cycling (1)**

(Common Course Number PHED 1149)

Prerequisite: Physical Education 145 or demonstrated competence approved by the instructor. Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 257 Advanced First Aid And  
Emergency Care (3)**

(Common Course Number PHED 1306)

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)

## PHYSICAL SCIENCE

**PSC 118 Physical Science (4)**

(Common Course Number PHYS 1415)

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)

**PSC 119 Physical Science (4)**

(Common Course Number PHYS 1417)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Earth Science 117. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

## PHYSICS

**PHY 111 Introductory General Physics (4)**

(Common Course Number PHYS 1401)

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)

**PHY 112 Introductory General Physics (4)**

(Common Course Number PHYS 1402)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHY 117 Concepts In Physics (4)**

(Common Course Number PHYS 1405)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of world-wide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

**PHY 118 Concepts In Physics (4)**

(Common Course Number PHYS 1407)

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)

**PHY 131 Applied Physics (4)**

(Next year's course prefix/number PHYS 1470)

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHY 132 Applied Physics (4)**

(Next year's course prefix/number PHYS 1471)

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHY 201 General Physics (4)**

(Common Course Number PHYS 2425)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

**PHY 202 General Physics (4)**

(Common Course Number PHYS 2426)

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

## PSYCHOLOGY

**PSY 101 Introduction To Psychology (3)**

(Common Course Number PSYC 2301)

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)

**PSY 103 Human Sexuality (3)**

(Common Course Number PSYC 2306)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

**PSY 131 Applied Psychology And Human Relations (3)**

(Next year's course prefix/number PSYC 1370)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

**PSY 201 Developmental Psychology (3)**

(Common Course Number PSYC 2314)

Prerequisite: Psychology 101. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

**PSY 202 Applied Psychology (3)**

(Common Course Number PSYC 2302)

Prerequisite: Psychology 101. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

**PSY 205 Psychology Of Personality (3)**

(Common Course Number PSYC 2316)

Prerequisite: Psychology 101. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

**PSY 207 Social Psychology (3)**

(Common Course Number PSYC 2319)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

## READING

**RD 101 College Reading And Study Skills (3)**

(Next year's course prefix/number READ 1370)

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)

**RD 102 Speed Reading And Learning (3)**

(Next year's course prefix/number READ 1371)

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)

## RELIGION

NOTE: These courses will carry a Dallas County Community College prefix of "RELI" next year; 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.)

**REL 101 Religion In American Culture (3)**

(Next year's course prefix/number RELI 1370)

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)

**REL 102 Contemporary Religious Problems (3)**

(Next year's course prefix/number RELI 1371)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)

**REL 105 The History And Literature Of The Bible (3)**

(Next year's course prefix/number RELI 1316; Common Course Number PHIL 1316))

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)

**REL 201 Major World Religions (3)**

(Next year's course prefix/number RELI 1304; Common Course Number 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)

## **SOCIAL WORK**

**SW 101 Orientation To Social Services (3)**

(Next year's course prefix/number SWAT 1370)

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.)

**SW 105 Basic Interviewing And****Counseling Skills (3)**

(Next year's course prefix/number SWAT 1371)

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.)

**SW 107 Abnormal Behavior (3)**

(Next year's course prefix/number SWAT 1372)

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.)

**SW 111 Aging In America (3)**

(Next year's course prefix/number SWAT 1373)

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.)

**SW 115 Adolescent Life Cycle (3)**

(Next year's course prefix/number SWAT 1374)

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 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.)

**SW 201 Introduction To Social Work (3)**

(Next year's course prefix/number SWAT 2370)

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.)

**SW 205 Social Policies And Programs For The Aging (3)**

(Next year's course prefix/number SWAT 2371)

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.)

**SW 209 Life Cycle Of The Aged (3)**

(Next year's course prefix/number SWAT 2372)

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.)

**SW 213 Health Status Of The Aged (3)**

(Next year's course prefix/number SWAT 2373)

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, 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.)

**SW 217 Special Problems Of Youth (3)**

(Next year's course prefix/number SWAT 2374)

Prerequisite: Social Work 115. 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.)

**SW 219 Social Work Methods And Procedures (3)**

(Next year's course prefix/number SWAT 2375)

Prerequisites: Social Work 101 and Social Work 105. 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.)

**SW 226 Nursing Home Activity Director Training (4)**

(Next year's course prefix/number SWAT 2470)

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.)

**SW 228 Special Topics In Social Services (3)**

(Next year's course prefix/number SWAT 2376)

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.)

**SW 229 Group Work Intervention (3)**

(Next year's course prefix/number SWAT 2377)

Prerequisite: Social Work 105. 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.)

**SW 232 Human Behavior And Social Environment (3)**

(Next year's course prefix/number SWAT 2378)

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.)

**SW 703 Cooperative Work Experience (3)**

(Next year's course prefix/number SWAT 7371)

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.)

**SW 704 Cooperative Work Experience (4)**

(Next year's course prefix/number SWAT 7471)

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.)

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

(Next year's course prefix/number SWAT 7372)

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.)

**SOCIOLOGY****SOC 101 Introduction To Sociology (3)**

(Common Course Number SOCI 1301)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multicultural 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)

**SOC 102 Social Problems (3)**

(Common Course Number SOCI 1306)

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)

**SOC 103 Human Sexuality (3)**

(Common Course Number SOCI 2306)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

**SOC 203 Marriage And Family (3)**

(Common Course Number SOCI 2301)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)



**SOC 204 American Minorities (3)**

(Common Course Number SOCI 2319)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)  
(Coordinating Board Academic Approval Number 4511015342)

**SOC 206 Introduction To Social Work (3)**

(Common Course Number SOCW 2361)

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)

**SOC 207 Social Psychology (3)**

(Common Course Number SOCI 2326)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015142)

**SOC 209 Selected Topics (3)**

(Next year's course prefix/number SOCI 2370)

Prerequisite: Sociology 101 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)

**SOC 210 Field Studies In American Minorities (3)**

(Common Course Number SOCI 2320)

Prerequisite: Sociology 101 or Sociology 204. 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)

**SOC 231 Urban Social Problems (3)**

(Next year's course prefix/number SOCI 2371)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

## SPANISH

**SPA 101 Beginning Spanish (4)**

(Common Course Number SPAN 1411)

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)

**SPA 102 Beginning Spanish (4)**

(Common Course Number SPAN 1412)

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPA 201 Intermediate Spanish (3)**

(Common Course Number SPAN 2311)

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPA 202 Intermediate Spanish (3)**

(Common Course Number SPAN 2312)

Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

## SPEECH COMMUNICATION

**SC 100 Speech Communication Laboratory (1)**

(Common Course Number SPCH 1144)

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)

**SC 101 Introduction To Speech Communication (3)**

(Common Course Number SPCH 1311)

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)

**SC 105 Fundamentals Of Public Speaking (3)**

(Common Course Number SPCH 1315)

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)

**SC 109 Voice And Articulation (3)**

(Common Course Number SPCH 1342)

Students may register for either Speech Communication 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)  
(Coordinating Board Academic Approval Number 2310015835)

**SC 110 Speech Communication Workshop (1)**

(Common Course Number SPCH 1145)

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)

**SC 201 Forensic Workshop (1)**

(Common Course Number SPCH 2144)

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)

**SC 203 Interpersonal Communication (3)**

(Common Course Number SPCH 1318)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)  
(Coordinating Board Approval Number 2310015435)

**SC 205 Discussion And Debate (3)**

(Common Course Number SPCH 2335)

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)

**SC 206 Oral Interpretation (3)**

(Common Course Number SPCH 2341)

Techniques of analyzing 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)

**SC 208 Group Interpretation (3)**

(Next year's course prefix/number SPCH 2370)

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)

**SUBSTANCE ABUSE****SA 109 Physiology Of Addiction (3)**

(Next year's course prefix/number SCAT 1370)

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.)

**SA 113 Alcoholism Counseling (3)**

(Next year's course prefix/number SCAT 1371)

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.)

**SA 203 Alcoholism Treatment Models (3)**

(Next year's course prefix/number SCAT 2370)

Prerequisite: Substance Abuse 109 and Substance Abuse 113. Prevalent approaches to treating alcoholism are studied. Various treatment models (detoxification, halfway houses, aftercare, and other self-help models) are examined. (3 Lec.)

**SA 207 Prevention Of Substance Abuse (3)**

(Next year's course prefix/number SCAT 2371)

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.)

**SA 211 Family Intervention In Substance Abuse And Dependency (3)**

(Next year's course prefix/number SCAT 2372)

Prerequisites: Social Work 105 and 109. 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.)

### **SA 215 Issues in Substance Abuse And Dependency (3)**

(Next year's course prefix/number SCAT 2373)

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.)

### **SA 714 Cooperative Work Experience (4)**

(Next year's course prefix/number SCAT 7472)

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 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.)

## **THEATRE**

### **THE 101 Introduction To The Theatre (3)**

(Common Course Number DRAM 1310)

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)

### **THE 102 Contemporary Theatre (3)**

(Next year's course prefix/number DRAM 1370)

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)

### **THE 103 Stagecraft I (3)**

(Common Course Number DRAM 1330)

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)

### **THE 104 Stagecraft II (3)**

(Common Course Number DRAM 2331)

Prerequisite: Theatre 103 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)

### **THE 106 Acting I (3)**

(Common Course Number DRAM 1351)

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)

### **THE 107 Acting II (3)**

(Common Course Number DRAM 1352)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

### **THE 109 Voice And Articulation (3)**

(Common Course Number DRAM 2336)

Students may register for either Speech 109 or Theatre 109 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)

### **THE 114 Rehearsal And Performance I (1)**

(Common Course Number DRAM 1120)

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)

### **THE 199 Demonstration Lab (1)**

(Next year's course prefix/number DRAM 1170)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015130)

### **THE 205 Scene Study I (3)**

(Next year's course prefix/number DRAM 2372)

Prerequisites: Theatre 106 and 107. 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)

### **THE 207 Scene Study II (3)**

(Common Course Number DRAM 2352)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

# COMMON COURSE NUMBER INDEX

The following DCCCD courses have been assigned Common Course Numbers (CCN #). The Common Course Numbering scheme is an attempt by a number of Texas colleges and universities to identify similar courses by utilizing the same number in order to facilitate the transfer of courses between and among institutions. A course, however, may transfer even if it does not have a Common Course Number.

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# Notes



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