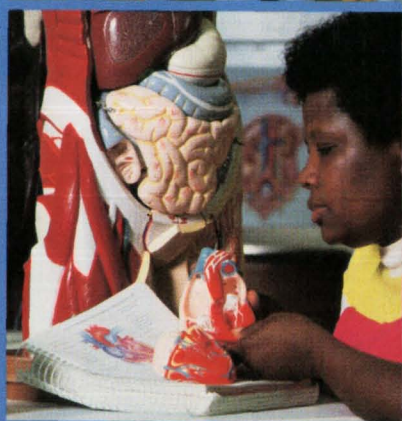
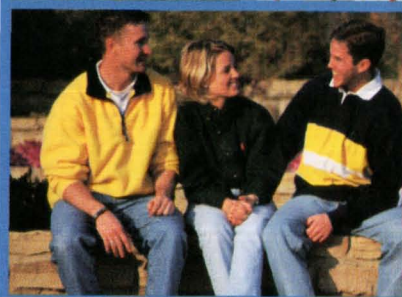
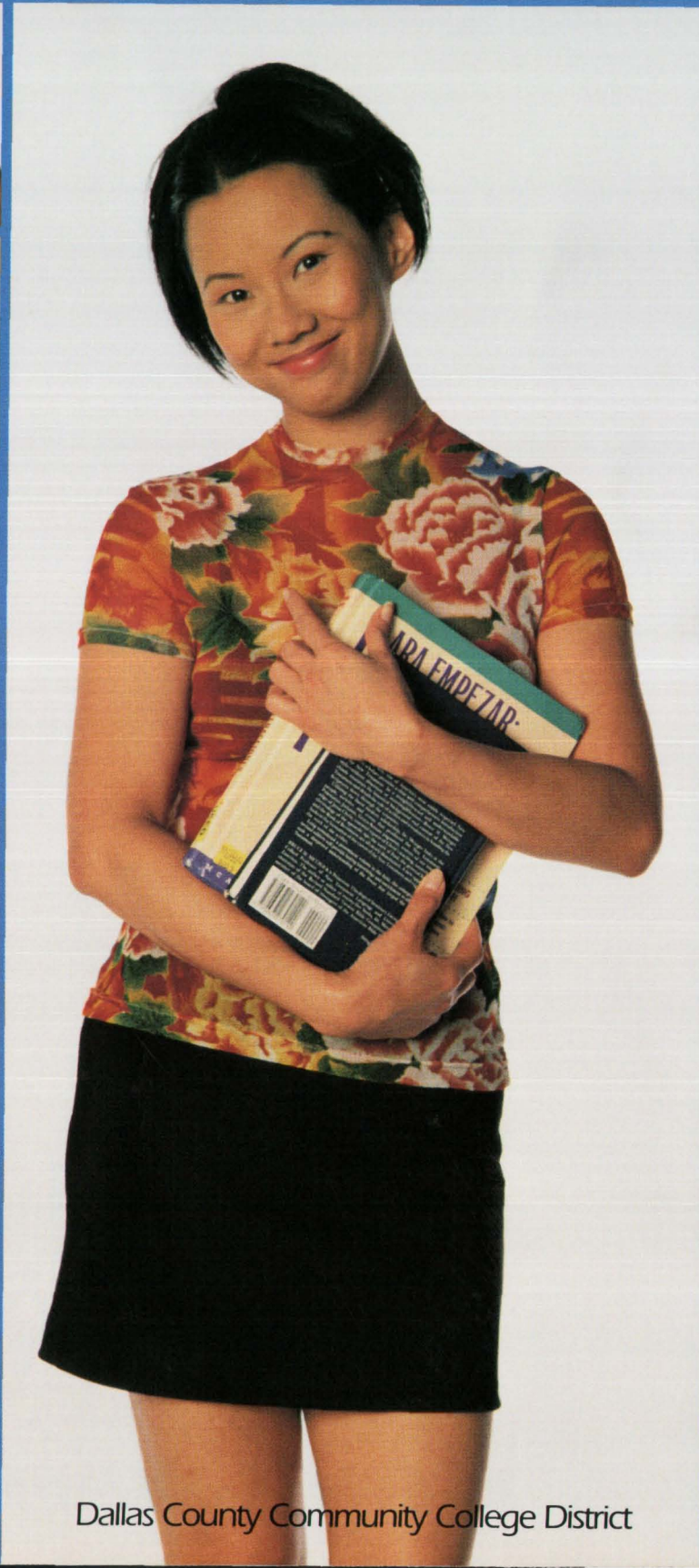
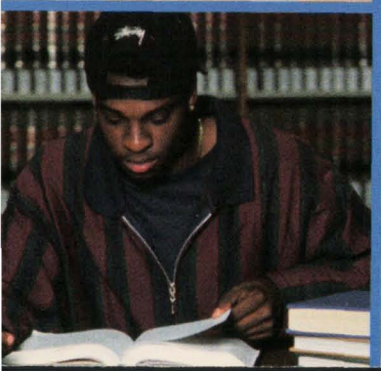
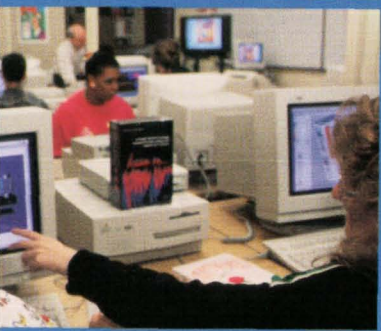


EASTFIELD COLLEGE

1998-1999 CATALOG

Change Your Life—The Change Will Do You Good!



You do not
have to
take the T.A.S.P. test
before you
enroll in a Dallas
County Community
College.

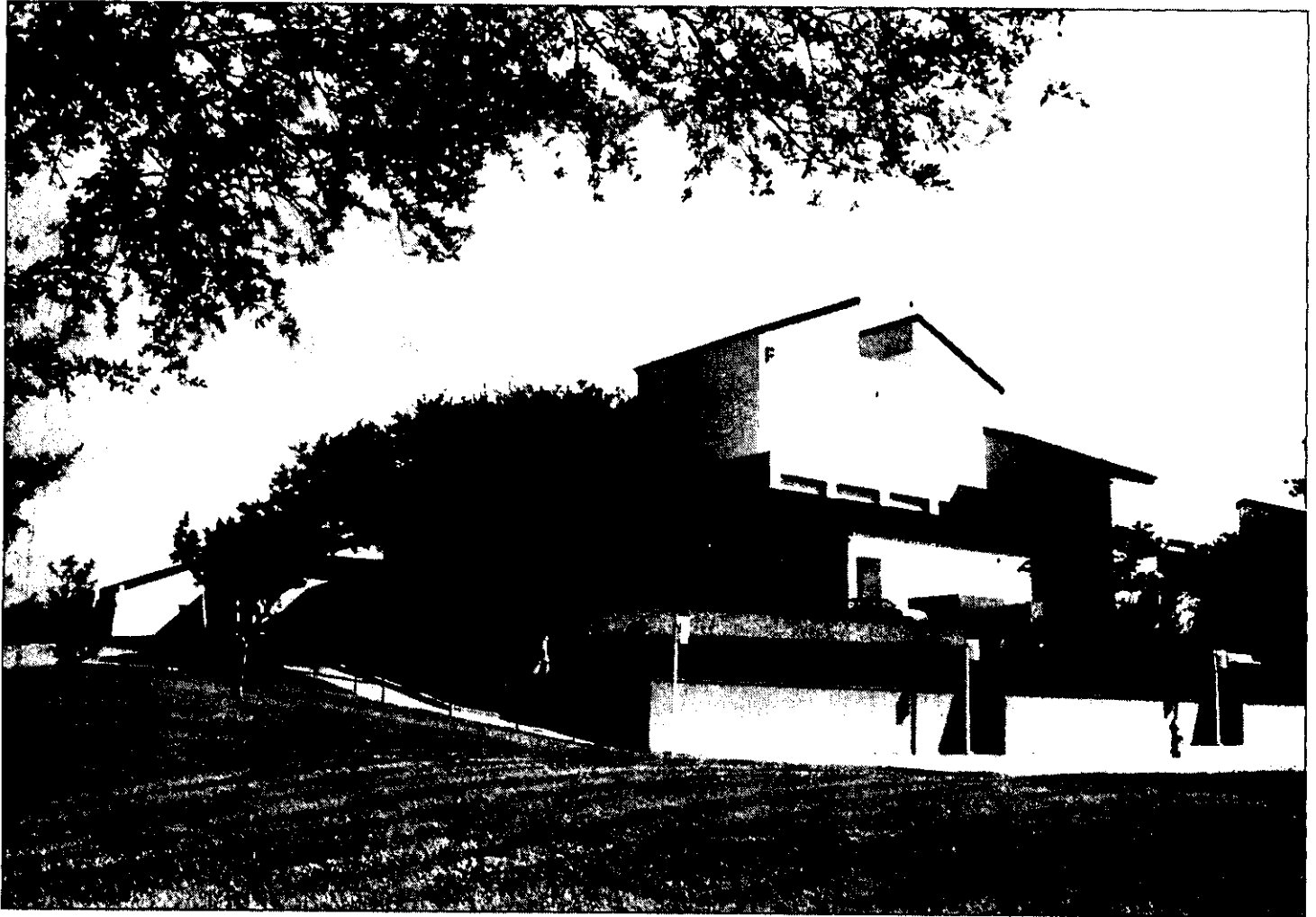
Dallas County Community College District

**All blank
pages
have been
removed
from this
document.**

1998-99

Eastfield College Catalog

Dallas County Community College District



Eastfield College
3737 Motley Drive
Mesquite, Texas 75150

Call for information: Admissions, 972-860-7100
Counseling, 972-860-7106

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

This catalog contains policies, regulations and procedures in existence at the time this publication went to press. The District Colleges reserve the right to make changes at any time to reflect current Board policies, administrative regulations and procedures and applicable State and Federal regulations. This catalog is for information purposes and does not constitute a contract.

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

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

TEXAS ACADEMIC SKILLS PROGRAM AND THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

As a result of State law, ALL students entering any Texas public college Fall 1998, or thereafter, must have either TASP or DCCCD assessment scores on file prior to enrolling for college-level courses. Deaf students entering Fall 1995, or thereafter, may take the Stanford Achievement Test to meet the TASP requirements.

1. **What is TASP?** TASP is both a test and a program to ensure Texas college students have the academic skills to be successful in college.
2. **Who must take TASP?** All students, unless otherwise exempt, must participate in the TASP program. Students who fail either a section of the TASP test or the DCCCD assessment must enroll in developmental courses designed to help remediate skills. Such students must continue to enroll and participate in developmental courses until "released" by the institution or until they pass the failed section by taking the TASP test. Students must meet the TASP requirements prior to graduation or being permitted to take junior or senior level courses.
3. **How can the TASP requirements be met?** There are several ways to meet the TASP requirements: (1) Pass all sections of the TASP test; (2) Take TASP twice, or take the DCCCD assessment once and the TASP test once and fail the same section at least twice, participating in all developmental course-work related to the failed area, and then making a grade of B or better in an approved, related, college-level course.
4. **When must all TASP requirements be met?** Students must meet all requirements prior to receiving a certificate (if TASP is required) or degree OR before taking junior/senior level courses at a Texas public university.
5. **Who is exempt from TASP?** The following are exempt: (1) Students who earned at least three hours of college-level credit prior to Fall 1989; (2) Students enrolled in certain certificate programs are "waived" from the requirement as long as they maintain such enrollment; (3) Students who already have a baccalaureate degree; (4) Students who have ACT/SAT or TAAS scores which meet state approved standards; (5) Students who are enrolled in private or out-of-state institutions and who wish to remain only for one term/semester within the DCCCD; (6) Students 55 or older and who are not seeking a degree; (7) International students not seeking a degree; (8) Students with either certifiable math disorders or dyslexia may be exempt when approved by the Texas Higher Education Coordinating Board; and (9) Out-of-state students involved in official distance learning opportunities. Concurrently enrolled high school students who have taken and failed a section of TASP will not be required to take remedial courses as long as they are in high school.
6. **How is the test administered?** The TASP test is administered statewide at least six times a year. Students **MUST** register on forms available in the college testing center in order to take the TASP test. The normal registration fee is \$29. A study guide is available for purchase.

It is the student's responsibility to be aware of ALL TASP requirements and to meet them.

***TASP rules are always subject to change.**

Academic Calendar for 1998-99

May Term, 1998

Contact Colleges for availability and schedules.

Summer Sessions, 1998

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

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

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

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

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

Fall Semester, 1998

Note: Early registration begins Spring, 1998; contact colleges for schedules.

August 24 (M)	Faculty Reports
August 31 (M)	Classes Begin
September 7 (M)	Labor Day Holiday
September 14 (M)	12th Class Day
November 14 (S)	TASP Test Administered
November 19 (R)	Last Day to Withdraw with a Grade of "W"
November 26 (R)	Thanksgiving Holidays Begin
November 30 (M)	Classes Resume
December 14-17 (M-R)	Final Exams
December 17 (R)	Semester Closes
December 21 (M)	Grades due in Registrar's office by 10 a.m.
December 25 (F)	College Buildings and Offices Closed for the Holidays

Winter Term, 1998/1999

Contact Colleges for availability and schedules.

Spring Semester, 1999

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

January 4 (M)	College Buildings and Offices Open
January 9 (S)	TASP Test Administered
January 11 (M)	Faculty Reports
January 18 (M)	Martin Luther King, Jr. Day Holiday
January 19 (T)	Classes Begin
February 1 (M)	12th Class Day
February 18 (R)	District Conference Day, Faculty & Admin.
February 19 (F)	Faculty Professional Devel. (TCCTA)
March 6 (S)	TASP Test Administered
March 8 (M)	Spring Break Begins
March 11 (R)	District Conference Day, Prof. Sup. Staff
March 12 (F)	Spring Holiday for All Employees
March 15 (M)	Classes Resume
April 2 (F)	Holidays Begin
April 5 (M)	Classes Resume
April 15 (R)	Last Day to Withdraw with a Grade of "W"
May 8 (S)	TASP Test Administered
May 10-13 (M-R)	Final Exams
May 13 (R)	Semester Closes
May 13 (R)	Graduation
May 17 (M)	Grades due in Registrar's office by 10 a.m.

May Term, 1999

Contact Colleges for availability and schedules.

Summer Sessions, 1999

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

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

May 31 (M)	Memorial Day Holiday
June 7 (M)	Classes Begin
June 10 (R)	4th Class Day
June 11 (F)	Class Day (Only Friday class meeting)
June 19 (S)	TASP Test Administered
June 22 (T)	Last Day to Withdraw with a Grade of "W"
July 5 (M)	Fourth of July Holiday
July 8 (R)	Final Exams
July 8 (R)	Semester Closes
July 12 (T)	Grades due in Registrar's Office by 10 a.m.

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

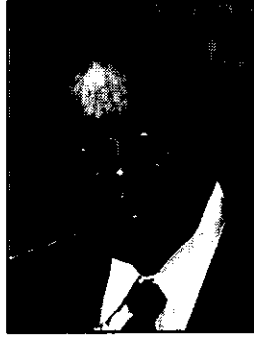
July 15 (R)	Classes Begin
July 16 (F)	Class Day (Only Friday class meeting)
July 20 (T)	4th Class Day
July 24 (S)	TASP Test Administered
August 9 (M)	Last Day to Withdraw with a Grade of "W"
August 17 (T)	Final Exams
August 17 (T)	Semester Closes
August 19 (R)	Grades due in Registrar's office by 10 a.m.

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

Dallas County Community College District Board of Trustees



Pattie T. Powell
Chair



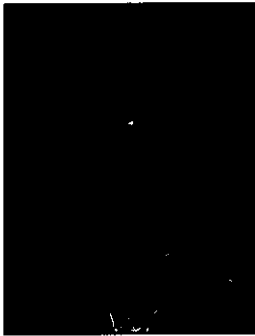
J. D. Hall
Vice Chair



Kitty Boyle



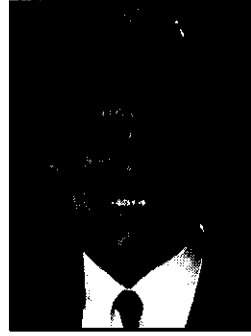
Diana Flores



Randy Leake



Carla C. McGee



Jerry Prater



J. William Wenrich
Chancellor

Dallas County Community College District Administrators

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

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.

Mission Statement

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

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

Institutional Memberships

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

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

EASTFIELD COLLEGE ADMINISTRATION

President	Rodger A. Pool	972-860-7001
Vice President of Finance and Planning	Michael Burke	972-860-7603
Vice President of Instruction	Craig Washington	972-860-7196
Vice President of Student & Institutional Development	Felix A. Zamora	972-860-7610
Dean of Admissions, Advisement & Registration	Bobbie J. Trout	972-860-7108
Dean of Continuing Education	Carolyn Stock	972-860-7623
Dean of Financial Affairs & Information Systems	Marvin Elke	972-860-7612
Dean of Resource & Community Development	Leon Kilpatrick	972-860-8379
Dean of Technical Programs	James DuBus	972-860-7198
Dean of Instructional Support Services	Emma Cronin	972-860-7169
Associate Dean of Student Support Services	Reva Rattan	972-860-7032
Director of Admissions and Registrar	Linda Richardson	972-860-7105
Director of Appraisal Center	Charles E. Helton	972-860-7010
Director of College Police	Tyler Moore	972-860-8333
Director of Facilities Services	Arthur Sykes	972-860-7688
Director of Health Services	Donnine Ballance	972-860-7190
Director of Human Resources	Kate Kelley	972-860-7613
Director of Institutional Research	Constance Howells	972-860-8325
Director of Public Information	Sharon Cook	972-860-7629
Director of Student Programs & Resources		972-860-7185
ADA Compliance Officer	Michael Burke	972-860-7603

INSTRUCTIONAL DIVISION DEANS

Arts and Letters	Diane Martin	972-860-7132/7124
Business and Information Systems	Don Baynham	972-860-7119
Communication Arts and Applied Technologies	Gerald Kozlowski	972-860-7143
Human Development	Bobbie J. Trout	972-860-7108
Science, Mathematics, and Physical Education	Mark W. Presley	972-860-7140
Social Sciences and Human Services	Richard Cinclair	972-860-7156

EASTFIELD COLLEGE FACULTY AND ADMINISTRATION

Allison, Joe F. Mathematics Stephen F. Austin State College, B.S.; Texas A&M Univ. M.Ed., Ph.D.	Erwin, Robert J. Theatre Univ. of South Florida, B.A.; Univ. of Alberta, M.F.A.; Further study: Paul Mann's Acting Workshop, New York City
Bajackson, Robert E. Journalism Univ. of North Texas, B.A.; East Texas State Univ., M.A.	Etheredge, John W. Speech Baylor Univ., B.A., M.S.; Further study: Univ. of Houston, Baylor Univ., Texas A&M Univ.
Ballance, Donnlne Director of Health Services Baylor Univ., B.A.; Texas Woman's Univ., M.Ed.; Further study: Amber Univ., East Texas State Univ.	Etheredge, Margaret Counselor Austin College, B.A.; East Texas Univ., M.A.
Balvin, Kenneth Physical Education Springfield College, B.S., M.S.; Further study: Ohio State Univ., Azusa Pacific College	Faris, Nancy Assistant Director of Admissions Univ. of Oklahoma, B.A.; Southern Methodist Univ., M.L.A.
Baynham, Don Dean, Business and Information Systems Eastfield College, A.A.S.; Abilene Christian Univ., B.B.A., M.S. Further study: Amber Univ., Univ. of Texas at Dallas; Univ. of North Texas	Felder, Bob Economics Sam Houston State Univ., B.A., M.A.
Bennett, James Developmental Mathematics Univ. of Texas at Austin, B.A.; Univ. of Houston, M.S.; Further study: East Texas State Univ.	Flickner, Robert E. Physical Education Bethel College, B.S.; Kansas Univ., M.S.
Boldt, Chris E. 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.	Forrest, Mary L. Speech Univ. of North Texas, B.A.; Southern Methodist Univ., M.F.A.; Univ. of North Texas, Ed.D.
Bowers, James Developmental Reading Arizona State Univ., B.A., M.A.	Gammage, Judie K. Computer Information Systems Southern Methodist Univ., B.A., M.L.A.; Univ. of North Texas, Ph.D.
Bradshaw, Curt Jazz Northern Iowa, B.S.; Univ. of North Texas, M.M.	Hegar, E. Aylene Psychology Texas Tech Univ., B.A.; Univ. of North Texas, M.Ed., Ed.D.
Brown, Emmett D. Counselor Univ. of North Texas, B.A., M.Ed.; Further study: El Centro College, Prairie View A&M, Naval School of Photography	Helton, Charles E. Director of Appraisal Center East Texas State Univ., B.S.; Further study: East Texas State Univ.
Brown, Harryette Stover English Southern Methodist Univ., B.A., M.A.; Further study: Univ. of North Texas, East Texas State Univ., Texas Woman's Univ.	Henry, Robert Physical Education Southern Methodist Univ., B.A.; Univ. of Illinois, M.S.; Further study: Univ. of Texas, Univ. of North Texas, East Texas State Univ., Texas Tech Univ., Texas A&M Univ.
Brumbach, Virginia English Cumberland College, A.A.; Western Kentucky State Univ., B.A.; Baylor Univ., M.A.; Univ. of North Texas, Ed.D.; Post-doctoral, Texas Univ., North Texas Univ., Texas Christian Univ.	Henson, Jerry C. History/Religion Hardin-Simmons Univ., B.A.; Southwestern Baptist Theological Seminary, B.D.; Baylor Univ., Ph.D.
Burke, Michael Vice President of Finance and Planning Univ. of Houston, B.A., M.A.; Univ. of Texas at Austin, Ph.D.; Further study: Harvard University	Hill, H. Rayburn Government Paris Junior College, A.A.; East Texas State Univ., B.S., M.S.; Further study: Univ. of Oklahoma, East Texas State Univ.
Carpenter, Robert W. 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	Holman, Morris H. History East Texas State Univ., B.A., M.A.; Dallas Theological Seminary, M.A.B.S.; Further study: Univ. of North Texas
Carr, Laura V. Interpreter Training Program Illinois State Univ., B.S.; New York Univ., M.A.; Further study: Univ. of Massachusetts, Gallaudet Univ., East Texas State Univ., Univ. of North Texas, Univ. of LaVerne	Howells, Constance Director of Institutional Research Pan American Univ., B.A.; Univ. of Texas at Dallas, M.A.
Cate, Franklin M. History East Texas State Univ., B.A.; Univ. of Virginia, M.A.; Further study: Univ. of Texas, Vanderbilt Univ.	Hutchins, Micheal E. Computer Aided Design & Drafting East Texas State Univ., B.S., M.S., Ed.D.
Christian, Allen L. Mathematics Arlington State College, B.S.; East Texas State Univ., M.S.; Univ. of North Texas, Ed.D.	Jackson, JoAnn Counselor Bishop College, B.A.; Prairie View A&M, M.Ed.; Further study: East Texas State Univ.
Cinclair, Richard Dean, Social Sciences and Human Services Northern State College, B.S.; Univ. of Wisconsin, M.S.; Ball State Univ., Ph.D.	Jacquez, Mary Alice Counselor Eastern New Mexico Univ., B.S., M.A.; Further study: Amber Univ., East Texas State Univ.
Clayton, Glenn N., Jr. English Univ. of North Texas, B.A., M.A.; Further study: East Texas State Univ., Univ. of North Texas	James, Irene Continuing Education Program Director Univ. of Texas at Dallas, B.A.
Cook, Sharon Director of Public Information Baylor Univ., B.A.	Jeffus, Larry Air Conditioning and Refrigeration Hiwassee College, A.A.; Univ. of Tennessee, B.S.; Further study: Univ. of Tennessee
Cronin, Emma Dean of Instructional Support Services Univ. of Oklahoma, B.A.; Univ. of North Texas, M.L.S.; Further study: East Texas State Univ., Texas Woman's Univ., New Mexico Highlands Univ.	Jenkins, Curt Automotive Technologies Program Director Univ. of Texas at Dallas, B.S.; Texas A&M Univ. at Commerce, M.S.
Dale, Charles W. Electronics Southeastern State College of Oklahoma, B.S.; Southern Illinois Univ., M.S.; East Texas State Univ., Ed.D.	Jensen, Denis H. English as a Second Language Univ. of Illinois, B.A.; Teacher's College, Columbia Univ., M.A.
Dennis, Vivian Mathematics East Texas State Univ., B.A., M.S., Ed.D.; Further study: U. of North Texas	Jessen, Joel A. Counselor Univ. of Iowa, B.A., M.A.
DuBus, James W. Dean, Technical Programs Arkansas State Univ., B.S.E., M.S.E.; Further study: Univ. of Missouri-Columbia, Univ. of North Texas, Univ. of Texas-Dallas, Texas A&M-Commerce	Joseph, Betsy English Univ. of North Texas, B.A.; Univ. of North Texas, M.A.
Egedigwe, Egos 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	Jurhree, Stacey Government El Centro College, A.S.; Eastern New Mexico Univ., B.S., M.A.; The Ohio State Univ., M.A.; Clark Atlanta Univ., Ph.D.
Elke, Marvin Dean of Financial Affairs & Information Systems Abilene Christian University at Dallas, M.S.	Keenan, Donnelle Management Univ. of North Carolina at Chapel Hill, B.A.; Univ. of Oklahoma, M.Ed.
	Kelley, Kate Director of Human Resources Univ. of Mary Hardin-Baylor, B.S.; Further study: Univ. of Mary Hardin-Baylor, Institute for Applied Management and Law
	Kilpatrick, Leon Dean of Resource & Community Development Langston Univ., B.A.; Univ. of Central Oklahoma, M.Ed.; Texas Southern Univ., Ed.D.
	Kirkpatrick, James Michael Computer Aided Design & Drafting Oklahoma City Univ., B.I.A.; Univ. of North Texas, M.Ed., Ed.D.
	Knight, Carl E. Biology Michigan State Univ., B.S., M.S., Ph.D.
	Kozlowski, Gerald Dean, Communication Arts and Applied Technologies 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

- Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.
- Leslie, Rose A.** Developmental Writing
Shortwood College (Jamaica), Teaching Certificate;
Southern Methodist Univ., B.A., M.A.; Univ. of North Texas, M.L.S.;
Kellogg Institute, Appalachian State Univ.,
Developmental Education Specialist
- 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
- Maddox, Sherry** Digital Imaging Program Director
Texas State Technical College, A.A.S.
- 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** Dean of Arts and Letters
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.
- Mewhinney, Christina E.** Chemistry
Mary Washington College of the Univ. of Virginia, B.S.; Texas Woman's
Univ., M.S.; Further study: Univ. of Texas at Dallas, Univ. of North Texas
- Montgomery, Carole** Program Director, Continuing Education
Univ. of Northern Colorado, B.S., M.S.
- Moorhead, Michael** English
Texas Tech Univ., B.A., M.A.; Further study: Texas Tech Univ.
- Morris, Michael** English
East Texas State Univ., B.A.; East Texas State Univ., M.A.
- 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** Psychology
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.
- 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.; Further studies: Univ. of Texas
at Arlington, Univ. of Texas at Dallas
- Pool, Rodger A.** President
New Mexico State Univ., B.S., M.A., Ed.D.
- Porembski, Walter** Program Director, Continuing Education
Art Center College of Design, Los Angeles, C.A., B.F.A.;
Univ. of Texas at Dallas, M.A., M.B.A.
- Prado, Marla** English as a Second Language
Pontifical Catholic Univ. of Puerto Rico, B.A., M.Ed.
- Presley, Mark W.** Dean, Science, Mathematics, and Physical Education
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.
- Purdy, Earlyne** Office Technology
Univ. of North Texas, B.S.; East Texas State Univ., M.S.;
Further study: Univ. of North Texas
- Rattan, Reva O.** Associate Dean of Student Support Services
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** 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.
- St. Clair, Anita J.** Office Technology
Abilene Christian Univ., 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
- 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
- Strong, 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.
- Sykes, Arthur** Director of Facilities Services
Bowling Green Univ., B.A.; Further study: Governors State Univ.,
Kansas State Univ., California Coast Univ.
- Terrell, Gloria** Social Work/Substance Abuse
Jackson State Univ., M.A.; Alcorn State Univ., B.A.
- 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** Dean of Admissions, Advisement & Registration
Univ. of Texas at Austin, B.A.; Univ. of Texas at Dallas, M.A.
- Washington, Craig S.** Vice President of Instruction
Indiana State Univ., B.S., M.S.; Univ. of Massachusetts, Ed.D.
- 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.
- 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., M.A.
- 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 Skinner** Child Development
Texas Woman's Univ., B.S., M.S., Ph.D.
- Zamora, Felix A.** Vice President of Student & Institutional 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 BJPIED serves the community through the Business and Professional Institute, Edmund J. Kahn Job Training Center, Small Business Development Center, Center for Government Contracting, Business Incubation Center and International Trade Resource Center.

Mission of the Dallas County Community College District

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

District Philosophy and Goals

Since 1972, the District has been known as the Dallas County Community College District. The name shows that the District has outgrown the term "junior college." The name also reflects the District's philosophy. The colleges truly are community institutions, meeting the varied educational needs of the growing Dallas County region. The primary goal of the District and its colleges is to help

students of all ages achieve effective living and responsible citizenship in a fast-changing region, state, nation and world. Each college is therefore committed to providing a broad range of educational programs for the people it serves.

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

The Dallas County Community Colleges and the

Bill J. Priest Institute for Economic Development are teaching, learning, community-building institutions. To fulfill the public trust the DCCCD:

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

As a major employer, the DCCCD:

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



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

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

1. For the student working toward a bachelor's or higher degree, the colleges offer a wide range of first-year and second-year courses which transfer to senior colleges and universities.

2. For the student seeking a meaningful job, the colleges offer one-year and two-year programs in technical and occupational fields.

3. For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.

4. For the person who simply wants to make life a little more interesting, the colleges offer continuing education programs on cultural, civic and other topics.

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

District Responsibilities

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

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

League for Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 19 outstanding community college districts throughout the nation. Its

purpose is to encourage innovative experimentation and the continuing development of the community college movement in America. Membership commits the District to research, evaluation and cooperation with other community college districts. The goal is to serve the community with the best educational program and the fullest use of resources.

Equal Educational And Employment Opportunity Policy

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

Family Educational Rights and Privacy Act Of 1974

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

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

Student Consumer Information Services

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

Standard Of Conduct

The college student is considered a responsible adult. The student's enrollment indicates acceptance of the standards of conduct published in this catalog.

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

Accreditation

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

II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

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

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

Common Learning: "General Education" as defined by the DCCCD. Common Learning courses contain learning experiences which provide knowledge and skills necessary for living well and functioning competently in rapidly-changing local, state, national and world communities.

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

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

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

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

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

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

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

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

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

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

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

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

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

Full-time student: A student who is enrolled for at least 12 credit hours during a semester or for 6 credit hours during a summer session. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the full-time requirement.

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

Grade points: See catalog section entitled "Scholastic Standards."

Grades: See catalog section entitled "Scholastic

Standards."

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

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

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

Part-time student: A student who is enrolled for less than 12 credit hours during a semester or less than 6 credit hours in a summer session. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the part-time requirement.

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

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

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

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

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

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5½ weeks.

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

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

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

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

institution.

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

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

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

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

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

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. Unless an admitted student is TASP exempt, prospective students must present TASP (Texas Academic Skills Program) scores or take the college assessment tests. Assessment is not used to determine admission except for students wishing to enroll in "special admissions" programs.

Admission Requirements

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

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

Beginning Freshmen

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

- a. Graduates from accredited high school;
- b. Graduates of an unaccredited high school who are 18 years of age or older;
- c. Those who have earned a General Education Diploma (G.E.D.);
- d. Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval;
- e. Those who are under the age of 18, are no longer enrolled in high school of any kind, and who do not have a diploma nor a G.E.D. may be admitted by one of the following:

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

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

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

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

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

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

g. Admitted students must present TASP scores or take the college assessment program prior to registration.

Students Enrolled in High School

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

a. Students who have completed their junior year in an accredited high school may be admitted upon the written

recommendation of the high school principal and must present scores on TASP or the college assessment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.

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

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

(2) Presentation of scores on the TASP or college assessment program which indicate the student has the ability to complete college-level work;

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

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

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

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

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

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

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

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

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

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

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



colleges and the school.

Transfer Students

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

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

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

c. After being admitted, meet all TASP requirements as shown below.

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

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

Former Students

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

Academic Forgiveness Policy

In keeping with SB1321 passed into legislation in 1993, any state resident may elect not to have the college utilize college credits on courses which are ten (10) years or older. Should the student elect this option, no college

courses or credits ten (10) years or older will be evaluated for credit. Students may not selectively choose courses ten (10) years or older to be utilized. This provision does not relieve students from notifying the college of attendance at previous institutions nor of the need to submit transcripts indicating all previous course work attempted. Students electing this option must notify the Office of the Registrar upon submission of application for admission.

Non-Credit Students

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

International Students

The College is authorized under federal law to enroll non-immigrant students carrying valid visas. International students are admitted once all admission requirements are complete. All International Students seeking F-1 visa status must:

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

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

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

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

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

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

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

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

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

4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college.

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

6. Submit official transcripts from each college or

university previously attended with a minimum of "C" average;

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

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

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

After admission, international students will need to present TASP scores or take the college assessment program.

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

1. Present documentation indicating valid non-immigrant status;

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

Evaluation of Foreign Credentials

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

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

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

Application and Admissions Procedures

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

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

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

a. An official application, available from any DCCCD college Admissions Office or through the Internet address of www.dcccd.edu.

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

c. Official Transcripts: The following **MUST** be submitted – (1) Students who graduated from high school (and who have no college experience) should submit high school transcripts, which will be utilized for advisement purposes; (2) a college transfer student is required to furnish official transcripts of all college work attempted no later than the third week of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. **IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES PREVIOUSLY ATTENDED.** If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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

After being admitted but prior to registration, students must either present TASP scores or take the college assessment program.

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

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

Reciprocal Tuition Agreement

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

PROGRAM	CAMPUS
Apparel Design	ECC
Automotive Technology	BHC
Dealership-sponsored Technician	
Service Technician	
Aviation Technology	MVC
Air Cargo	
Aircraft Dispatcher	
Airline Management	
Professional Pilot	
Fixed Base Operations	
Commercial Music	CVC
Computer Information Systems	
Local Area Network Administrator	EFC, NLC, RLC
Lan Server Operator	EFC, NLC, RLC
Educational Personnel	RLC
Electrical Technology	NLC
Electronic	EFC, RLC
Wireless Communications	
Electronics Computer Technology	EFC, MVC
Automated Manufacturing	MVC
Engineering Technology	RLC
Computer Integrated Manufacturing	RLC
Electronics Engineering	RLC
Environmental Technology	BHC
Lab Assistant/ Lab Analysis	
Food and Hospitality Service	ECC
Institutional Pharmacy Tech	RLC
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Assisting	ECC, MVC
Medical Transcription	ECC
Micro Computer Maintenance	MVC, RLC
Mortgage Banking	NLC
Motorcycle Mechanics	CVC
Outboard Marine Engine Mechanic	CVC
Pattern Design	ECC
Physical Fitness Technology	NLC
Plumbing and Pipefitting	NLC
Semiconductor Manufacturing	RLC
Social Work Associate	EFC
Substance Abuse Counseling	EFC
Travel and Tourism	RLC
Veterinary Technology	CVC
Video & Film Technology	NLC
Visual Communications	BHC
Vocational Nursing	ECC

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

PROGRAM	CAMPUS
Air Conditioning and Refrigeration --Residential	CVC, EFC, NLC
Air Conditioning and Refrigeration Technology	EFC
Apparel Design	ECC
Auto Body Technology	EFC
Automotive Career Technician	CVC
Automotive Technology	BHC, EFC
Aviation Technology	MVC
Construction Management and Technology	NLC
Construction Technology	NLC
Food and Hospitality Service	ECC
Digital Imaging Technology	EFC
Educational Personnel	RLC
Electrical Technology	NLC
Environmental Tech	BHC
Interior Design	ECC
International Business And Trade	RLC
Invasive Cardiovascular Technology	ECC
Local Area Network	EFC, NLC, RLC
Medical Assisting	ECC, MVC
Medical Transcription	ECC
Microcomputer Maintenance	MVC, RLC
Mortgage Banking	NLC
Motorcycle Mechanics	CVC
Multimedia Technology	RLC
Outboard Marine Engine	CVC
Pattern Design	ECC
Physical Fitness Technology	NLC
Postal Service	MVC
Radiologic Sciences	ECC
Semiconductor Manufacturing	RLC
Small Engine Mechanics	CVC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Surgical Tech/Perioperative	ECC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Vocational Nursing	ECC
Welding Technology	MVC

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

Tuition

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

Tuition Installment Pay Plan (TIPP)

A law passed by the Texas State Legislature permits students registering at community colleges to pay their tuition and fees in installments. One-half of the payment is required in advance of the official institutional first day of classes; one-quarter is due prior to the start of the sixth class week; and the final one-quarter payment must be made prior to the eleventh class week. Promissory notes must be signed at the time the first payment is made. Late fees will be assessed (\$10 per payment not to exceed \$20) for late installments. Course credit may be denied to students who have not made payment in full by the end of the semester. Tuition installment pay plans are allowed only during the fall and spring semesters and do not apply to flex classes. A \$15 fee is charged to all TIPP participants.

HOPE and Lifetime Learning Tax Credits

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

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

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

Additional Fees

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

DCCCD Concurrent Enrollment and Fees

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

Special Fees and Charges

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

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

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

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

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

Physical Education Activity Fee: \$4 a semester.

Dance Activity Fee: \$8 a semester.

Bowling Class Fee: Student pays cost of lane rental.

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

Audit Fee: The charge for auditing a course is the same as if the course were taken for credit.

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

Refund Policy

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

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

TUITION AND STUDENT SUPPORT FEES

Summer Sessions

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

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

TUITION REQUIREMENTS FOR LONG TERM:

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

SUMMER SESSION

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

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

Effective Date: Fall Semester, 1995

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

"Out-of-State Residents" are defined to be students of less than 18 years of age, living away from their family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of

registration; or students 18 years of age or older who have not been residents of the state twelve months subsequent to their 18th birthdays or for the twelve months immediately preceding the date of registration.

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

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

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

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

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

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

If you are an out-of-state resident or an out-of-county student AND if you (or the parent on whom you are dependent) own property subject to ad valorem tax by the College District, you may qualify for a waiver of tuition to the In-District rate. Please check with the college Admissions Office for additional details. A foreign national is not eligible for the waiver unless under a permanent resident visa.

(1) Official withdrawal:

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

Fall and Spring Semesters

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

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

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

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

Summer Semesters

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

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

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

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

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

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

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

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

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

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

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

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

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

Committee.

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

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

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

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

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

(6) REFUND CHECKS NORMALLY REQUIRE A

MINIMUM OF ONE MONTH FROM DATE OF APPROVAL FOR PROCESSING.

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

Returned Checks

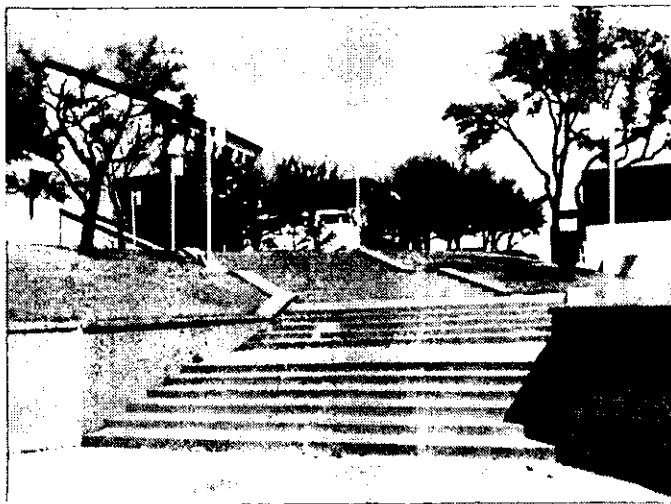
Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop payment, the College Business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

Assessment and

Advisement Procedures

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

The assessment program includes the completion of a questionnaire which documents information on career and work plans, previous academic achievement and other relevant information. Assessment also includes an



examination of individual skill levels in reading, writing, and mathematics. Information on skills may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered free of charge by the College. Students who have taken TASP also need their TASP scores.

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test either prior to, or during, their semester of enrollment in their 9th college-level credit hour. Such students must report TASP scores prior to their next semester of enrollment. Should students fail either the reading, writing, or mathematics section of TASP, they will be required, as mandated by Texas State Law, to participate in the appropriate remediation continuously until the failed section is passed.

Change of Schedule

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

Non-Credit Student (Audit)

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

Acceptance of Credit in Transfer

Credit for courses in which a passing grade (D or better)

has been earned may be transferred to the College from colleges and universities accredited through one of the following associations:

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

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

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

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

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

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

Address Changes and Social Security Number

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

TASP (Texas Academic Skills Program) Test

The Texas Academic Skills Program (TASP) is required by state law to insure students enrolled in Texas public

colleges possess the academic skills needed to perform effectively in college-level coursework. TASP includes a testing component designed to identify and provide information about the reading, writing, and math skills of students. The program is very complex, and students are expected to consult with the college TASP Coordinator in order to meet the TASP requirements. ***It is the student's responsibility to be aware of all TASP regulations.***

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

- Have at least 3 hours of college credit prior to Fall, 1989;
- Have at least 3 hours of college credit prior to Fall, 1995; (Deaf/Blind students ONLY);
- Enroll in certain certificate programs;
- Have a baccalaureate or higher degree;
- Have ACT/SAT or TAAS scores which meet state standards for an exemption;
- Enroll as a transient student from an out-of-state or private institution;
- Are not seeking a degree AND are at least 55 years of age;
- Are not seeking a degree AND are an international student;
- Have been certified by the Texas Higher Education Coordinating Board as being dyslexic or having a related disorder OR as having a math disorder. (Student seeking this exemption must check with the college TASP Coordinator to ascertain what documentation must be submitted to the Coordinating Board;
- Be an out-of-state student enrolled in official distance education courses.

All other students are subject to TASP remediation.

Students who fail a section of either the local assessment or TASP must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from ALL courses. (Concurrently enrolled high school students will not be mandated to take developmental courses while in high school.) Students who fail to enroll and actively participate in developmental courses will be dropped from all college-level courses. Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP, or (2) They have completed the developmental coursework required, at which time the college may release the student from such coursework. Please note that the college is not required to release the student from further developmental coursework.

Students may meet the TASP requirements in one of three ways: (1) Pass all sections of TASP; (2) Twice take and fail a section of TASP, complete all required developmental coursework with a grade of C or better, and then make a grade of B or better in a related, approved college-level course; or (3) Take and fail a section of TASP three times, complete all required developmental coursework with a grade of C or better, take a related, approved college-level course but fail to make a B or

better, and then petition to a committee to determine if TASP standards have been met. Students attempting to meet the requirements through the second or third methods must check with the college TASP Coordinator to learn of all required steps to be met.

Deaf students entering Fall 1995 and thereafter are subject to all TASP regulations with the exception that they may elect to take the Stanford Achievement Test rather than TASP.

No student may receive a degree nor certain certificates without having met the TASP requirements. No student may take junior or senior level courses at a Texas public university without having met the TASP requirements.

TASP rules are always subject to change.

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
E*	Effort	Not computed
F	Failing	0 points
I	Incomplete	Not computed
WX	Progress;	Not computed; re-enrollment required
W	Withdrawn	Not computed
CR	Credit	Not computed

*Used only with developmental studies courses.

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

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit		Total Grade

Hours:
12

Points:
35

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

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

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

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

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

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

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

An E grade may be given when an instructor wishes to indicate that a student has made progress in a developmental studies course. An E grade is non-punitive and is not computed. The E grade provides more flexibility

for re-enrollment, particularly for students who do not achieve a C-level grade in a course. An E grade indicates that a student participated in a course according to TASP guidelines, but was unable to do C-level or passing work which would qualify the student to enroll in transfer-level courses. The E grade indicates below college skill level work, but shows that the student participated in and attended the class and attempted to do the work in the course.

Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0, based on GPA (2), or better. Grade points and hours earned in courses numbered below 1000, ARTS 1170, MUSI 1175, and DRAM 1170 cannot be used to meet graduation requirements.

Recommended Academic Load

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

Classification of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

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

Full-time:

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

Class Attendance

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

Instructors are responsible for describing attendance policies and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. (The date is published in the academic calendar each year and in each semester's class schedule.) If the student does not withdraw, he/she will receive a performance grade, usually a grade of "F."

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

Dropping A Course Or Withdrawing From College

To drop a class or withdraw from the College, students must follow the prescribed procedure. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. No drop or withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See "Refund Policy" for possible refund eligibility.

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

Academic Recognition

Full-time students who complete at least 12 hours of college-level credit and earn a grade point average of 3.5-3.79 are listed on the Vice President's Honor Roll. Full-time students who complete at least 12 hours of college-level credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take 6-11 college-level credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List. GPA(2) is utilized to determine academic recognition.

Scholastic Probation, Scholastic Suspension, and Academic Dismissal

Scholastic Probation:

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

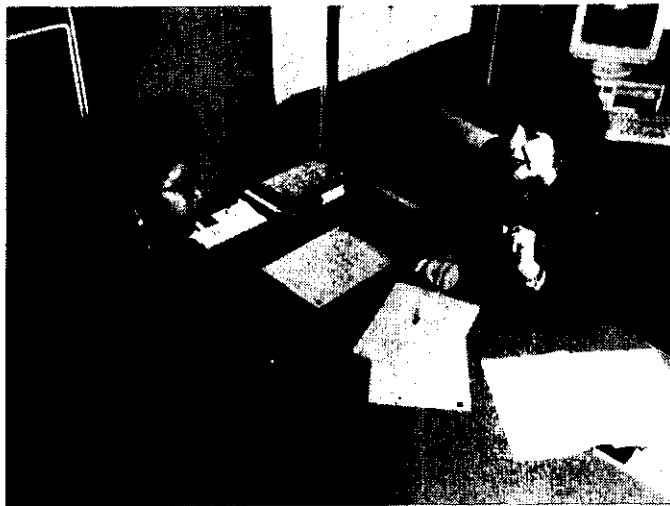
semester or summer session, the student will be placed on scholastic suspension and will not be allowed to register.

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

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

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

Indefinite Academic Dismissal: A student who is readmitted after having been on scholastic suspension and academic dismissal, and who subsequently fails to achieve a GPA(1) of 2.0 greater, shall be placed on indefinite academic dismissal. After a period of more than 12 months, a student may be recommended for readmission only by the Vice President of Student Development or



designee.

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

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

Grade Reports/Notification of Grades

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

DCCCD Transcript of Credit

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

Upon written request of the student, the Registrar's Office will send an official transcript to the individual student or to any college or agency named. There is a minimum of two working days required for processing. A transcript will be released only if all obligations to the DCCCD have been settled.

The Electronic Transcript Network permits member colleges to send transcripts to one another through a computer network. Member colleges prefer to receive transcripts in this fashion rather than through the generation of an "official transcript."

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

Degree Requirements

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

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

Students entering the DCCCD Fall 1989, or thereafter,

must successfully complete all sections of the TASP (Texas Academic Skills Program) Test before a degree can be awarded. See the TASP catalog section for additional information.

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

The Common Learning Curriculum

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

The Core Curriculum consists of English 1301, Speech Communication 1311, and a math course numbered 1000 or above. A grade of "C" or better in each of the three courses is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

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

Associate of Arts and Sciences Degree

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

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 1301, Speech Communication 1311, and math course numbered 1000 or above), a grade point average of at least "C" (2.00), based on GPA (2) and a passing score on all sections of TASP (if students are not TASP

exempt) to receive the Associate of Arts and Sciences Degree. These 61 hours may be earned at any District college and must include:

- English 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course numbered 1000 or above (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 1302 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 2322, 2323, 2327, 2328, 2332, 2333, 2370 or 2371 (English 2307 and 2311 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete PHYS 1311 in combination with 1111, and PHYS 1312 in combination with 1112 OR successfully complete PHYS 1411-1412.)
- Humanities (3 credit hours) to be chosen from: ARTS 1301, a foreign language or Eastfield Interpreter Training Program 1470 or 1471, Humanities 1301, English 2322, 2323, 2327, 2328, 2332, 2333, 2370, 2371, Music 1306, Philosophy 1301, Dance 2303 OR Drama 1310.
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement. While military service, per se, may not excuse this requirement, documented evidence of specific coursework earned in the military MAY excuse this and other requirements. The Office of the Registrar can assist with this information.)
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 1301 AND 1302 (6 credit hours)
- Government 2301 AND 2302 (6 credit hours)
- Business (3 credit hours) to be chosen from Business, Accounting, Management 1370, Computer Information Systems, OR Economics. Cooperative Work Experience
- courses may not be used to meet Common Learning requirements.
- Electives (16-18 credit hours)

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, MUSI 1175, and DRAM 1170.

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

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

Associate of Arts and Sciences Degree with major in Business

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

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

- English 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Math 1324 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 1302 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 2322, 2323, 2327, 2328, 2332, 2333, 2370, OR 2371. (English 2307 and English 2311 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from: Biology 1406 and 1407, Biology 1408 and 1409, Chemistry 1411 and 1412, Geology 1403 and 1404, Physics 1401 and 1402, Physics 1405 and 1407, Physics 2425 and 2426, or Physical Science 1415 and 1417. For Astronomy to meet this requirement, the student must successfully complete PHYS 1311 in combination with 1111, and PHYS 1312 in combination

with 1112 OR successfully completing PHYS 1411-1412.

- Humanities (3 credit hours) to be chosen from: Art 1304, a foreign language or Eastfield Interpreter Training Program 1470 or 1471 Humanities 1301, Sophomore literature (select from English 2322, 2323, 2327, 2328, 2332, 2333, 2370, or 2371), Music 1306, Philosophy 1301, Dance 2303, or Drama 1310.
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement. While military service, per se, may not excuse this requirement, documented evidence of specific coursework earned in the military MAY excuse this and other requirements. The Office of the Registrar can assist with this information.)
- History 1301 AND 1302 (6 credit hours)
- Government 2301 AND 2302 (6 credit hours)
- Core Business courses (19 credit hours) Students must complete Accounting 2301 and 2302, Economics 2301 and 2302, Computer Information Systems 1470 and Math 1325.
- Electives (3 credit hours) Electives should be chosen to satisfy transfer requirements with an emphasis on business courses. Students should consult with an advisor for the appropriate course selection to meet the requirements of the transfer institution and major field of study.

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD work and for all credit which is transferred from other institutions. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 1175, and Drama 1170.

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

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

Associate of College/University Transfer Degree

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

receive this degree. These 61 hours may be earned at any district college and must include:

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

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

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

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

Associate of Applied Sciences Degree

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

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

- English 1301 OR Communications 1307 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Three credit hours from a Social/Behavioral Science course: Anthropology, Government, History, Human

Development, Psychology, OR Sociology

- Three hours from a Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language or Eastfield Interpreter Training Program, English 2322, 2323, 2327, 2328, 2332, 2333, OR 2371
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Workforce/Technical Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate of Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 1175, and Drama 1170.

Guarantee for Job Competency

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

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree or completed the certificate program beginning, May, 1992, or thereafter in a Technical program identified in the college catalog.
2. The graduate must have completed this degree or certificate program in the District (with a majority of the credits being earned at the District) and must have completed the degree or certificate within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of

graduation.

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

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

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

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

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

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

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

hours of tuition-free education under conditions described above.

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

Certificate Programs

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

Transcript Evaluations

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



Procedure For Filing Degree And Certificate Plans And For Graduation

Students should request a degree plan from the Registrar's Office no later than at the end of their freshman year and preferably sooner. Official transcripts of all previous college work must be on file at the time of request for degree plans. Students following a one-year certificate program should request an official plan during the first semester of their enrollment. Application for the granting of the degree or certificate should be filed in the Registrar's Office prior to the deadline announced by the Registrar.

An annual graduation ceremony is held at the conclusion of the spring semester. Participation is ceremonial only and confers on a student no rights to a degree. December graduates may participate in the next commencement if they desire, and July and August graduates may participate in the spring commencement if they desire, but neither is required to do so. The Registrar's Office should be notified if the student wishes to participate. Instructions for graduation are mailed to all candidates prior to commencement.

In addition to other graduation requirements, students are expected to complete within five (5) years the course and hour degree requirements as outlined in the catalog in effect at the time of their entrance to a DCCCD college. Students may have the option to select a more recent catalog year in which they were enrolled, provided the degree requirements are met within five (5) years of the catalog selected and the requisite courses are still offered.

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

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

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

Tuition Rebate Program

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

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

by state law, be offered by the DCCCD.

Waiving Of Scholastic Deficiency

Any student in an academic transfer program may transfer to an Applied Science degree or Certificate program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in that career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES FOR STUDENTS WISHING TO TRANSFER

Academic Transfer Programs

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

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

In order to challenge the denial of credit, a "Transfer Dispute Resolution" form, available through the District Office of Articulation and Transfer Services (telephone 214/860-2424 or 2185) must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution.

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

Earning An Associate Degree Prior To Transferring

During the time of attendance in the DCCCD, students may elect to earn a two-year associate degree. The Associate of Arts and Sciences Degree is designed specifically for those students who plan to transfer to a Texas four-year institution. The Associate of Arts and Sciences Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory courses specifically related to their major field of study. For those students seeking a four-year degree in Business, the DCCCD offers the Associate of Arts and Sciences with a specialization in Business. Additional information regarding this degree can be found elsewhere in this catalog, from a counselor or advisor, or on the "DCCCD Transfer Information and Services" home page on the World Wide Web (<http://www.dcccd.edu/trans/transfer.htm>).

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

Guarantee For Transfer Credit

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

Special Conditions which apply to the guarantee are as follows:

1. Transferability means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Transfer Guides dated 1991-92 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer guide -- which includes the institution to which the student will transfer, as well as the bacca-laureate major and degree sought. Transfer guides dated 1995-1996 or

before can be guaranteed by filing a Transfer Guarantee form with a DCCCD Guarantee Advisor.

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

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

Transfer Dispute Resolution

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

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

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

Choosing A Major And Developing An Educational Plan

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

There are several freshman level core courses that will apply toward most majors. Students are encouraged to use the first semester to investigate their own interests. By the second or third semester students should begin to develop a clear sense of which senior institution they will enter and

the requirements for their chosen degree program. Working closely with a counselor or advisor, and utilizing current information from four-year institutions, students who plan to transfer are encouraged to follow the Associate in Arts and Sciences Degree plan as many of the required courses are often required at four-year institutions.

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

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

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

College Resources For Transfer Students

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

World Wide Web Home Page

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

1. Tips on how to transfer successfully.
2. Answers to "most-commonly-asked" transfer questions.
3. Transfer guides for specific majors at approximately 25 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program.

The Counseling/Advisement Center

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

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

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

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

Transfer Guides

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

Accounting	Kinesiology (Exercise and Sports Science)
Advertising Art	Legal Science
Aerospace Engineering	Management
Agriculture	Marketing
Architecture	Mathematics
Art	Medical Technology
Biology	Music
Business Administration	Music Education
Chemical Engineering	Nursing
Chemistry	Occupational Therapy
Civil Engineering	Pharmacy
Computer Science	Photojournalism
Criminal Justice	Physical Education
Dental Hygiene	

Economics	Physical Therapy
Electrical Engineering	Physician Assistant
English	Physics
Exercise and Sports Studies	Political Science
Fashion Design	Pre-Law
Fashion Merchandising	Pre-Medicine
Finance	Pre-Veterinary Medicine
Foreign Languages	Psychology
Geography	Radio/TV/Film
Geology	Social Work
History	Sociology
Motel & Restaurant	Speech
Management	Speech Pathology/
Industrial Engineering	Audiology
Interior Design	Teacher Preparation
	Theatre
	Undecided

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

Course-by-Course Equivalency Guides

Equivalency Guides offer a listing of how every course offered in the DCCCD transfers to a given senior institution. This information is helpful for those students who have selected a senior institution, but have yet to determine a major. Students should note that the transfer equivalencies shown on these guides offer information on how, or if, courses are generally accepted by the senior institution, and do not indicate how these courses will apply toward a particular major or degree program. A counselor/advisor can assist students in determining the applicability of courses to a particular major.

Common Course Numbering System

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

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

Choosing A Catalog Year

Students who plan to transfer to a four-year school have a choice to make regarding their requirements for

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

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

Other Things To Consider

During the time of study in the DCCCD, students should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and students should be certain they understand all of the requirements for admission, such as application deadlines, minimum grade-point average requirements, limitation on the number of credit hours that are acceptable in transfer, policies regarding acceptance of repeated courses, housing information, and financial aid application procedures. Of equal importance is a personal visit to the chosen institution. Many senior institutions plan special activities and campus visitation periods where students can meet with representatives from all areas of the institution.

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

VI. DISTANCE LEARNING PROGRAMS

The Dallas County Community Colleges' distance learning program allows students to obtain their A.A.S degrees entirely through distance learning. For specific course options, please see the "Distance Learning" degree plan found elsewhere in this catalog. For additional details, consult the Schedule of Classes published by each college or contact 972-669-6400 for more information.

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

What Is Distance Learning?

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

How Do Distance Learning Courses Compare to Courses on Campus?

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

Tuition and fees are the same for distance learning courses as for courses on campus for students who register on campus. Students who apply and register through the distance learning website will pay an additional distance learning fee. For information about tuition assistance, contact the Financial Aid Office.

What Kinds of Distance Learning Courses Are Available?

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

A TELECOURSE includes:

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

An ON-LINE COURSE includes:

- Lectures, notes, and assignments available to students through their office or home computers.
- Interaction with the instructor and other students provided through the use of live teleconferencing, discussion forums, and electronic mail.
- Textbook, study guides, software, and supplemental reading required in some courses.
- A **required** orientation session.

NOTE: Students taking these courses must have a computer (486 or better preferred) with a minimum of 8 mb RAM and connection to the Internet. A knowledge of Windows is helpful. Some courses also require other specific software packages.

A TELECOURSE PLUS ON-LINE COURSE includes:

- Elements of both Telecourses and On-Line Courses.

A LIVE TV COURSE includes:

- Live classes on television which must be watched at the time of broadcast. Students Interaction with the instructor during the class is done by telephone (from home) or microphone (from campus). Students viewing from home must have cable television and should consult the Distance Learning Section in the College Schedule of Classes for details about which cable companies in Dallas carry these courses.
- A textbook and, in some courses, supplemental print or software.
- Written assignments and tests at the testing center of the college of enrollment.
- A **required** orientation.

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

- Participation in special activities related to the course.

How Do I Register?

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

Will Distance Learning Courses Transfer to Other Institutions?

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

How Can I Get More Information?

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

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

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

VII. OTHER EDUCATIONAL PROGRAMS

Workforce/Technical Programs

Students who are interested in preparing for a career in a chosen field as a skilled employee after one or two years of college work may enroll in one of the many workforce/technical programs offered by the College. These programs are established only after studies verify that employment opportunities exist in business and industry.

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

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

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

Workforce Education Course Manual (WECM)

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

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

Tech-Prep

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

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

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

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

1. Pick a career path from one of the occupational clusters while in high school; Health Professions, Business/Office Professions, Industry/Technology, Personal/Protective Services;
2. Register while in high school to take Tech Prep coursework during the junior or senior year;

After high school graduation,

3. Enroll in the Tech Prep program at the Dallas County Community College District which offers the appropriate career program and articulate high school Tech Prep coursework into college coursework.
4. File a degree plan and complete the college coursework for the certificate or associate degree program.

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

Credit-By-Examination

Students who believe they already meet the requirements of a course by experience or

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

The student must pay an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. Final acceptance of credit-by-examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit-by-examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

Students must be currently enrolled at a DCCCD college to receive credit by examination. While students currently enrolled in a course are not normally eligible for national testing programs, the foreign language curriculum committee permits an exception to this policy for students enrolled in foreign language courses. Students may earn as many credits through examination as their ability permits



and needs require, but at least 25% of the credit hours required for graduation must be taken by instruction and not by credit-by-examination.

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

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

CLEP Subject Exams (CLEP General Exams are NOT approved)

<u>Test</u>	<u>DCCCD Courses</u>
Intro to Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
General Biology	BIOL 1406, 1407
Intro to Business Law	BUSI 2301
Information Systems & Computer Applications	CISC 1470
General Chemistry	CHEM 1411, 1412
Intro. Macroeconomics	ECON 2301
Intro. Macroeconomics	ECON 2302
Principles/Macroeconomics	ECON 2301
Principles/Microeconomics	ECON 2302
English Literature	ENGL 2322, 2323
American Literature	ENGL 2327, 2328
College French 1-2	FREN 1411, 1412
College Level German Language	GERM 1411, 1412 and 2311, 2312
American Government	GOVT 2302
American History 1	HIST 1301
History of U.S. II	HIST 1302
Western Civilization 1	HIST 2311
Western Civilization 2	HIST 2312
Intro. Management	MGMT 1370
Principles of Management	MGMT 1370
Principles of Marketing	MRKT 2370
College Algebra (1993)	MATH 1314
Trigonometry	MATH 1316
Calculus w/Elementary Functions (1995)	MATH 2513
Intro to Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro to Sociology	SOCI 1301
College Spanish 1-2	SPAN 1411, 1412 and 2311, 2312
College Level Spanish	SPAN 1411, 1412, and 2311, 2312

DANTES (Additional DANTES tests may be approved)

<u>TEST</u>	<u>DCCCD Courses</u>
Lifespan Developmental Psychology	PSYC 2314
Intro to Computers w/ Programming in BASIC	CISC 1373

Basic Marketing	MRKT 2370
Intro to Business	BUSI 1301
Beginning German I	GERM 1411
Beginning German II	GERM 1412
Beginning Spanish I	SPAN 1411
Beginning Spanish II	SPAN 1412
Principles of Financial Accounting	ACCT 2301
Basic Technician Drafting	CADD 1272

Advanced Placement Examination

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

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

Non-Traditional Learning

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

1. The student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the College may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course-by-course basis only. The student must be enrolled in the College which is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses in programs approved by the Texas Higher Education Coordinating Board.
5. The number of equivalent credits awarded may not exceed 25% of the total number of credits required. The

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

Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in Human Development 0110 to facilitate the process.

Flexible Entry Courses

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

Cooperative Work Experience

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

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

To enroll in a cooperative education course, students must:

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

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

International Studies\Study Abroad Opportunities

An important part of the DCCCD's commitment to enhancing student appreciation for and understanding of diverse cultures is its international studies/study abroad programs. These are available in a variety of countries during both the regular semesters and in the summer.

Semester-length programs are currently available in England, France, Mexico, Spain, Italy and Ireland. Students are usually sophomore level and have at least a 2.5 cumulative grade point. In most programs, no prior knowledge of a foreign language is required allowing even novices to learn a language in its cultural context while taking other credit courses taught in English to complete their study of the native culture.

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

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

Human Development Courses

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

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

Developmental Education

Many levels of Developmental Writing, Developmental Reading, Developmental Math, and English as a Second Language courses are offered to enable under prepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. Students with low assessment test scores will be advised to enroll in developmental courses. Other students who wish to review and improve basic skills may also elect to take one or more developmental courses. Students who fail a portion of the state mandated TASP Test will be required to participate continuously in developmental

coursework until they retake and pass the failed section, failure to attend and participate in the required developmental coursework will result in administrative withdrawal from all college-level classes.

Evening and Weekend College

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

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

Library and Student Obligations

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

Please note: Willful damage to library materials (or property) or actions disturbing users of the library may lead to the loss of library privileges. Damage cases are referred to the appropriate authorities for further action. All books and other library materials must be returned before the end of each semester. No transcript is issued until the student's library record is cleared.

Reserve Officers Training Corps

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

ROTC credits may be used in the completion of a college degree by applying them to elective hours. Military science may be used as a minor course of study in many degree programs at The University of Texas at Arlington. To be eligible, the student must be enrolled in the ROTC program, must receive acceptance of military science as a minor from his/her major degree department, and must

complete 18 hours of military science, 10 of which are advanced. Students who participate in ROTC while enrolled in the DCCCD will be eligible to apply for ROTC scholarships to complete degrees at UTA. The U.S. Army Scholarship Program provides an excellent way for young men and young women to obtain assistance in financing a college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and \$150 a month for up to 10 months per year.

Servicemen's Opportunity College

In cooperation with other community colleges in the United States, colleges of the Dallas County Community College District participate in the Servicemen's Opportunity College. Through this program, students can plan an educational experience regardless of location requirements of the military. While military service, *per se*, carries no equivalent college credit, coursework earned in the military MAY result in equivalent college credit with appropriate documentation. For further information contact the Registrars Office.

Continuing Education Programs

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

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

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

Continuing Education Units

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

The Bill J. Priest Institute for Economic Development

The Bill J. Priest Institute for Economic Development is

located at 1402 Corinth, just south of downtown Dallas. The Institute houses non-credit programs serving the business community.

The Institute's program areas include:

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

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

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

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

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

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

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

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

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

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

VIII. STUDENT DEVELOPMENT

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

Student Programs and Resources

The Student Programs and Resources Office plans and presents a wide variety of programs and activities for the general campus population and the surrounding community, including lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide students with

valuable educational experiences. Leadership conferences, retreats, and service learning programs offer students opportunities to develop skills that may enrich the quality of their own lives and the life of their community. Student Programs and Resources seeks to involve students meaningfully in campus life. Recent research in higher education indicates that for many students involvement is an important contributor to academic success.

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

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

Counseling/Advisement Services

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

1. Career counseling to explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities.
2. Academic advisement to develop and clarify educational plans and make appropriate course choices.
3. Confidential counseling sessions to assist students in managing the academic environment and dealing with issues which may hinder success.
4. Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Crisis intervention and referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Tutoring Services

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

as through instructor referral.

Testing/Appraisal Center

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

1. Academic Testing - supports instructional programs by providing:

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

2. Assessment Testing - used to determine course placement.

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

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

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

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

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

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

Health Services

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

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

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

Student Health Insurance

Optional student health insurance, with optional coverages of spouse and children, is available at the college. This limited coverage policy is administered by a

local insurance company for a relatively inexpensive fee.

Job Placement Services

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

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

Special Services

The Special Services Office offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and may include sign language interpreters, note takers, tutors, mobility assistants, readers/audio tapers, and loan of specialized equipment such as wheelchairs, audio tape recorders, talking calculators, closed captioning decoders, raised-line drawing kits, and large print materials. Academic, career and personal counseling, special testing accommodations, registration assistance, and extensive information and referral services are also available. Students with special disabilities and/or needs who wish to request accommodations are responsible for documenting their needs and should initiate their request with the Special Services Office, preferably at least one month prior to registration. They will be provided orientation and registration information.

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

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

Student Organizations

Information about participation in any organization may be obtained through the Student Programs and Resources Office. The development of student organizations is determined by student interest. Categories of organizations include co-curricular organizations pertinent to the educational goals and purposes of the College; social organizations to provide an opportunity for friendships and promote a sense of community among students; service organizations to promote student involvement in the community; pre-professional and academic organizations

to contribute to the development of students in their career fields.

Intercollegiate Athletics

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

Intramural Sports

The Intramural Sports program provides opportunity for men and women to participate in a variety of individual, dual and team sports in a supervised recreational setting. Students can enrich their campus life, have fun, make new acquaintances and obtain beneficial exercise through the intramural program on the campus. For additional information, contact the intramural director in the Physical Education Office or the Student Programs and Resources Office.

Housing

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

College Police Departments

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

All colleges of the DCCCD comply with the provisions of the Campus Security Act of 1990, Public Law 101-542. Copies of the document for each campus are available

upon request through the College Police Department.

Drug-Free Schools and Communities Act

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

IX. FINANCIAL AID

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

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

How to Apply

The Free Application for Federal Student Assistance (FAFSA) must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. In addition, you may apply electronically through the internet at <http://www.ed.gov/offices/cpe.express.html>. The FAFSA is to be mailed directly to the address indicated on the application. Six weeks should be allowed for processing. The student should mail the FAFSA at least **TWO MONTHS** before the priority deadline for the semesters for which the student is applying. In addition to the FAFSA, students must complete the DCCCD Financial Aid Application and return it to the Financial Aid Office of the DCCCD college the student plans to attend. Certain DCCCD colleges may require the completion of different information forms.

The Department of Education will randomly select some applicants and require that information reported on the FAFSA be verified for accuracy. If the student's application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded. Certain DCCCD colleges may require these documents of all their student applicants.

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

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

Students born after December 31, 1960, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must provide their selective service registration status before financial aid can be awarded.

Deadlines for Applying

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

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 1

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

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

Grants

Federal Pell Grants

The Federal Pell Grant is a federally-funded program designed to help undergraduate pre-baccalaureate students continue their education. The purpose of this

program is to provide eligible students with a "foundation" of financial aid to assist with the cost of attending college.

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application discussed earlier. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid office and in the counseling offices of most high schools. The application process takes approximately 6-8 weeks. In response to the Federal Pell Grant application, a Student

Aid Report (SAR) will be provided to the student. Colleges that process electronically will provide an Electronic Student Aid Report (ISIR). The student should immediately review the SAR/ISIR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid office. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR/ISIR and the number of hours for which the student enrolls.



Federal Supplemental Educational Opportunity Grant (SEOG)

The Federal SEOG program provides assistance for eligible undergraduate students who show exceptional financial need and are making satisfactory academic progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition, and other financial aid the student is receiving. Priority is given to students receiving the Federal Pell Grant and having very limited Estimated Family Contribution (EFC). Students must apply each academic year for the Federal SEOG.

Texas Public Educational Grant (TPEG)

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

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

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

Scholarships

DCCCD Foundation Scholarships

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

Miscellaneous Scholarships

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

Loans

Federal Stafford Loans (formerly GSL)

The Higher Education Act of 1965, as amended, provided for student loans from private commercial lending

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

The interest rate is variable with a maximum of 9%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment. The minimum payment will be \$50 per month and the loans must be repaid within 10 years. Lenders will charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

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

Federal Unsubsidized Stafford Loans

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

FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

Typical Repayment Plans

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

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Hinson-Hazlewood College Student Loan Program (HHCSLP)

The Hinson-Hazlewood Loan is a state-funded Federal Stafford Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazlewood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit is \$2,625 for the first year and \$3,500 for the second year of undergraduate study and a maximum of \$23,000 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition.

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

Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs of students. Loans are usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan, or the end of the term, whichever date comes first. A late fee of \$10 will be added for payments made after the due date. Because the funds are very limited, students should apply early if financial assistance is needed for registration costs. Students must not have any outstanding debts with the DCCCD to receive these funds.

Employment

Federal Work-Study Program (FWSP)

The Federal Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal. The rate is minimum wage per hour and most students work 15 to 20 hours per week. Students will be paid on the last work day of the month. The amount students can earn in a school year is determined by the amount of their financial need and other aid awarded as part of their financial aid package. The majority of the

students are employed on campus; however, some off-campus employment is also available. Students must apply each academic year for Federal Work-Study.

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

Student Assistants Employment Program (Non-Work Study)

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

Off-Campus Employment

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

Tuition Exemption Programs

The State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or "financial need," nor do they require completion of a regular financial aid application. The Texas Higher Education Coordinating Board (512-427-6340) has information concerning tuition exemption programs and the criteria for eligibility. The exemptions are listed below:

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

Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact the Metrocrest Texas Rehabilitation Commission, 1735 Keller Springs, Suite 150, Carrollton, Texas 75006 (972) 446-3505, FAX (972) 446-2395.

Bureau of Indian Affairs

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

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

Veteran's Benefits Programs

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

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

Standards of Progress For Veterans

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

Guidelines For Veterans

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

1. A veteran may be required to pay back portions of the benefits received, if they drop a course or in some other way receive a non punitive "W" grade.
2. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits.
3. A veteran student who plans to enroll in developmental courses must first take an Assessment Test at the college and show a need in basic skills before enrolling in these courses.

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

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

Hazlewood Act

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

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

Academic Progress Requirements

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

STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

I. Purpose and Scope

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

II. Grade Point Average (GPA) Requirement

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

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

III. Failure to Meet the Standards of Academic Progress

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

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

IV. Appeal Process

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

V. Maximum Time Allowed For Completion of Educational Objectives

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

Additional Information

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

STUDENT CODE OF CONDUCT

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

PURPOSE

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

POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

DEFINITIONS

Definitions to be used in this policy are as follows:

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

- d. Any other official publication.

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

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

RESPONSIBILITY

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

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

1. Intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
2. Unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
3. Intentionally initiating or causing to be initiated any false report, warning, or threat of fire, explosion, or other emergency on college premises or at college-sponsored activities.
4. Intentionally interfering with normal college or college-sponsored activities, including but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
5. Knowingly violating the terms of any disciplinary sanction imposed in accordance with District policies, regulations, and procedures.
6. Unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Intentionally or maliciously furnishing false information to the college.
8. Sexual harassment.
9. Forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
10. Unauthorized use of computer hardware or software.
11. Scholastic dishonesty shall constitute a violation of these rules and regulations and is punishable as prescribed by Board policies. Scholastic dishonesty shall include, but not be limited to, cheating on a test, plagiarism, and collusion.

"Cheating on a test" shall include:

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

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

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

12. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
13. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
14. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
15. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
16. Violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
17. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
18. Unauthorized presence on or use of college premises.
19. Nonpayment or failure to pay any debt owed to the college with intent to defraud.
(Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)
20. Use or possession of an alcoholic beverage on college premises with the exception of:
 - a. specific beverage-related courses with the El Centro food service program, or
 - b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

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

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

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

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

DISCIPLINARY PROCEEDINGS

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

1. Dismiss the allegation as unfounded, either before or after conferring with the student; or

2. Proceed administratively and impose disciplinary action; or
3. Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation.

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

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

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

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

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

SUMMONS

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

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

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

DISPOSITION

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

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

The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the

Director of Campus Security, to the complainant, and to other appropriate officials.

HEARING COMMITTEE

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

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

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

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

NOTICE

The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than ten (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

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

HEARING PROCEDURE

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

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

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

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

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

1. Persons present: the complainant, the VPSP and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - a. Faculty Association
 - b. College Newspaper
 - c. College PresidentOther persons may attend based on the seating available. The

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

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

EVIDENCE

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

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

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's

action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

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

AUTHORIZED DISCIPLINARY PENALTIES

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

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

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

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

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

HAZING

1. Personal Hazing Offense

- a. A person commits an offense if the person:
 - (1) engages in hazing;
 - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
 - (3) intentionally, knowingly, or recklessly permits hazing to occur; or
 - (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.
- b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
- c. Any other hazing offense which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
- d. Any other hazing offense which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
- e. Any other hazing offense which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both fine and confinement.

2. Organization Hazing Offense

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

3. Consent Not a Defense

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

4. Immunity from Prosecution

Any person reporting a specific hazing incident involving a student in an educational institution to the VPSD or other appropriate official of

the institution is immune from liability, civil or criminal, that might otherwise be incurred or imposed as a result of the report. A person reporting in bad faith or with malice is not protected.

5. Definition

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

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;
- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

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

SCOPE

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

SEXUAL HARASSMENT

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

INFORMAL PROCEDURES

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

OTHER PROCEDURAL MATTERS

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

FORMAL PROCEDURES

Procedures for appeals are as follows:

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

BOARD ACTION

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

APPEAL COMMITTEE PROCEDURES

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

- d. copy all documents.

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

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

COORDINATORS

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

Cedar Valley College

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

Brookhaven College

Maxine Rodgers - Vice President of Business Services
Section 504 and Title II Coordinator
Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College

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

El Centro College

Jim Handy - Assistant Dean of Student Services
Section 504 and Title II Coordinator
Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College

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

North Lake College

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

Richland College

Oscar Lopez - Director of Disability Services
Wes Hayes - Director of Facilities
Section 504 and Title II Coordinators
Tom McLaughlin - Dean of Students
Title IX Coordinator

PURPOSE OF COMPUTER USE POLICY

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

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

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

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

USE OF DISTRICT RESOURCES

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

FREEDOM OF EXPRESSION

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

PRIVACY

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

INTELLECTUAL PROPERTY

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

CRIMINAL AND ILLEGAL ACTS

Computing resources of the District, which include the hardware, software and network environment, shall not be used for illegal activities. Any illegal use of these resources will be dealt with by the appropriate

District authorities and/or other legal and law enforcement agencies. Criminal and illegal use may involve, but is not limited to: unauthorized access, intentional corruption or misuse of computing resources, theft, defamation, obscenity, child pornography, and harassment based upon race, ethnicity, national origin, disability, age, religion or sex.

AUTHORIZED USE

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

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

UNAUTHORIZED USE

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

INDIVIDUAL RESPONSIBILITY FOR USE OF COMPUTING RESOURCES AND FACILITIES

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

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

- d. harmful access
 - e. alteration, damage, or destruction of data
 - f. injection of a destructive computer virus
 - g. invasion of privacy
 - h. reading files without authorization
 - i. criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
 7. Report any incidents of harassment using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:
 - a. is unwelcome;
 - b. interferes with the user's ability, or the ability of others to work or study;
 - c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.
 8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

COMPUTER SOFTWARE AND COPYRIGHT LAW

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

COMPUTER SOFTWARE POLICY

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

COMMUNICABLE DISEASE POLICY

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

Philosophy: The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

Nondiscrimination

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

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

Confidentiality

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

Education

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

Each college shall have a Communicable Disease Coordinator. The coordinator shall be a registered nurse who has received training in communicable diseases, particularly HIV infection. A student or employee who has a communicable disease is strongly encouraged to report the disease to the coordinator.

Counseling

The Communicable Disease Coordinator shall refer students and employees to sources of testing for HIV infection and counseling upon voluntary request. An individual shall bear the expenses of such testing and counseling.

FIREARMS POLICY

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

Texas Department of Health

Recommended Adult Immunization Schedule

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

ALERT!!

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

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

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

TETANUS (aka. Lockjaw)

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

POLIOMYELITIS

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

SECTION 2.09 AND 2.09A TEX. EDU. CODE

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

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
CORE COURSES		BEHAVIORAL SCIENCE	3
English 1301	3	3 credit hours to be chosen from:	
Speech Communication 1311	3	Anthropology	
*Math (1300 level or above courses)	3	Human Development	
Note: You must receive a grade of "C"		(with the exception of 0100 and 0110)	
or better in each of these courses.		Psychology	
*See an advisor for the appropriate course		or	
selection for your major.		Sociology	
<hr/>		<hr/>	
English 1302	3	SOCIAL SCIENCE	
Sophomore Literature	3	History 1301	3
(Select from English 2322, 2323, 2332,		History 1302	3
2333, 2327, 2328, 2352, 2370 or 2371)		Government 2301	3
Note: English 2307 or 2311 will not meet		Government 2302	3
this requirement		<hr/>	
<hr/>		BUSINESS	3
LAB SCIENCE	8	3 credit hours to be chosen from:	
8 credit hours to be chosen from:		Accounting	
Biology		Business	
Chemistry		Computer Information Systems	
Astronomy (Must be either PHYS 1311		Economics	
or 1411 plus PHYS 1111;		or	
Must be either PHYS 1412		Management 1370	
or 1312 plus PHYS 1112)		Cooperative Work Experience will not	
Geology		meet this requirement.	
Physics		<hr/>	
or		PHYSICAL EDUCATION ACTIVITY	1
Physical Science		A maximum of 4 physical education	
See an advisor for the appropriate course		activity hours may be counted toward	
selection for your major.		graduation requirements	
<hr/>		<hr/>	
HUMANITIES	3	ELECTIVE CREDIT	16
3 credit hours to be chosen from:		Any credit course offered in the DCCCD	
Art 1301		will count toward graduation with the	
Humanities 1301		EXCEPTION of the following courses:	
Music 1306		Courses numbered 0099 and below	
Philosophy 1301		Arts 1170	
Dance 2303		College Learning Skills 0100	
Drama 1310		Developmental Communications 0120	
Foreign Language / Eastfield		Human Development 0100	
Interpreter Training Program		Human Development 0110	
1470		Library Science 1370	
or		Music 9175	
Literature		Drama 1170	
(Select from English 2322, 2323, 2332,			
2333, 2327, 2328, 2352, 2370 or 2371)			
		Students wishing to transfer to a four year institution, must	
		consult the catalog of the institutions to which they wish to	
		transfer. These catalogs should be used by students working	
		with an advisor in planning their academic program. Elective	
		credit courses should be selected based on such an	
		advisement process. The selection of science and math	
		courses is frequently based on the four-year major. SEE AN	
		ADVISOR FOR SELECTION OF APPROPRIATE COURSES.	
		<hr/>	
		TOTAL	61

ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

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

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

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

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

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

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

ASSOCIATE OF ARTS AND SCIENCE DEGREE PLAN DISTANCE LEARNING COURSE OPTIONS

In order to earn your Associate of Arts and Sciences degree, you must.

- (1) Complete a minimum of 61 credit hours.
 - (2) Receive a grade of "C" or better in each of three CORE courses.
 - (3) Have a passing score on all sections of TASP.
- While you may complete the AAS degree totally by distance, other on-campus courses may be used to fulfill degree requirements. Please consult an academic advisor for on-campus course options.
 - Students who plan to transfer to a four-year institution should consult the catalog of that institution to ensure that selected courses will both transfer and apply toward the intended major.
 - *Veterans and financial aid recipients* should consult an advisor before enrolling in distance learning courses.

<TV> = Telecourse <TV+On> = Telecourse + On-Line <On> = On-Line <Other> = Other

CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS
CORE COURSES*		SOCIAL SCIENCE	
9 credit hours - may be chosen from these		12 credit hours - may be chosen from these	
<i>Distance Learning Options:</i>		<i>Distance Learning Options:</i>	
English 1301 <TV>	3	History 1301 <TV> or <TV+On>	3
Speech Commun. 1331 <Other>	3	History 1302 <TV> or <TV+On>	3
Math 1314 <On>	3	Government 2301 <TV>	3
		Government 2302 <TV>	3
ENGLISH		BUSINESS	
6 Credit hours - may be chosen from these		3 credit hours - may be chosen from these	
<i>Distance Learning Options:</i>		<i>Distance Learning Options:</i>	
English 1302 <TV> or <TV+On>	3	Accounting 2301 <TV>	3
English 2370 <TV> or <TV+On>	3	Business 1301 <TV> or <TV+On>	3
		Business 2301 <TV>	3
LAB SCIENCE		Economics 2301 <TV> or <TV+On>	3
8 credit hours - may be chosen from these		Economics 2302 <TV> or <TV+On>	3
<i>Distance Learning Options:</i>			
Physics (Astronomy) 1411 <On>	4	PHYSICAL EDUCATION	
Physics (Astronomy) 1412 <On>	4	1 credit hour - may be chosen from this	
Biology 1408 <TV+On>	4	<i>Distance Learning Option:</i>	
Biology 1409 <TV+On>	4	Physical Ed. 1164 <Other>	
		(A maximum of 4 physical education activity hours may be counted toward graduation requirements.)	
HUMANITIES		ELECTIVE CREDIT	
3 credit hours - may be chosen from these		16 credit hours - may be chosen from these	
<i>Distance Learning Options:</i>		<i>Distance Learning Options:</i>	
Humanities 1301 <TV>	3	Physical Ed. 1304 <TV>	3
Spanish 1411 <TV>	4	Nutrition 1322 <TV>	3
Spanish 1412 <TV>	4	and any distance learning courses that are not used to fulfill other requirements.	
BEHAVIORAL SCIENCE			
3 credit hours - may be chosen from these			
<i>Distance Learning Options:</i>			
Anthropology 2351 <TV> or <TV+On>	3		
Psychology 2301 <TV> or <TV+On>	3		
Psychology 2314 <TV> or <TV+On>	3		
Sociology 1301 <TV> or <TV+On>	3		
		TOTAL HOURS	61

1998-99 Technical/Occupational Programs Offered On Our Campuses

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

[illegible]

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Associate	●	●					
Administrator Enhanced Skills Certificate	●	●					
Special Child Caregiver Enhanced Skills Cert.	●	●					
Infant and Toddler Specialist Enhanced Skills Cert.	●	●					
Administrative Certificate	●	●					
Early Childhood Training Certificate	●	●					
Infant-Toddler Certificate	●	●					
Special Child Certificate	●	●					
Commercial Music		●					
Arranger/Composer/Copyist		●					
Music Retailing		●					
Music Retailing Certificate		●					
Performing Musician		●					
Recording Technology		●					
Recording Technology Certificate		●					
Computer Aided Design & Drafting			●		●		
Junior CADD Specialist Enhanced Skills Cert.			●		●		
Advanced Computer-Aided Design Operator Cert.			●		●		
Computer-Aided Design Operator Certificate			●		●		
Integrated Circuit Design			●				
Integrated Circuit Design Certificate			●				
Computer Information Systems	●	●	●	●	●	●	●
Business Computer Assistant				●			
Business Computer Information Systems	●	●	●	●	●	●	●
Business Software Programmer/Developer	●	●	●	●	●	●	●
CNE - 3							●
CNE - 4							●
Computer Networking							●
Master CNE in Infra. & Adv. Acc. Enh. Skills Cert.							●
Master CNE in Network Mgmt. Enh. Skills Cert.							●
Local Area Network Administrator	●		●			●	●
LAN Server Operator Certificate	●		●			●	●
C Programming Skills Achievement Award	●						
Intro. to Computers and Netwkg Skills Ach. Award	●						
Master CNE in Infrastructure & Adv. Access Cert.							●
Master CNE in Network Management Certificate							●
Midrange Computer Center Specialist				●			
Midrange Computer Technician Certificate				●			
Multimedia Technology Certificate							●
Multimedia Technology Advanced Certificate							●
Personal Computer Support			●	●	●		●
Personal Computer Technology Skills Ach. Award	●						
Unix and Operating Systems Skills Ach. Award	●						
Unix System Administrator Certificate						●	
continued on next page							

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
1998-99 Technical/Occupational Programs Offered On Our Campuses

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

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

[illegible]

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT
1998-99 Technical/Occupational Programs Offered On Our Campuses

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

[illegible][illegible]

ACCOUNTING

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X40898

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

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

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

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

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

*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective¹ (Business/Technical) in this program.

**Any student demonstrating proficiency may substitute a course from the Elective¹ (Business/Technical) list.

***MATH 1332 may be substituted.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

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

Elective²—The Social/Behavioral Science elective must be selected from the following fields/courses:

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

Elective³—The Accounting Specialty elective must be selected from the following accounting courses:

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

Elective⁴—The Humanities/Fine Arts elective must be selected from the following fields:

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

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

ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X53878

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

	CREDIT HOURS
SEMESTER I	
ACCT 2301 Principles of Accounting I *OR	3
ACCT 2401 Principles of Accounting I*	(4)
ACCT 2370 Computerized Accounting Applications	3
OFCT 1372 Office Calculating Machines**	3
OFCT 1379 Word Processing I**	3
Elective ¹ Business/Technical	3
	15-16
SEMESTER II	
ACCT 2302 Principles of Accounting II OR	3
ACCT 2402 Principles of Accounting II	(4)
ENGL 1301 Composition I	3
Elective ¹ Business/Technical	3
Elective ¹ Business/Technical	3
Elective ² Social/Behavioral Science	3
	15-16

Minimum Hours Required 30-32

*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective¹ (Business/Technical) in this program.

**Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective¹ (Business/Technical) list.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

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

Elective²—The Social/Behavioral Science elective must be selected from the following fields/courses:

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

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X53888

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

	CREDIT HOURS
SEMESTER I	
ACCT 2301 Principles of Accounting I *OR	3
ACCT 2401 Principles of Accounting I*	(4)
ACCT 2370 Computerized Accounting Applications	3
OFCT 1372 Office Calculating Machines**	3
OFCT 1379 Word Processing I**	3
Elective ¹ Business/Technical	3
	15-16

Minimum Hours Required 15-16

*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective¹ (Business/Technical) in this program.

**Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective¹ (Business/Technical) list.

Elective¹—The Business/Technical elective must be selected from the following fields/courses:

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

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X41358

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

+Students must select from the following courses:

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

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

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

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

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

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATE

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

PROFIT CENTER MANAGER

Cedar Valley, Eastfield, and North Lake only

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

Degree Plan Number X37338

CREDIT HOURS

SEMESTER I

HVAC 1370	Contemporary Topics	3
HVAC 2376	Medium Temperature Refrigeration Systems	3
ACCT 1371	Elementary Accounting	3
BUSI 1301	Introduction to Business	3
		<u>12</u>

Minimum Required Hours 12

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

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

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN I

Eastfield only

(Skills Achievement Award)

Degree Plan Number X37048

	CREDIT HOURS
SEMESTER I	
HVAC 1670 Principles of Refrigeration	6
HVAC 1671 Principles of Electricity	6
	12
Minimum Hours Required	12

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN II

Eastfield only

(Skills Achievement Award)

Degree Plan Number X37058

	CREDIT HOURS
SEMESTER I	
HVAC 1672 Residential Cooling System	6
HVAC 1673 Residential Heating Systems	6
	12
Minimum Hours Required	12

AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL TECHNICIAN III

Cedar Valley, Eastfield and North Lake only

(Certificate)

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

Degree Plan Number X51368

	CREDIT HOURS
SEMESTER I	
HVAC 1670 Principles of Refrigeration	6
HVAC 1671 Principles of Electricity	6
Select two from the following:	6
COMM 1370 Applied Communication OR	
ENGL 1301 Composition I	(3)
SPCH 1311 Introduction to Speech	
Communication	(3)
+MATH Any 1000 Level Course	(3)
	18

SEMESTER II	
HVAC 1672 Residential Cooling Systems	6
HVAC 1673 Residential Heating Systems	6
	12

SEMESTER III	
HVAC 2670 Contractor Estimating	6
HVAC 2671 System Servicing	6
	12

Minimum Hours Required 42

+Students must select from the following courses:

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

AIR CONDITIONING AND REFRIGERATION TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 440108

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

	CREDIT HOURS
SEMESTER I	
HVAC 1670 Principles of Refrigeration	6
HVAC 1671 Principles of Electricity	6
+MATH course	3-4
	15-16
SEMESTER II	
HVAC 1672 Residential Cooling Systems	6
HVAC 1673 Residential Heating Systems	6
ENGL 1301 Composition I	3
	15
SEMESTER III	
HVAC 2374 Refrigeration Loads	3
HVAC 2376 Medium Temperature Refrigeration Systems	3
HVAC 2378 Low Temperature Refrigeration Systems	3
HVAC 2380 Refrigeration Equipment Selection ...	3
PSYC 1370 Applied Psychology and Human Relations OR	
PSYC 2301 Introduction to Psychology	3
++Elective Humanities/Fine Arts	3-4
	18-19
SEMESTER IV	
HVAC 2375 Advanced Systems	3
HVAC 2377 System Testing and Balancing	3
HVAC 2379 Air Conditioning System Equipment Selection	3
HVAC 2381 Energy Conservation	3
HVAC 7371 Cooperative Work Experience OR ...	3
+++Elective	(2-6)
SPCH 1311 Introduction to Speech Communication	3
	17-21
Minimum Hours Required	65-71

+Math course should be chosen from the following:

MATH	1332	College Mathematics I	3
MATH	1342	Introductory Statistics	3
MATH	1470	College Algebra OR	4
MATH	1314	College Algebra	3

++Humanities/Fine Arts electives—must be selected from the following:

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

+++Elective must be chosen from one of the following:

HVAC	1270	Contemporary Topics I	2
HVAC	1370	Contemporary Topics II	2
HVAC	1170	Contemporary Topics III	1
HVAC	1271	Contemporary Topics IV	2
HVAC	1377	Contemporary Topics V	3
HVAC	2670	Contractor Estimating	6
HVAC	2370	Contractor Estimating I	3
HVAC	2371	Contractor Estimating II	3
HVAC	2671	System Servicing	6
HVAC	2372	System Servicing I	3
HVAC	2373	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)

Degree Plan Number 441008

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
SEMESTER I	
ABDY 1570 Basic Metal Principles	5
ABDY 1571 Basic Paint Principles	5
ABDY 1370 Basic Welding	3
MATH 1374 Technical Mathematics I.....	3
	16
SEMESTER II	
ABDY 1572 Minor Metal Repair	5
ABDY 1573 Paint Blending Techniques	5
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication	3
	16
SEMESTER III	
ABDY 2570 Major Panel Replacement	5
ABDY 2571 Major Collision and Frame Repair	5
PHYS 1470 Applied Physics	4
PSYC 2301 Introduction to Psychology	3
	17
SEMESTER IV	
ABDY 2370 Advanced Painting and Tinting Techniques	3
ABDY 2371 Body Shop Operations	3
ABDY 2372 Estimating	3
ABDY 7472 Cooperative Work Experience OR	4
ABDY 7371 Cooperative Work Experience.....	(3)
HUMA 1301 Introduction to the Humanities	3
Elective Any Non-ABDY Course	3
	18-19

Minimum Hours Required 67-68

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

AUTO BODY TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 450158

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
SEMESTER I	
ABDY 1570 Basic Metal Principles	5
ABDY 1571 Basic Paint Principles	5
ABDY 1370 Basic Welding	3
	13
SEMESTER II	
ABDY 1572 Minor Metal Repair	5
ABDY 1573 Paint Blending Techniques	5
SPCH 1311 Introduction to Speech Communication	3
	13
SEMESTER III	
ABDY 2570 Major Panel Replacement	5
ABDY 2571 Major Collision and Frame Repair ...	5
MATH 1374 Technical Mathematics	3
	13
SEMESTER IV	
ABDY 2370 Advanced Painting & Tinting Techniques	3
ABDY 2371 Body Shop Operations	3
ABDY 2372 Estimating	3
ABDY 7371 Cooperative Work Experience OR....	3
ABDY 7472 Cooperative Work Experience.....	(4)
	12-13
Minimum Hours Required	51-52

AUTO BODY TECHNOLOGY-- AUTO BODY METAL TECHNICIAN

Eastfield only

(Certificate)

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

Degree Plan Number 454078

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

CREDIT
HOURS

SEMESTER I

ABDY 1370	Basic Welding	3
ABDY 1571	Basic Paint Principles.....	5
ABDY 1572	Minor Metal Repair.....	5
SPCH 1311	Introduction to Speech Communication.....	<u>3</u>
		16

SEMESTER II

ABDY 2570	Major Panel Replacement	5
ABDY 2571	Major Collision and Frame Repair	5
ABDY 7372	Cooperative Work Experience.....	<u>4</u>
		14

Minimum Hours Required 30

AUTO BODY TECHNOLOGY-- AUTO BODY PAINTER

Eastfield only

(Certificate)

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

Degree Plan Number 454088

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

CREDIT
HOURS

SEMESTER I

ABDY 1370	Basic Welding	3
ABDY 1570	Basic Metal Principles	5
ABDY 1571	Basic Paint Principles.....	5
SPCH 1311	Introduction to Speech Communications	<u>3</u>
		16

SEMESTER II

ABDY 1573	Paint Blending Techniques	5
ABDY 2370	Advanced Painting and Tinting Techniques.....	3
ABDY 7472	Cooperative Work Experience.....	<u>4</u>
		12

Minimum Hours Required 28

AUTO BODY TECHNOLOGY-- AUTO BODY SHOP MANAGEMENT

Eastfield only

(Certificate)

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

Degree Plan Number 454098

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

	CREDIT HOURS
SEMESTER I	
ABDY 1570 Basic Metal Principles	5
ABDY 2570 Major Panel Replacement	5
ABDY 2571 Major Collision and Frame Repair	5
	15
SEMESTER II	
ABDY 1571 Basic Paint Principles	5
ABDY 2371 Body Shop Operations	3
ABDY 2372 Estimating	3
MATH 1371 Business Mathematics	3
	14
Minimum Hours Required	29

AUTOMOTIVE TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 440168

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

	CREDIT HOURS
SEMESTER I	
AUTO 1370 Minor Vehicle Service	3
AUTO 1470 Engine Repair I	4
AUTO 1471 Engine Repair II	4
ENGL 1301 Composition I	3
+++ Math Elective	3-4
	17-18
SEMESTER II	
AUTO 1472 Engine Performance	4
AUTO 1473 Fuel and Emission Systems	4
AUTO 1371 Electrical Systems	3
SPCH 1311 Introduction to Speech Communication	3
++Elective Humanities/Fine Arts	3
	17
SEMESTER III	
AUTO 2370 Heating and Air Conditioning	3
AUTO 2470 Brake Systems	4
AUTO 2471 Front End Systems	4
AUTO 2379 Automotive Electronics	3
+Elective Social/Behavioral Science	3
	17
SEMESTER IV	
AUTO 2371 Standard Transmissions and Drive Trains	3
AUTO 2472 Introduction to Transmissions	4
AUTO 2473 Automatic Transmissions	4
AUTO 7371 Cooperative Work Experience	3
	14
Minimum Hours Required	65-66

+Elective—must be selected from the following:

ANTH 2351	Cultural Anthropology	3
GOVT 2301	American Government	3
GOVT 2302	American Government	3
GOVT 2371	Introduction to Comparative Politics	3
HIST 1301	History of the United States	3
HIST 1302	History of the United States	3
HIST 2311	Western Civilization	3
HIST 2312	Western Civilization	3
HDEV 1370	Educational and Career Planning	3
PSYC 1370	Applied Psychology & Human Relations	3
PSYC 2301	Introduction to Psychology	3
PSYC 2314	Developmental Psychology	3
PSYC 2316	Psychology of Personality	3
SOCI 1301	Introduction to Sociology	3

++Elective—must be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to Theater	3
ENGL 2322	British Literature	3
ENGL 2323	British Literature	3
ENGL 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World Literature	3
ENGL 2370	Studies in Literature	3
ENGL 2371	Studies in Literature	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3

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

MATH 1332	College Mathematics I	3
MATH 1342	Introductory Statistics	3
MATH 1470	College Algebra OR	4
MATH 1314	College Algebra	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)

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

Degree Plan Number 451818

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
SEMESTER I	
AUTO 1370 Minor Vehicle Service	3
AUTO 1470 Engine Repair I	4
AUTO 1471 Engine Repair II	4
+Math Elective	<u>3-4</u>
	14-15
SEMESTER II	
AUTO 1472 Engine Performance	4
AUTO 1473 Fuel and Emission Systems	4
AUTO 1371 Electrical Systems	3
ENGL 1301 Composition I	<u>3</u>
	14
SEMESTER III	
AUTO 2370 Heating and Air Conditioning	3
AUTO 2470 Brake Systems	4
AUTO 2471 Front End Systems	4
AUTO 2379 Automotive Electronics	<u>3</u>
	14
SEMESTER IV	
AUTO 2371 Standard Transmissions and Drive Trains	<u>3</u>
AUTO 2472 Introduction to Transmissions	4
AUTO 2473 Automatic Transmissions	4
AUTO 7371 Cooperative Work Experience	<u>3</u>
	14
Minimum Hours Required	56

+Math Elective—must be selected from the following:

MATH 1332	College Mathematics I	3
MATH 1342	Introductory Statistics	3
MATH 1470	College Algebra OR	4
MATH 1314	College Algebra	3

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43658

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

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

+Electives—may be selected from the following:

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

++Elective—must be selected from the following:

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

*Mathematics must be selected from the following:

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

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

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

CHILD DEVELOPMENT ASSOCIATE

Brookhaven and Eastfield only

(Associate Degree, Tech Prep Enhanced Skills Certificates)

Degree Plan Number X40208

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

	CREDIT HOURS
SEMESTER I	
CDEC 1411 Introduction to Early Childhood Education	4
CDEC 1454 Child Growth and Development.....	4
COMM 1370 Applied Communications OR	
ENGL 1301 Composition I	3
SOCI 1301 Introduction to Sociology	3
+Elective	3-4
	17-18
SEMESTER II	
CDEC 1413 Curriculum Resources for Early Childhood Programs.....	4
CDEC 1318 Nutrition, Health and Safety	3
CDEC 1319 Child Guidance	3
MATH 1332 College Mathematics I OR	3
MATH 1470 College Algebra OR	(4)
MATH 1314 College Algebra.....	(3)
+Elective	3-4
	16-17
SEMESTER III	
CDEC 1194 Special Topics in Early Childhood OR	1
CDEC 2475 Student Teaching in Child Development/Early Childhood I.....	(4)
GOVT 2301 American Government	3
SPCH 1311 Introduction to Speech Communication	3
CISC 1470 Introduction to Computer Concepts and Applications	4
+Elective	3-4
	14-17

SEMESTER IV

CDEC 1195 Special Topics in Early Childhood Provider/Assistant OR	1
CDEC 2476 Student Teaching in Child Development/Early Childhood II	(4)
CDEC 2375 Abuse within the Family.....	3
CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant OR....	2
CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant	(3)
PSYC 2301 Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations	3
CDEC 1303 Family and the Community.....	3
++Elective, Humanities/Fine Arts	3-4
	15-20

Minimum Hours Required62

+Electives—must be selected from the following:

CDEC 1359, CDEC 1371, CDEC 1391, CDEC 1392, CDEC 1393, CDEC 1394, CDEC 1395, CDEC 1396, CDEC 2322, CDEC 2324, CDEC 2326, CDEC 2328, CDEC 2342, CDEC 2373, CDEC 2380, CDEC 2382, CDEC 2421, CDEC 2441, CDEC 2443, CDEC 2473, CDEC 2481.

++Elective—must be selected from the following:

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

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

(Continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATES

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

ADMINISTRATOR

Brookhaven and Eastfield only

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

Degree Plan Number X37348

	CREDIT HOURS
SEMESTER I	
CDEC 2326 Administration of Programs for Children I	3
CDEC 2328 Administration of Programs for Children II	3
	<u>6</u>
Minimum Hours Required	6

SPECIAL CHILD CAREGIVER

Brookhaven and Eastfield only

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

Degree Plan Number X37358

	CREDIT HOURS
SEMESTER I	
CDEC 2373 Supportive Programs for Exceptional Children	3
CDEC 2473 Learning Programs for Children with Special Needs	4
	<u>7</u>
Minimum Hours Required	7

INFANT AND TODDLER SPECIALIST

Brookhaven and Eastfield only

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

Degree Plan Number X37368

	CREDIT HOURS
SEMESTER I	
CDEC 1303 Family and the Community	3
CDEC 2375 Abuse within the Family	3
	<u>6</u>
Minimum Hours Required	6

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

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

CHILD DEVELOPMENT -- ADMINISTRATIVE CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

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

Degree Plan Number X25148

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

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

Minimum Hours Required35

+Electives—must be selected from the following:

CDEC 1194, CDEC 1195, CDEC 1303, CDEC 1317, CDEC 1391, CDEC 1396, CDEC 2322, CDEC 2324, CDEC 2375, CDEC 2380.

CHILD DEVELOPMENT -- EARLY CHILDHOOD TRAINING CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

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

Degree Plan Number X50728

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

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

Minimum Hours Required 35

+Electives—must be selected from the following:

CDEC 1166, CDEC 1303, CDEC 1317, CDEC 1359, CDEC 1391, CDEC 1392, CDEC 1393, CDEC 1395, CDEC 1470, CDEC 1492, CDEC 2168, CDEC 2322, CDEC 2324, CDEC 2326, CDEC 2328, CDEC 2373, CDEC 2375, CDEC 2421, CDEC 2441, CDEC 2473, EITP 1470.

CHILD DEVELOPMENT -- INFANT-TODDLER CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

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

Degree Plan Number X52168

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

	CREDIT HOURS
SEMESTER I	
CDEC 1411 Introduction to Early Childhood Education	4
CDEC 1392 Special Topics in Child Development	3
CDEC 1319 Child Guidance	3
COMM 1370 Applied Communications OR	
ENGL 1301 Composition I	3
+Elective	3
	16
SEMESTER II	
CDEC 1318 Nutrition, Health, and Safety	3
CDEC 2421 The Infant and Toddler	4
CDEC 1303 Family and the Community	3
CDEC 2375 Abuse within the Family	3
SPCH 1311 Introduction to Speech Communication	3
+Elective	3
	19
Minimum Hours Required	35

+Electives—must be selected from the following:

CDEC 1166, CDEC 1317, CDEC 1391, CDEC 1394, CDEC 2168, CDEC 2322, CDEC 2324, CDEC 2380, SOCI 2301

CHILD DEVELOPMENT -- SPECIAL CHILD CERTIFICATE

Brookhaven and Eastfield only

(Certificate)

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

Degree Plan Number X52158

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

	CREDIT HOURS
SEMESTER I	
CDEC 1454 Child Growth and Development	4
CDEC 1318 Nutrition, Health and Safety	3
CDEC 1359 Children with Special Child	3
CDEC 1319 Child Guidance	3
PSYC 2301 Introduction to Psychology OR	
SOCI 1301 Introduction to Sociology	3
	16
SEMESTER II	
CDEC 1303 Family and the Community	3
CDEC 2373 Supportive Programs for Exceptional Children	3
CDEC 2473 Learning Programs for Children with Special Needs	4
CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant OR....	2
CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant OR...	(3)
CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant	(4)
COMM 1370 Applied Communications OR	
ENGL 1301 Composition I	3
+Elective	3-4
	18-21
Minimum Hours Required	34

+Elective—must be selected from the following:

CDEC 1166, CDEC 1317, CDEC 1371, CDEC 1375, CDEC 1391, CDEC 1394, CDEC 1470, CDEC 1413, CDEC 1492, CDEC 2168, CDEC 2322, CDEC 2324, CDEC 2326, CDEC 2328, CDEC 2373, CDEC 2375, CDEC 2421, CDEC 2441, CDEC 2473, EITP 1470.

COMPUTER-AIDED DESIGN AND DRAFTING

Eastfield and Mountain View only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42868

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

	CREDIT HOURS
SEMESTER I	
DFTG 1373 CAD/Graphic Processes	3
DFTG 1405 Technical Drafting	4
COMM 1370 Applied Communications OR	
ENGL 1301 Composition I	3
MATH 1314 College Algebra OR	3
MATH 1470 College Algebra	(4)
++++Elective Technical Elective	3
	16-17
SEMESTER II	
DFTG 1271 CAD Operations	2
DFTG 1372 Manufacturing Fundamentals	3
DFTG 1309 Basic Computer-Aided Drafting	3
+Elective DFTG Course OR	3
++Elective Cooperative Education - Drafting ..	(4)
SPCH 1311 Introduction to Speech Communication	3
	14-15
SEMESTER III	
+Elective DFTG Course	3
ENGR 1305 Descriptive Geometry OR	
++++Elective Technical Elective	3
PSYC 1370 Applied Psychology and Human Relations	3
++++Elective Technical Elective OR	
DFTG 2381 Cooperative Education - Drafting	3
+++Elective Humanities/Fine Arts	3
	16

SEMESTER IV

DFTG 1394	Special Topics in Electrical/Electronic Drafting OR	
DFTG 1395	Special Topics in Mechanical Drafting OR	
DFTG 1392	Special Topics in Architectural Drafting	3
+Elective	DFTG Course OR	
++Elective	Cooperative Education-Drafting	3
++++Elective	Natural Sciences/Mathematics	4
GOVT 2302	American Government OR	
HIST 1302	History of the United States	3
++++Elective	Technical Elective	3
		16

Minimum Hours Required61-63

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

DFTG 1329	Electromechanical Drafting	3
DFTG 1344	Pipe Drafting	3
DFTG 1348	Topographical Drafting	3
DFTG 1354	Architectural Drafting - Commercial	3
DFTG 1358	Electrical/Electronics - Drafting	3
DFTG 1391	Selected Topics in Drafting	3
DFTG 1392	Special Topics in Architectural Drafting	3
DFTG 1394	Special Topics in Electrical/Electronics Drafting ..	3
DFTG 1395	Special Topics in Mechanical Drafting	3
DFTG 1417	Architectural Drafting - Residential	4
DFTG 2310	Structural Drafting	3
DFTG 2312	Technical Illustration	3
DFTG 2336	Computer-Aided Drafting Programming	3
DFTG 2340	Solid Modeling Design	3
DFTG 2350	Geometric Dimensioning and Tolerancing	3

++ Cooperative Education - Drafting courses—must be selected from the following:

DFTG 1480	Cooperative Education - Drafting	4
DFTG 1481	Cooperative Education - Drafting	4
DFTG 2380	Cooperative Education - Drafting	3
DFTG 2381	Cooperative Education - Drafting	3

(Continued on next page)

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

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

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

DFTG	1224	Blueprint Reading and Sketching-Mechanical.....	2
DFTG	1225	Blueprint Reading and Sketching-Architectural	2
CISC	1470	Introduction to Computer Concepts and Applications	4
OFCT	1171	Keyboarding	1
DFTG	1305	Introduction to Graphic Arts and Printing.....	3

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

+++++Elective—must be selected from these disciplines: Biology, Chemistry, Geology, Physics and Mathematics.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Computer Aided Design and Drafting Associate Degree and provides the student advanced skills required by the industry to specialize as a Junior CADD Specialist.

JUNIOR CADD SPECIALIST

Eastfield and Mountain View only

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

Degree Plan Number X37378

	CREDIT HOURS
SEMESTER I	
DFTG 2336 Computer-Aided Drafting Programming OR	
DFTG 1391 Selected Topics in Drafting OR	
DFTG 2380 Cooperative Education - Drafting....	3
CISC 2480 PC Hardware	4
CISC 2474 C Programming	4
CISC 1372 Data Communications and Operating Systems	3
	14

Minimum Hours Required14

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

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

COMPUTER-AIDED DESIGN AND DRAFTING -- COMPUTER-AIDED DESIGN OPERATOR

Eastfield and Mountain View only

(Certificate)

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

Degree Plan Number X53058

This certificate program prepares a student to become certified as an entry-level CADD operator and enter the work force. Jobs performed would entail 2D and 3D CADD drawings using AutoCAD software.

	CREDIT HOURS
SEMESTER I	
DFTG 1405 Technical Drafting	4
DFTG 1309 Basic Computer-Aided Drafting	3
	<u>7</u>
SEMESTER II	
DFTG 2312 Technical Illustration	3
+Elective DFTG Course	3
+Elective DFTG Course	3
	<u>9</u>

Minimum Hours Required 16

+DFTG course - must be selected from the following:

DFTG 1329	Electromechanical Drafting	3
DFTG 1344	Pipe Drafting	3
DFTG 1348	Topographical Drafting	3
DFTG 1354	Architectural Drafting - Commercial	3
DFTG 1358	Electrical/Electronic Drafting	3
DFTG 1391	Special Topics in Drafting	3
DFTG 1392	Special Topics in Architectural Drafting	3
DFTG 1394	Special Topics in Electrical/Electronic Drafting	3
DFTG 1417	Architectural Drafting - Residential	4
DFTG 2310	Structural Drafting	3
DFTG 2336	Computer-Aided Drafting Programming	3
DFTG 2340	Solid Modeling Design	3
DFTG 2350	Geometric Dimensioning and Tolerancing	3

COMPUTER-AIDED DESIGN AND DRAFTING -- ADVANCED COMPUTER-AIDED DESIGN OPERATOR

Eastfield and Mountain View only

(Certificate)

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

Degree Plan Number X53068

This certificate program prepares a student to become certified as an advanced CADD operator and enter the work force. Jobs performed would include making 2D and 3D CADD drawings using AutoCAD software. In addition, the student would be capable of customizing the AutoCAD program and have additional skills in solid modeling and specific areas of CADD.

	CREDIT HOURS
SEMESTER I	
DFTG 1405 Technical Drafting	4
DFTG 1309 Basic Computer-Aided Drafting	3
DFTG 1271 CAD Operations	2
CISC 1470 Introduction to Computer Concepts and Applications	4
	<u>13</u>

SEMESTER II	
DFTG 2336 Computer-Aided Drafting Programming	3
MATH 1470 College Algebra OR	4
MATH 1314 College Algebra	(3)
ENGL 1301 Composition	3
DFTG 2312 Technical Illustration	3
+Elective	<u>3-4</u>
	<u>16</u>

Minimum Hours Required 29

+DFTG course - must be selected from the following:

DFTG 1329	Electromechanical Drafting	3
DFTG 1344	Pipe Drafting	3
DFTG 1348	Topographical Drafting	3
DFTG 1354	Architectural Drafting - Commercial	3
DFTG 1358	Electrical/Electronic Drafting	3
DFTG 1391	Special Topics in Drafting	3
DFTG 1392	Special Topics in Architectural Drafting	3
DFTG 1394	Special Topics in Electrical/Electronic Drafting	3
DFTG 1417	Architectural Drafting - Residential	4
DFTG 2310	Structural Drafting	3
DFTG 2336	Computer-Aided Drafting Programming	3
DFTG 2340	Solid Modeling Design	3
DFTG 2350	Geometric Dimensioning and Tolerancing	3

COMPUTER AIDED DESIGN AND DRAFTING--INTEGRATED CIRCUIT DESIGN

Eastfield only

(Associate Degree)

Degree Plan Number 444058

The Integrated Circuit Design program trains the student to prepare layout drawings and designs of integrated circuits from schematics using computer-aided design equipment. The program aids the student in developing the skills necessary to convert logic diagrams to cell drawings in accordance with design rules. Students will perform design rule checks and prepare databases for pattern generation. Emphasis is placed on working closely with all members of the semiconductor manufacturing design team.

	CREDIT HOURS
SEMESTER I	
ELET 2374 SMT Processes and Materials I	3
DFTG 1309 Basic Computer-Aided Drafting	3
ENGL 1301 Composition I	3
ELET 1470 DC Circuits and Electrical Measurements	4
DFTG 1358 Electrical/Electronics Drafting	3
	16
SEMESTER II	
MATH 1374 Technical Mathematics OR	3
MATH 1470 College Algebra OR	(4)
MATH 1314 College Algebra	(3)
DFTG 2304 Printed Circuit Board Design	3
CISC 1471 Problem Solving with the Computer ..	4
DFTG 2374 Integrated Circuit Design	3
+Elective Social/Behavioral Science	3
	16
SEMESTER III	
DFTG 2375 Advanced Integrated Circuit Design ..	3
CISC 1480 UNIX Operating System I	4
ELET 1473 Digital Logic Principles	4
+++Elective Technical Elective	3
SPCH 1311 Introduction to Speech Communications	3
	17
SEMESTER IV	
CISC 2474 C Programming	4
++Elective Humanities/Fine Arts	3
++++Elective Natural Science	4
+++Elective Technical	3-4
DFTG 1394 Special Topics in Electrical/ Electronics Drafting	3
	17
Minimum Hours Required	66

+Elective - Social/Behavioral Science elective must be selected from the following:

ANTH	2351	Cultural Anthropology	3
GOVT	2301	American Government	3
GOVT	2302	American Government	3
HIST	1301	History of the United States	3
HIST	1302	History of the United States	3
HIST	2311	Western Civilization	3
HIST	2312	Western Civilization	3
HDEV	1370	Educational and Career Planning	3
PSYC	1370	Applied Psychology and Human Relations	3
PSYC	2301	Introduction to Psychology	3
PSYC	2314	Developmental Psychology	3
PSYC	2316	Psychology of Personality	3
RELI	1370	Religion in American Culture	3
RELI	1372	The History and Literature of the Bible	3
RELI	1304	Major World Religions	3
SOCI	1301	Introduction to Sociology	3
SOCI	1306	Social Problems	3

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

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
ENGL	2370	Studies in Literature	3
ENGL	2371	Studies in Literature	3
HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
Foreign Language		3

+++Elective - Technical elective must be selected from CISC, DFTG, ELEC, GRPH, or other technical courses approved by the Computer-Aided Design and Drafting program.

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

COMPUTER AIDED DESIGN AND DRAFTING--INTEGRATED CIRCUIT DESIGN

Eastfield only

(Certificate)

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

Degree Plan Number 454128

This certificate program provides courses work to assist the student to prepare for entry-level positions in Integrated Circuit Design. Emphasis is placed on working closely with all members of the semiconductor design team.

	CREDIT HOURS
SEMESTER I	
DFTG 1309 Basic Computer-Aided Drafting	3
DFTG 1358 Electrical/Electronics Drafting.....	3
ELET 1470 DC Circuits and Electrical Measurements	4
DFTG 2374 Integrated Circuit Design	3
	<u>13</u>
SEMESTER II	
ELET 2374 SMT Processes and Materials I	3
DFTG 2375 Advanced Integrated Circuit Design ..	3
CISC 1471 Problem Solving with the Computer ..	4
ELET 1473 Digital Logic Principles	4
	<u>14</u>
Minimum Hours Required	27

COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X42278

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

	CREDIT HOURS
SEMESTER I	
CISC 1470	Introduction to Computer Concepts and Applications4
CISC 1471	Problem Solving with the Computer .4
BUSI 1301	Introduction to Business OR
MGMT 1370	Principles of Management.....3
ENGL 1301	Composition I3
MATH 1324	Mathematics for Business and Economics I3
	17
SEMESTER II	
CISC 1372	Data Communications and Operating Systems3
CISC 1476	Programming I4
ACCT 2301	Principles of Accounting I OR.....3
ACCT 2401	Principles of Accounting I (4)
MATH 1325	Mathematics for Business and Economics II3
SPCH 1311	Introduction to Speech Communication3
	16-17
SEMESTER III	
CISC 1477	Programming II OR
CISC 1480	UNIX Operating System I4
ACCT 2302	Principles of Accounting II OR.....3
ACCT 2402	Principles of Accounting II (4)
ECON 2301	Principles of Economics I3
+Elective3-4
Elective	Humanities/Fine Arts3
	16-18

SEMESTER IV

CISC 2474	C Programming OR
CISC 2475	Microcomputer Assembly Language OR
CISC 2490	UNIX Operating Systems II..... 4
CISC 2479	Systems Analysis and Design 4
ECON 2302	Principles of Economics II 3
Elective	Social/Behavioral Science 3
	14

Minimum Hours Required63

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

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

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

COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X42668

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

	CREDIT HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications	4
CISC 1471 Problem Solving with the Computer	4
BUSI 1301 Introduction to Business OR	
MGMT 1370 Principles of Management.....	3
ENGL 1301 Composition I	3
MATH 1332 College Mathematics I ¹	3
	17
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1476 Programming I	4
CISC 2470 Control Language and Operating Environments OR	
CISC 2478 PC Operating Systems and Utilities OR	
CISC 1480 UNIX Operating Systems	4
PSYC 1370 Applied Psychology and Human Relations ²	3
SPCH 1311 Introduction to Speech Communication	3
	17
SEMESTER III	
CISC 2375 User Documentation and Training	3
CISC 2481 Database Applications	4
CISC XXXX CISC Programming Course ³	3-4
ACCT 2301 Principles of Accounting I OR.....	3
ACCT 2401 Principles of Accounting I.....	(4)
Elective Humanities/Fine Arts	3
	16-18

SEMESTER IV

CISC 2479 Systems Analysis and Design	4
CISC XXXX CISC Programming Course ⁴	3-4
CISC XXXX Any CISC Programming OR Application Development Course.....	3-4
+Elective	3-4
	13-16

Minimum Hours Required63

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

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

¹ MATH 1324 may be substituted for MATH 1332.

² PSYC 2301 may be substituted for PSYC 1370.

³ First in a two-course programming language series or CISC 1477 or CISC 2490.

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

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

COMPUTER INFORMATION SYSTEMS -- LOCAL AREA NETWORK ADMINISTRATOR

Brookhaven, Eastfield, North Lake and Richland only

(Associate Degree)

Degree Plan Number X43198

This program will provide training and education for individuals interested in developing their knowledge and skills as a local area network administrator. The program emphasizes practical skills required to perform duties in the work environment under the supervision of an experienced local area network administrator. The objectives of the program are to provide instruction that presents the fundamentals of computer networking, an in-depth look at fundamentals of designing and implementing computer-related local area networks, local area network software, network and hardware supply to local area networks, and instruction that will help the student build his background in the area of operation and management in the local area network environment. Additionally, practical experience and skills will be acquired through the student's participation in cooperative education work experiences. This course of study will allow the student to get work-related exposure for applying skills as a local area network administrator.

	CREDIT HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications ..	4
CISC 1471 Problem Solving with the Computer	4
ENGL 1301 Composition I	3
MATH 1324 Mathematics for Business and Economics I	3
PSYC 1370 Applied Psychology and Human Relations OR	
PSYC 2301 Introduction to Psychology	3
	17
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1474 Text Processing Applications	4
MGMT 1370 Principles of Management	3
SPCH 1311 Introduction to Speech Communication	3
Elective Humanities/Fine Arts	3
	16

SEMESTER III

CISC 2370	Fundamentals of Networking	3
CISC 2471	Network Software	4
CISC 2478	PC Operating Systems and Utilities ..	4
+Electives	3-4
++Electives	3-4
		17-19

SEMESTER IV

CISC 2375	User Documentation and Training ...	3
CISC 2480	PC Hardware	4
CISC 2485	Network Problems and Applications ..	4
CISC 2488	Network Hardware	4
		15

Minimum Hours Required 65

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

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

CISC 1476	Programming I	4
CISC 1479	Application Development Tools	4
CISC 1373	BASIC Programming	3
CISC 1480	UNIX Operating System I	4
CISC 2476	Spreadsheet Applications	4
CISC 2481	Database Applications	4
CISC 2374	Advanced BASIC Techniques	3
CISC 2490	UNIX Operating System II	4
CISC 2491	UNIX System Administration	4
CISC 7271	Cooperative Work Experience	2
CISC 7371	Cooperative Work Experience	3
CISC 7471	Cooperative Work Experience	4
CISC 7272	Cooperative Work Experience	2
CISC 7372	Cooperative Work Experience	3
CISC 7472	Cooperative Work Experience	4
MATH 1342	Introduction to Statistics	3

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

Students who wish to pursue a particular interest in connection with networking should select their elective courses accordingly. A student who has an interest related to network use of applications should select CISC 2476, CISC 2481, or appropriate work experience. A LAN student interested in programming skills should select CISC 1476, CISC 1479, CISC 1373 or CISC 2374.

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

COMPUTER INFORMATION SYSTEMS -- LAN SERVER OPERATOR

Brookhaven, Eastfield, North Lake and Richland only

(Certificate)

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

Degree Plan Number X53338

LAN server operators are prepared to perform the daily and routine tasks associated with maintaining a local area network server. These operators can set up new users on the system, create directories, perform daily backups of the server hard disk, scan for computer virus infections, manipulate printer operations, check for security problems, install applications on the server, and assist users in learning how to log in and out of the network and perform other routine user tasks on the network.

CREDIT HOURS

SUMMER SEMESTER

CISC 1470	Introduction to Computer Concepts and Applications	4
ENGL 1301	Composition I	3
		<u>7</u>

FALL SEMESTER

CISC 1372	Data Communications and Operating Systems	3
CISC 1471	Problem Solving with the Computer ..	4
CISC 1474	Text Processing Applications.....	4
SPCH 1311	Introduction to Speech Communication	<u>3</u>
		14

SPRING SEMESTER

CISC 2370	Fundamentals of Networking	3
CISC 2375	User Documentation and Training	3
CISC 2471	Network Software	4
CISC 2478	PC Operating Systems and Utilities	<u>4</u>
		14

Minimum Hours Required35

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)

Degree Plan Number X42798

This program includes education/training to qualify students to provide support for personal computer users; to trouble-shoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses and providing training for users.

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

	CREDIT HOURS
SEMESTER I	
CISC 1470 Introduction to Computer Concepts and Applications	4
CISC 1471 Problem Solving with the Computer ..	4
BUSI 1301 Introduction to Business OR	
MGMT 1370 Principles of Management	3
ENGL 1301 Composition I	3
MATH 1332 College Mathematics I ¹	3
	17
SEMESTER II	
CISC 1372 Data Communications and Operating Systems	3
CISC 1474 Text Processing Applications	4
CISC 2476 Spreadsheet Applications	4
ACCT 1371 Elementary Accounting ²	3
SPCH 1311 Introduction to Speech Communication	3
	17
SEMESTER III	
CISC 2370 Fundamentals of Networking	3
CISC 2478 PC Operating Systems and Utilities ..	4
CISC 2480 PC Hardware	4
PSYC 1370 Applied Psychology and Human Relations ³	3
Elective Humanities/Fine Arts	3
	17

SEMESTER IV

CISC 2375	User Documentation and Training ...	3
CISC 2481	Database Applications	4
CISC 7371	Cooperative Work Experience OR....	3
CISC 7471	Cooperative Work Experience	(4)
+Elective	3-4
		13-15

Minimum Hours Required 64

+Elective - Any CISC course.

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

CISC 1373 or COSC 1310
CISC 2473 or COSC 2325

¹ MATH 1324 may be substituted for MATH 1332.

² ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

³ PSYC 2301 may be substituted for PSYC 1370.

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42448

The curriculum is designed for those with Criminal Justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	3
MATH 1314 College Algebra OR	3
MATH 1470 College Algebra	(4)
	15
SEMESTER II	
CRIJ 1306 Courts and Criminal Procedure	3
CRIJ 1307 Crime in America	3
ENGL 1302 Composition II	3
SPCH 1311 Introduction to Speech Communication	3
SOCI 1301 Introduction to Sociology	3
	15
SUMMER SESSION	
+++Electives	6
	6
SEMESTER III	
GOVT 2301 American Government	3
+Elective	3
++Required Support Courses	6-7
Elective Any Non-CRIJ Course	3
	15-16
SEMESTER IV	
CISC 1470 Introduction to Computer Concepts and Applications	4
PSYC 2314 Developmental Psychology OR	
SOCI 1306 Social Problems	3
++Required Support Course	3-4
+++Criminal Justice Elective	3-4
	13-15
Minimum Hours Required	64

+Electives—must be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
ENGL	(2000 Level Literature Course)	3
Foreign Language or American Sign Language		4
HUMA 1301	Introduction to the Humanities	3
MUSI 1308	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3

++Required Support Courses—must be chosen from the following:

CRIJ 2314	Criminal Investigation	3
CRIJ 2323	Legal Aspects of Law Enforcement	3
CRIJ 2328	Police Systems and Practices	3
CRIJ 7371	Cooperative Work Experience	3
CRIJ 7471	Cooperative Work Experience	4
CRIJ 7372	Cooperative Work Experience	3
CRIJ 7472	Cooperative Work Experience	4

+++Criminal Justice Electives—must be chosen from the following:

CRIJ 2322	Juvenile Procedures	3
CRIJ 2313	Correctional Systems and Practices	3
CRIJ 2301	Community Resources in Corrections	3
SPAN 1411	Beginning Spanish*	4
SPAN 1412	Beginning Spanish*	4

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

The following courses are to be taken only after completing thirty semester hours of approved academic courses, to include fifteen hours of the transfer curriculum in Criminal Justice:

CRIJ 2333	Texas Peace Officers Law	3
CRIJ 1334	Texas Peace Officers Procedures	3
CRIJ 2335	Texas Peace Officers Skills	3

A student enrolling in the Criminal Justice program should meet the Texas Commission on Law Enforcement Officer Standards and Education Requirements for minimum standards if you plan to seek employment in the law enforcement field. Licensing: (a) not currently on probation for any criminal offense; (b) not convicted of a Class B misdemeanor in the last six (6) months, or a Class A misdemeanor in the last twelve (12) months, or DWI or DWD in the last two (2) years; (c) never been convicted of a felony.

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Criminal Justice Associate Degree and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

HUMAN SERVICES

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Number X37388

	CREDIT HOURS
SEMESTER I	
SWAT 1372 Abnormal Behavior	3
SWAT 2371 Issues in Substance Abuse and Dependency	3
CRIJ 7372 Cooperative Work Experience.....	3
SOCI 2319 American Minorities.....	3
SOCI 2371 Urban Social Problems.....	3
	15
Minimum Hours Required	15

LAW ENFORCEMENT

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Number X37397

	CREDIT HOURS
SEMESTER I	
SCAT 2371 Issues in Substance Abuse and Dependency	3
FIRE 1375 Fire and Arson Investigation	3
SWAT 1372 Abnormal Behavior.....	3
CRIJ 7372 Cooperative Work Experience.....	3
	12
Minimum Hours Required	12

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

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

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Number X53938

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester hour requirement.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	3
MATH 1314 College Algebra OR	3
MATH 1470 College Algebra	(4)
	15
SEMESTER II	
CRIJ 1306 Courts and Criminal Procedure	3
CRIJ 1307 Crime in America	3
CRIJ 2328 Police Systems and Practices	3
SPCH 1311 Introduction to Speech Communication	3
SOCI 1301 Introduction to Sociology	3
	15
SEMESTER III	
CRIJ 2313 Correctional Systems and Practices ..	3
CRIJ 2314 Criminal Investigation	3
CRIJ 2322 Juvenile Procedures	3
PSYC 2314 Developmental Psychology	3
GOVT 2301 American Government	3
	15
Minimum Hours Required	45

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Number X53948

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester hour requirement.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
	9
SEMESTER II	
CRIJ 1306 Courts and Criminal Procedure	3
CRIJ 1307 Crime in America	3
SPCH 1311 Introduction to Speech Communication	3
GOVT 2301 American Government	3
	12
SEMESTER III	
CRIJ 2328 Police Systems and Practices	3
PSYC 2301 Introduction to Psychology	3
SOCI 1301 Introduction to Sociology	3
	9
Minimum Hours Required	30

DIGITAL IMAGING TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 443958

This program focuses on the application of computer technology in the area of digital publishing, preparing the student for employment in the areas of commercial printing, electronic pre-press, multimedia publishing, desktop publishing, or graphic design. A strong background in traditional skills is stressed and strengthened with training in contemporary software and business management techniques. Advanced students work in an in-house service bureau, serve as professional interns, or participate in a cooperative work program to gain practical job experience preparing them for full-time employment.

	CREDIT HOURS
SEMESTER I	
GRPH 1305 Introduction to Graphic Arts and Printing	3
GRPH 1309 Press Operations I.....	3
GRPH 1395 Special Topics in Typography and Composition Equipment Operation ..	3
GRPH 1322 Electronic Publishing I.....	3
MATH 1470 College Algebra	4
	<u>16</u>
SEMESTER II	
+GRPH 1325 Digital Imaging I.....	3
GRPH 1354 Electronic Publishing II.....	3
ARTS 1311 Design I.....	3
ENGL 1301 Composition I.....	3
++ Elective	<u>3-4</u>
	<u>15-16</u>
SEMESTER III	
GRPH 1357 Digital Imaging II.....	3
GRPH 1359 Object-Oriented Computer Graphics ..	3
SPCH 1311 Introduction to Speech Communication	3
PSYC 2301 Introduction to Psychology	3
++Elective	<u>3-4</u>
	<u>15-16</u>
SEMESTER IV	
GRPH 2336 Pre-Press Techniques	3
GRPH 1391 Special Topics in Graphics and Printing.....	3
GRPH 2341 Electronic Publishing III.....	3
GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator.....	3
++Elective	<u>3-4</u>
	<u>15-16</u>
Minimum Hours Required	61-64

+GRPH 1223 Digital Imaging I and GRPH 1224 Digital Imaging I may be substituted for GRPH 1325 Digital Imaging I.

++Elective - Student must select from the following:

ARTS 1312	Design II	3
ARTS 1316	Drawing I.....	3
ARTS 1317	Drawing II.....	3
ARTS 2316	Painting I.....	3
ENGL 1302	Composition II.....	3
ENGL 2311	Technical Writing.....	3
(Prerequisites: ENGL 1301 and ENGL 1302)		
PHOT 1316	Introduction to Photography and Photojournalism....	3
PHOT 1317	Advanced Photography and Photojournalism.....	3
PHOT 2370	Photography for Publications	3
Any Computer Aided Drafting and Design course.....		3-4
Some Computer Information Systems courses		3-4
(see GRPH Program Director)		
Any Electronics course		3-4
Any Graphic Arts (Digital Imaging Technology) course.....		3-4
Any Journalism course.....		3-4

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

DIGITAL IMAGING TECHNOLOGY -- ELECTRONIC PRE-PRESS

Eastfield only

(Certificate)

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

Degree Plan Number 453968 .

This program provides students with entry level digital imaging production skills. Students use state of the art computer software and hardware to professionally design images for print and electronic publication.

	CREDIT HOURS
SEMESTER I	
GRPH 1305 Introduction to Graphic Arts and Printing	3
GRPH 1322 Electronic Publishing I.....	3
ENGL 1301 Composition I	3
	<u>9</u>
SEMESTER II	
GRPH 1354 Electronic Publishing II.....	3
GRPH 1223 Digital Imaging I	2
GRPH 1258 Object-Oriented Computer Graphics ..	2
MATH 1470 College Algebra	4
	<u>11</u>
SEMESTER III	
GRPH 2341 Electronic Publishing III.....	3
GRPH 2336 Pre-Press Techniques	3
+Elective	3
	<u>9</u>
Minimum Hours Required	29

+Electives must be selected from the following:

GRPH	1391	Special Topics in Graphic and Printing Equipment Operator - Web Graphic Design	3
GRPH	1395	Special Topics in Graphic and Printing Equipment Operator - Typography	3
GRPH	2382	Cooperative Work Experience	3

ELECTRONIC TELECOMMUNICATIONS

Eastfield only

(Associate Degree)

Degree Plan Number 442598

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
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements*	4
ELET 1473 Digital Logic Principles	4
ENGL 1301 Composition I	3
+MATH Course OR	3-4
MATH 1374 Technical Mathematics I AND	(3)
++Elective Natural Science	(4)
	14
SEMESTER II	
ETEL 1370 Introduction to Telecommunications	3
ETEL 1170 Introduction to Telecommunications Laboratory	1
ELET 1471 AC Circuits*	4
ELET 1472 Active Devices	4
SPCH 1311 Introduction to Speech Communication	3
+++Elective Social/Behavioral Science	3
	18
SEMESTER III	
ELET 2486 Sinusoidal Circuits	4
ELET 2480 Linear Integrated Circuits	4
ETEL 2472 Telephony Switching Systems	4
ETEL 2473 Basic Radio Circuitry	4
	16
SEMESTER IV	
ELET 2484 Digital Data Communications	4
++++Elective Telecommunications/Electronics	8
+++++Elective Humanities/Fine Arts	3
	15
Minimum Hours Required	63

*ELET 1670 may be substituted for ELET 1470 and ELET 1471 combined.

+MATH course should be chosen from the following:

MATH 1332	College Mathematics I	3
MATH 1342	Introductory Statistics	3
MATH 1470	College Algebra OR	4
MATH 1314	College Algebra	3

++Natural Science/Mathematics elective – PHYS.1470 is specifically recommended for this course. This elective may also be selected from one of the following:

BIOL 1406	General Biology	4
BIOL 1408	Biological Science	4
CHEM 1411	General Chemistry	4
GEOL 1403	Physical Geology	4
PHYS 1311	Descriptive Astronomy with	
PHYS 1111	Astronomy Laboratory I	4
PHYS 1312	General Astronomy with	
PHYS 1112	Astronomy Laboratory II	4
PHYS 1415	Physical Science	4
PHYS 1417	Physical Science	4
PHYS 1401	Introductory General Physics	4
PHYS 1405	Concepts in Physics	4
PHYS 1407	Concepts in Physics	4
PHYS 1470	Applied Physics	4
PHYS 1471	Applied Physics	4

+++Social/Behavioral Science Elective must be selected from the following:

ANTH 2351	Cultural Anthropology	3
GOVT 2301	American Government	3
GOVT 2302	American Government	3
GOVT 2371	Introduction to Comparative Politics	3
HIST 1301	History of the United States	3
HIST 1302	History of the United States	3
HIST 2311	Western Civilization	3
HIST 2312	Western Civilization	3
HDEV 1370	Educational and Career Planning	3
PSYC 2301	Introduction to Psychology	3
PSYC 1370	Applied Psychology and Human Relations	3
PSYC 2314	Developmental Psychology	3
PSYC 2316	Psychology of Personality	3
RELI 1304	Major World Religions	3
RELI 1370	Religion in American Culture	3
RELI 1372	The History and Literature of the Bible	3
SOCI 1301	Introduction to Sociology	3
SOCI 1306	Social Problems	3

++++Telecommunications/Electronics Electives—eight hours of electives must be selected from the following:

ELET 2170	Selected Topics in Electronics	1
ELET 2270	Selected Topics in Electronics	2
ELET 2372	Selected Topics in Electronics	3
ELET 2470	Special Applications of Electronics	4
ELET 7471	Cooperative Work Experience	4
ETEL 2475	Telecommunications Signaling	4
ETEL 2476	System Installation and Testing	4
ETEL 2477	Electro-Optics Systems	4
ETEL 2478	Cellular Telephony Communications	4

(continued on next page)

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

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2323	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
ENGL	2370	Studies in Literature	3
ENGL	2371	Studies in Literature	3
FREN	1411	Beginning French**	4
GERM	1411	Beginning German**	4
HUMA	1301	Introduction to the Humanities	3
MUSI	1300	Foundations of Music I	3
MUSI	1308	Music Appreciation	4
MUSI	1308	Music Literature	3
PHIL	1301	Introduction to Philosophy	3
SPAN	1411	Beginning Spanish**	4

**American Sign Language may not be substituted for these courses.

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

ELECTRONIC TELECOMMUNICATIONS

Eastfield only

(Certificate)

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

Degree Plan Number 453418

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
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements*	4
ELET 1473 Digital Logic Principles	4
MATH 1374 Technical Mathematics I**	3
OFCT 1171 Keyboarding OR	
ELET 1171 Soldering	1
	12
SEMESTER II	
ENGL 1301 Composition I OR	
SPCH 1311 Introduction to Speech Communication	3
ETEL 1370 Introduction to Telecommunications	3
ETEL 1170 Introduction to Telecommunications Laboratory	1
ELET 1471 AC Circuits*	4
ELET 1472 Active Devices	4
	15
SEMESTER III	
ETEL 2472 Telephony Switching Systems	4
ETEL 2473 Basic Radio Circuitry	4
ETEL 2477 Electro-Optics Systems	4
	12

Minimum Hours Required 39

*ELET 1670 may be substituted for ELET 1470 and ELET 1471 combined.

**MATH 1332, MATH 1342 and MATH 1470 (or MATH 1314) may be substituted for MATH 1374.

ELECTRONIC TELECOMMUNICATIONS-- TECHNICAL PLATFORM

Eastfield only

(Certificate)

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

Degree Plan Number 453768

This certificate is designed to prepare students for entry-level jobs in the electronics industry. All of the courses in this certificate are applicable to the Electronics/Computer Technology or Electronic Telecommunications associate degrees.

	CREDIT HOURS
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements	4
ELET 1473 Digital Logic Principles	4
	<u>8</u>
SEMESTER II	
ELET 1471 AC Circuits	4
ELET 1472 Active Devices	4
	<u>8</u>
Minimum Hours Required	16

ELECTRONIC TELECOMMUNICATIONS--WIRELESS COMMUNICATIONS TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 453758

This certificate is designed to prepare students for employment in the telecommunications industry. This certificate program provides students broad-based knowledge of wireless technology and its associated hardware. All of the courses for this certificate are applicable to the Electronic Telecommunications associate degree.

	CREDIT HOURS
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements	4
ELET 1473 Digital Logic Principles	4
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I	3
	<u>11</u>
SEMESTER II	
ETEL 1370 Introduction to Telecommunications	3
ETEL 1170 Introduction to Telecommunications Laboratory	1
ELET 1471 AC Circuits	4
ELET 1472 Active Devices	4
MATH 1332 College Mathematics I OR	
MATH 1374 Technical Mathematics I	3
	<u>15</u>
SEMESTER III	
ETEL 2472 Telephony Switching Systems	4
ETEL 2473 Basic Radio Circuitry	4
	<u>8</u>
SEMESTER IV	
ETEL 2475 Telecommunications Signaling	4
ETEL 2476 System Installation and Testing	4
ETEL 2478 Cellular Telephone Radio Equipment/ Systems**	4
	<u>12</u>
Minimum Hours Required	46

*ETEL 2270 and ETEL 2271 may be substituted for ETEL 2473.

**ETEL 2170, ETEL 2171 and ETEL 2172 may be substituted for ETEL 2478.

ELECTRONICS/COMPUTER TECHNOLOGY

Eastfield only

(Associate Degree, Tech Prep Enhanced Skills Certificates)

Degree Plan Number 440688

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
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements*	4
ENGL 1301 Composition I	3
+MATH Course OR	3-4
MATH 1374 Technical Mathematics I AND	(3)
++Elective Natural Science	(4)
++Elective Social/Behavioral Science	3
	13-14
SEMESTER II	
ELET 1471 AC Circuits*	4
ELET 1472 Active Devices	4
ELET 1473 Digital Logic Principles	4
SPCH 1311 Introduction to Speech Communication	3
	15
SEMESTER III	
ELET 2486 Sinusoidal Circuits	4
ELET 2488 Digital Computer Theory	4
ELET 2491 Computer Applications	4
++++Elective(s) Technical	3-4
	15-16
SEMESTER IV	
ELET 2480 Linear Integrated Circuits	4
ELET 2490 Digital Systems	4
ELET 2373 Digital Research	3
ELET 2492 Microprocessors	4
+++++Elective Humanities/Fine Arts	3
	18
Minimum Hours Required	61

*ELET 1670 may be substituted for ELET 1470 and ELET 1471 combined.

+MATH course should be chosen from the following:

MATH 1332	College Mathematics I	3
MATH 1342	Introductory Statistics	3
MATH 1470	College Algebra OR	4
MATH 1314	College Algebra	3

++Natural Science/Mathematics elective – PHYS 1470 is specifically recommended for this course. This elective may also be selected from one of the following:

BIOL 1406	General Biology	4
BIOL 1408	Biological Science	4
CHEM 1411	General Chemistry	4
GEOL 1403	Physical Geology	4
PHYS 1311	Descriptive Astronomy with	
PHYS 1111	Astronomy Laboratory I	4
PHYS 1312	General Astronomy with	
PHYS 1112	Astronomy Laboratory II	4
PHYS 1401	Introductory General Physics	4
PHYS 1405	Concepts in Physics	4
PHYS 1407	Concepts in Physics	4
PHYS 1415	Physical Science	4
PHYS 1417	Physical Science	4
PHYS 1470	Applied Physics	4
PHYS 1471	Applied Physics	4

+++Social/Behavioral Science Elective must be selected from the following:

ANTH 2351	Cultural Anthropology	3
GOVT 2301	American Government	3
GOVT 2302	American Government	3
GOVT 2371	Introduction to Comparative Politics	3
HIST 1301	History of the United States	3
HIST 1302	History of the United States	3
HIST 2311	Western Civilization	3
HIST 2312	Western Civilization	3
HDEV 1370	Educational and Career Planning	3
PSYC 1370	Applied Psychology and Human Relations	3
PSYC 2301	Introduction to Psychology	3
PSYC 2314	Developmental Psychology	3
PSYC 2316	Psychology of Personality	3
RELI 1370	Religion in American Culture	3
RELI 1372	The History and Literature of the Bible	3
RELI 1304	Major World Religions	3
SOCI 1301	Introduction to Sociology	3
SOCI 1308	Social Problems	3

(continued on next page)

++++Technical Electives--must be selected from:

CADD	2376	Printed Circuit Design	3
COSC	1315	Computing Science I	3
COSC	1310	Introduction to Basic Programming	3
ELET	1170	Printed Circuit Board Manufacturing	1
ELET	1171	Soldering	1
ELET	1172	Oscilloscope Utilization	1
ELET	1370	Instrumentation	3
ELET	2170	Selected Topics in Electronics	1
ELET	2270	Selected Topics in Electronics	2
ELET	2372	Selected Topics in Electronics	3
ELET	2470	Special Applications of Electronics	4
ELET	2484	Digital Data Communications	4
ELET	2487	Pulse and Switching Circuits	4
ELET	2493	Microprocessor Trouble-shooting and Interface ...	4
ELET	2494	Computer Aided Circuit Analysis and Design	4
ELET	2495	UNIX Tools for Circuit Analysis	4
ELET	2496	Introduction to Computer Aided Testing	4
ELET	2497	Advanced Computer Aided Testing	4
ELET	7471	Cooperative Work Experience	4
ELET	7472	Cooperative Work Experience	4
ETEL	1370	Introduction to Telecommunications	3
ETEL	1170	Introduction to Telecommunications Laboratory	1
ETEL	2472	Telephony Switching Systems	4
ETEL	2473	Basic Radio Circuitry	4
ETEL	2477	Electro-Optics Systems	4
ETEL	2478	Cellular Telephone Radio Equipment/Systems	4
MATH	1314	College Algebra OR	3
MATH	1470	College Algebra	4
MATH	1316	Plane Trigonometry	3
MATH	1348	Analytic Geometry	3
MATH	1375	Technical Mathematics II	3
MATH	2370	Technical Mathematics III	3

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

ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to the Theatre	3
ENGL	2322	British Literature	3
ENGL	2323	British Literature	3
ENGL	2327	American Literature	3
ENGL	2328	American Literature	3
ENGL	2332	World Literature	3
ENGL	2333	World Literature	3
ENGL	2370	Studies in Literature	3
ENGL	2371	Studies in Literature	3
FREN	1411	Beginning French***	4
GERM	1411	Beginning German***	4
HUMA	1301	Introduction to the Humanities	3
MUSI	1300	Foundations of Music	3
MUSI	1306	Music Appreciation	4
MUSI	1308	Music Literature	3
PHIL	1301	Introduction to Philosophy	3
SPAN	1411	Beginning Spanish***	4

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

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Electronics/Computer Technology Associate Degree and provide the student advanced skills required by the industry to specialize in Computer Technology or Telecommunications.

COMPUTER TECHNOLOGY

Eastfield only

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

Degree Plan Number 437408

		CREDIT HOURS
SEMESTER I		
ELET 2482	Microcomputer Theory and Systems Maintenance	4
ELET 2483	Microcomputer Peripheral Devices ...	4
ELET 2484	Digital Data Communications	4
ELET 2492	Microprocessors	4
		16

Minimum Hours Required 16

TELECOMMUNICATIONS

Eastfield only

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

Degree Plan Number 437418

		CREDIT HOURS
SEMESTER I		
ETEL 1370	Introduction to Telecommunications .	3
ETEL 1170	Introduction to Telecommunications Laboratory	1
ETEL 2472	Telephony Switching Systems	4
ETEL 2475	Telecommunications Signaling	4
		12

Minimum Hours Required 12

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

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

ELECTRONICS/COMPUTER TECHNOLOGY -- BASIC ELECTRONICS TECHNOLOGY

Eastfield only

(Certificate)

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

Degree Plan Number 453218

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
SEMESTER I	
ELET 1171 Soldering	1
ELET 1470 DC Circuits and Electrical Measurements	4
ELET 1473 Digital Computer Logic	4
MATH 1374 Technical Mathematics I	3
	12
SEMESTER II	
ELET 1471 AC Circuits	4
ELET 1472 Active Devices	4
ELET 1370 Instrumentation	3
ENGL 1301 Composition I OR	
SPCH 1311 Introduction to Speech Communication	3
	14
SEMESTER III	
ELET 2486 Sinusoidal Circuits	4
ELET 2488 Digital Computer Theory	4
ELET 2491 Computer Applications	4
	12
Minimum Hours Required	38

ELECTRONICS/COMPUTER TECHNOLOGY -- SEMICONDUCTOR MANUFACTURING TECHNOLOGY

Eastfield only

(Associate Degree)

Degree Plan Number 444168

This program prepares the student to perform the technical tasks within a wafer fabrication area and includes monitoring process output parameters, analyzing and troubleshooting process related problems, analyzing various chemical reactions, and making decisions which will improve yield of various wafer lots. The course of study may involve participating in wafer experiments or designing of experiments to find the source of process problems or measurement of process limits. Emphasis is placed on working closely with all members of the semiconductor manufacturing team.

	CREDIT HOURS
SEMESTER I	
ELET 1470 DC Circuits and Electrical Measurements OR.....	4
ELET 1670 DC-AC Theory and Circuit Analysis	(6)
ENGL 1301 Composition I	3
MATH 1374 Technical Mathematics I OR	
MATH 1314 College Algebra OR	3
MATH 1470 College Algebra	(4)
ELET 2472 Industrial Power Systems	4
	14
SEMESTER II	
ELET 1471 A.C. Circuits (Unless ELET 1670 Completed)	(4)
ELET 1472 Active Devices	4
ELET 2471 Robotics and Automated Manufacturing	4
CHEM 1470 Chemical Science OR	
CHEM 1411 General Chemistry	4
+Elective Humanities/Fine Arts	3
	15
SEMESTER III	
ELET 1473 Digital Logic Principles OR	
ELET 2481 Electronic Theory and Application of Digital Computers	4
ELET 2480 Linear Integrated Circuits	4
ELET 2374 SMT Processes and Materials I	3
CHEM 1471 Chemical Science OR	
CHEM 1412 General Chemistry OR	
PHYS 1470 Applied Physics OR	
PHYS 1405 Concepts in Physics	4
	15

SEMESTER IV

ELET 2473 Industrial Electronics	4
ELET 2271 Power RF Electronics	2
ELET 2272 Statistical Controls	2
ELET 2375 SMT Processes and Materials II OR.	3
ELET 7471 Cooperative Work Experience	(4)
SPCH 1311 Introduction to Speech Communications	3
++Elective Social/Behavioral Science	3
	17

Minimum Hours Required63

+Elective—must be selected from:

Any ARTS, HUMA, MUSI or PHIL course3

++Elective—must be selected from:

Any GOVT, HDEV, HIST or PSYC course3

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.

INTERPRETER TRAINING PROGRAM

Eastfield only

(Associate Degree)

Degree Plan Number 442918

The major in Interpreter Training prepares students to work as professional interpreters with deaf and hearing consumers. During the two year curriculum, students gain knowledge about the field of American Sign Language interpreting, deafness and American Deaf Culture, the skill to produce American Sign Language and then the skill to interpret between American Sign Language and English.

The student must demonstrate competence in English in order to acquire an in-depth facility in/knowledge of American Sign Language.

The Interpreter Training Program is designed to prepare hearing students for Interpreter Certification testing either at the state or national level.

Prior to enrollment in this program, you must contact the Interpreter Training Program Chair for advisement.

	CREDIT HOURS
SEMESTER I	
EITP 1370	Introduction to Deafness.....3
EITP 1470	American Sign Language I4
EITP 1170	Receptive Fingerspelling1
ENGL 1301	Composition I.....3
SPCH 1311	Introduction to Speech Communication.....3
PSYC 2301	Introduction to Psychology3
	17
SEMESTER II	
EITP 1371	Psychosocial Aspects of Deafness3
EITP 1372	Introduction to Interpreting3
EITP 1373	Mime for Interpreters.....3
EITP 1471	American Sign Language II4
SPCH 1342	Voice and Articulation3
	16
SEMESTER III	
EITP 2470	American Sign Language III4
EITP 2373	Interpreting: Sign to Voice3
EITP 2374	Interpreting: Voice to Sign.....3
BIOL 1408	Biological Science OR
BIOL 1406	General Biology4
+Elective	Humanities/Fine Arts3
	17

SEMESTER IV	
EITP 2376	Transliterating: Sign to Voice..... 3
EITP 2377	Transliterating: Voice to Sign..... 3
EITP 2375	Practicum..... 3
MATH 1470	College Algebra OR 4
MATH 1314	College Algebra OR
MATH 1332	College Mathematics.....(3)
	12-13

Minimum Hours Required62

+Electives—must be selected from the following:

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

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

MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43668

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

	CREDIT HOURS
SEMESTER I	
MGMT 1370 Principles of Management.....	3
MGMT 1374 Introduction to Supervision	3
MGMT 7371 Cooperative Work Experience	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
	18

SEMESTER II	
MGMT 2374 Human Resources Management	3
MGMT 7372 Cooperative Work Experience	3
CISC 1470 Introduction to Computer Concepts and Applications	4
Mathematics*	3
ENGL 1302 Composition II.....	3
	16

SEMESTER III	
MGMT 2373 Organizational Behavior	3
MGMT 8381 Cooperative Work Experience	3
ACCT 2301 Principles of Accounting I** OR	3
ACCT 2401 Principles of Accounting I**.....	(4)
ECON 2301 Principles of Economics I OR	
ECON 1303 Economics of Contemporary Social Issues	3
	12

SEMESTER IV	
MGMT 2375 Problem Solving and Decision Making	3
MGMT 8382 Cooperative Work Experience	3
+Elective Humanities/Fine Arts	3
Elective Any Non-MGMT Course	3
Elective	3
	15

Minimum Hours Required 61

+Elective—must be selected from the following:

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

*Mathematics must be selected from the following:

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

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

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X53468

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

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

OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number X42078

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

CREDIT HOURS

SEMESTER I

OFCT 1372	Office Calculating Machines	3
OFCT 1375	Beginning Keyboarding ¹ OR	
OFCT 1376	Intermediate Keyboarding	3
OFCT 1377	Office Systems and Applications	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech	
	Communication	3
		15

SEMESTER II

OFCT 1373	Office Procedures ²	3
OFCT 1376	Intermediate Keyboarding ¹ OR	
OFCT 1379	Word Processing I	3
OFCT 1379	Word Processing I OR	
OFCT 1380	Business Software Applications I	3
MATH 1371	Business Math	3
Elective	Natural Science ³	3
		15

SEMESTER III

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

SEMESTER IV

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

Minimum Hours Required63

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

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

³ One of the following Natural Science courses may be taken:

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

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

⁵ Electives--must be taken from the following:

OFCT 1170	Contemporary Topics in Office Technology	1
OFCT 1171	Keyboarding	1
OFCT 1172	Introduction to Word Processing	1
OFCT 1173	Keyboarding and Speed for Accuracy	1
OFCT 1175	Office Machines I	1
OFCT 1270	Contemporary Topics in Office Technology	2
OFCT 1370	Contemporary Topics in Office Technology	3
OFCT 2170	Word Processing Applications	1
OFCT 2171	Specialized Software I	1
OFCT 2172	Specialized Software II	1
OFCT 2270	Advanced Keyboarding Applications	2
OFCT 2373	Business Software Applications II	3
OFCT 2374	Business Software Applications III	3
OFCT 7372	Cooperative Work Experience	3
OFCT 7472	Cooperative Work Experience	4
OFCT 8381	Cooperative Work Experience	3
OFCT 8481	Cooperative Work Experience	4

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

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

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

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Office Technology Associate Degree and provides the student advanced skills required by the industry to specialize in Medical Administrative Assistant.

MEDICAL ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

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

Degree Plan Number X37558

		CREDIT HOURS
SEMESTER I		
OFCT 2375	Medical Office Procedures	3
OFCT 2376	Medical Transcription	3
HIMT 2470	Medical Terminology	4
HIMT 2370	Medical Records	3
		13

Minimum Hours Required 13

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

OFFICE TECHNOLOGY -- CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

Offered at all seven campuses

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

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

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

OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X52098

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

	CREDIT HOURS
SEMESTER I	
OFCT 1372 Office Calculating Machines	3
OFCT 1375 Beginning Keyboarding ¹ OR	
OFCT 1376 Intermediate Keyboarding ¹	3
OFCT 1377 Office Systems and Applications	3
ENGL 1301 Composition I	3
MATH 1371 Business Mathematics ² OR	
SPCH 1311 Introduction to Speech	3
	15
SEMESTER II	
OFCT 1373 Office Procedures	3
OFCT 1376 Intermediate Keyboarding OR	
OFCT 1379 Word Processing I ¹	3
OFCT 1378 Text Processing Transcription	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I	3
	12
SEMESTER III	
OFCT 1371 Automated Filing Procedures	3
OFCT 1380 Business Software Applications I OR	
OFCT 2373 Business Software Applications II ...	3
OFCT 2370 Business Communications	3
ACCT 1371 Elementary Accounting OR	
ACCT 2301 Principles of Accounting I OR	3
ACCT 2401 Principles of Accounting I	(4)
	12
Minimum Hours Required	39

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

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

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

OFFICE TECHNOLOGY -- RECEPTIONIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X53548

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

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

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

Minimum Hours Required21

¹ Prerequisite: OFCT 1375 or demonstrated competency.

OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Number X53558

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

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

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

Minimum Hours Required24

¹ Prerequisite: OFCT 1375 or demonstrated competency.

SOCIAL WORK ASSOCIATE -- GENERALIST

Eastfield only

(Associate Degree)

Degree Plan Number 442138

The Social Work Associate Program is designed to prepare individuals interested in working with people to obtain entry-level employment in public and private social service agencies. The social service worker is equipped with skills, knowledge, values, and sensitivity to effectively serve human needs in a variety of community settings. Students have the options to select courses that will prepare them to work in general social services or specialized social services for chemical abuse or the aging.

	CREDIT HOURS
SEMESTER I	
SWAT 1370 Orientation to Social Services	3
SWAT 1371 Basic Interviewing and Counseling Skills	3
SWAT 1372 Abnormal Behavior	3
ENGL 1301 Composition I OR COMM 1370 Applied Communications	3
PSYC 2301 Introduction to Psychology	3
	15
SEMESTER II	
SWAT 2370 Introduction to Social Work	3
+Elective Social Work	3
SPCH 1311 Introduction to Speech Communication	3
SOCI 1301 Introduction to Sociology	3
Elective SWAT/SCAT Elective	<u>3-4</u>
	15-16
SEMESTER III	
SWAT 2375 Social Work Methods and Procedures	3
SWAT 2377 Group Work Intervention	3
SWAT 7371 Cooperative Work Experience OR	3
SWAT 7471 Cooperative Work Experience	(4)
+Elective Social Work	3
MATH 1470 College Algebra OR	4
MATH 1314 College Algebra OR MATH 1332 College Mathematics OR MATH 1342 Introductory Statistics	(3)
	15-16

SEMESTER IV

SWAT 2378 Human Behavior and Social Environment	3
SWAT 7372 Cooperative Work Experience OR	3
SCAT 7472 Cooperative Work Experience	(4)
+Elective Social Work	3
CISC 1470 Introduction to Computer Concepts and Applications	4
SPAN 1411 Beginning Spanish* OR ++Elective Humanities/Fine Arts	<u>3-4</u>
	16-18

Minimum Hours Required61

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

SCAT 1370 Physiology of Addiction	3
SCAT 1371 Alcoholism Counseling	3
SCAT 2370 Alcoholism Treatment Models	3
SCAT 2371 Prevention of Substance Abuse	3
SCAT 2372 Family Intervention in Substance Abuse and Dependency	3
SCAT 2373 Issues in Substance Abuse and Dependency	3
SWAT 1373 Aging in America	3
SWAT 1374 Adolescent Life Cycle	3
SWAT 2371 Social Policies and Programs for the Aging	3
SWAT 2372 Life Cycle of the Aged	3
SWAT 2373 Health Status of the Aged	3
SWAT 2374 Special Problems of Youth	3
SWAT 2470 Nursing Home Activity Director Training	4
SWAT 2471 Advanced Nursing Home Activity Director Training	4

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

HUMA 1301 Introduction to the Humanities	3
PHIL 1301 Introduction to Philosophy	3
PHIL 1370 Critical Thinking	3
PHIL 2303 Logic	3
PHIL 2307 Introduction to Social and Political Philosophy	3
PHIL 2306 Ethics	3

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

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

SOCIAL WORK -- HUMAN SERVICES

Eastfield only

(Certificate)

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

Degree Plan Number 452508

This certificate is designed to assist associate degree majors in Child Development and Interpreter Training to obtain cross training in the delivery of human services to clients. Students will choose a concentration in either Child Development or Interpreter Training along with Social Work courses. The certificate will provide majors in these programs to enhance their skills in meeting the social service needs for these populations.

	CREDIT HOURS
SEMESTER I	
SWAT 1370	Orientation to Social Services3
SWAT 1371	Basic Interviewing and Counseling Skills.....3
SWAT 1372	Abnormal Behavior3
ECCD 1372	Early Childhood Development, 0-3 Years OR
ECCD 1373	Early Childhood Development, 3-5 Years OR
EITP 1370	Introduction to Deafness3
ECCD 1374	Nutrition, Health and Safety of the Young Child OR3
EITP 1470	American Sign Language I (4)
ENGL 1301	Composition I3
	18-19

SEMESTER II	
SWAT 2378	Human Behavior and Social Environment3
SWAT 7371	Cooperative Work Experience3
ECCD 2370	Parents and the Caregiver/Teacher OR
EITP 1371	Psychosocial Aspects of Deafness ..3
ECCD 2373	Studies in Child Guidance3
ECCD 2375	Abuse Within The Family OR.....3
EITP 1471	American Sign Language II (4)
SPCH 1311	Introduction to Speech Communication3
	18-19

Minimum Hours Required 36

SUBSTANCE ABUSE COUNSELING

Eastfield only

(Associate Degree)

Degree Plan Number 443128

The Substance Abuse Counseling Program is designed to prepare qualified and competent graduates to enter the field of human services and to provide specialized services to individuals and their families who are experiencing the affects of substance abuse. Completers of the program will have the necessary educational requirements to become eligible for testing and licensure as a Licensed Chemical Dependency Counselor (LCDC) and certification as an Alcohol and Drug Counselor (ADC). Students will gain required work experience as Counselor Interns (CI) upon completion of the required hours of classroom instruction. A special section of cooperative work experience will provide a structured supervised practicum in off-campus approved laboratory training sites.

CREDIT HOURS

SEMESTER I

SWAT 1370	Orientation to Social Services	3
SWAT 1371	Basic Interviewing and Counseling Skills	3
SCAT 1370	Physiology of Addiction	3
ENGL 1301	Composition I	3
MATH 1470	College Algebra OR	4
MATH 1314	College Algebra OR	
MATH 1332	College Mathematics OR	
MATH 1371	Business Mathematics OR	
MATH 1342	Introductory Statistics	(3)

15-16

SEMESTER II

SCAT 1371	Alcoholism Counseling	3
SWAT 2375	Social Work Methods and Procedures	3
PSYC 2301	Introduction to Psychology	3
SPCH 1311	Introduction to Speech Communication	3
SOCI 1301	Introduction to Sociology	3

15

SEMESTER III

SCAT 2371	Prevention of Substance Abuse OR	
SWAT 1374	Adolescent Life Cycle	3
SCAT 2372	Family Intervention in Substance Abuse and Dependency OR	
SWAT 2374	Special Problems of Youth	3
SWAT 2377	Group Work Intervention:	3
SWAT 7371	Cooperative Work Experience OR	
SWAT 7471	Cooperative Work Experience.....	3-4
Elective	Any non-SCAT or non-SWAT Course	3-4

15-17

SEMESTER IV

SCAT 2370	Alcoholism Treatment Models OR	3
+Elective	
SCAT 2373	Issues in Substance Abuse and Dependency OR	3
++Elective	3
SCAT 7472	Cooperative Work Experience	4
CISC 1470	Introduction to Computer Concepts and Applications	4
SPAN 1411	Beginning Spanish* OR	
+++Elective	Humanities/Fine Arts	3-4

17-18

Minimum Hours Required62

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

SWAT	1372	Abnormal Behavior.....	3
SWAT	1373	Aging in America	3
SWAT	2370	Introduction to Social Work	3
SWAT	2372	Life Cycle of the Aged.....	3
SWAT	2376	Special Topics in Social Services	3
SWAT	2378	Human Behavior and Social Environment	3

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

ECCD	1370	Early Childhood Development, 5-12	3
ECCD	2375	Abuse Within the Family	3
PSYC	2306	Human Sexuality	3
PSYC	2314	Developmental Psychology	3
PSYC	2316	Psychology of Personality	3
SOCI	2306	Human Sexuality	3
SOCI	2301	Marriage and Family	3
SOCI	2319	American Minorities	3
SOCI	2320	Field Studies in American Minorities	3

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

HUMA	1301	Introduction to the Humanities	3
PHIL	1301	Introduction to Philosophy	3
PHIL	1370	Critical Thinking	3
PHIL	2303	Logic	3
PHIL	2307	Introduction to Social and Political Philosophy	3
PHIL	2306	Ethics	3

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

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

SUBSTANCE ABUSE COUNSELING

Eastfield only

(Certificate)

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

Degree Plan Number 453138

The Substance Abuse Counseling certificate is designed to provide cross-training for helping professionals in other disciplines, i.e. bachelor and master level social workers, counselors, psychologists, nurses, criminal justices, etc. It is also trains students for employment as therapy technicians with the 'Counselor Intern' certification. After completing two years' work experience in an organization that serves the substance dependent individual, students may qualify for testing as a Licensed Chemical Dependency Counselor (LCDC) and certified as an Alcohol and Drug Counselor (ADC).

	CREDIT HOURS
SEMESTER I	
SWAT 1370 Orientation to Social Services	3
SWAT 1371 Basic Interviewing and Counseling Skills	3
SCAT 1370 Physiology of Addiction	3
SCAT 2370 Alcoholism Treatment Models	3
SCAT 2371 Prevention of Substance Abuse	3
ENGL 1301 Composition I	3
	<u>18</u>
SEMESTER II	
SCAT 1371 Alcoholism Counseling	3
SCAT 2372 Family Intervention in Substance Abuse and Dependency OR	
SPCH 1311 Introduction to Speech Communication	3
SCAT 2373 Issues in Substance Abuse and Dependency OR	3
SCAT 7472 Cooperative Work Experience.....	(4)
SWAT 2375 Social Work Methods and Procedures	3
SWAT 2377 Group Work Intervention	3
	<u>15-16</u>
Minimum Hours Required	33

ACCOUNTING

ACCT 1371 Elementary Accounting (3)

(Former course prefix/number ACC 131)

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

ACCT 1372 Computerized Elementary Accounting (3)

(Former course prefix/number ACC 132)

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

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

ACCT 2301 Principles Of Accounting I (3)

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

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

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

ACCT 2302 Principles Of Accounting II (3)

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

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

ACCT 2370 Computerized Accounting Applications (3)

(Former course prefix/number ACC 250)

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

ACCT 2372 Income Tax Accounting (3)

(Former course prefix/number ACC 239)

Prerequisite: Accounting 2301 or Accounting 2401 or instructor approval. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, and capital gains and losses. Emphasis is on common tax problems. (3 Lec.)

ACCT 2376 Cost Accounting (3)

(Former course prefix/number ACC 238)

Prerequisite: Accounting 2302 or Accounting 2402. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

ACCT 2377 Managerial Accounting (3)

(Former course prefix/number ACC 204)

Prerequisite: Accounting 2302 or Accounting 2402. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

ACCT 2378 Intermediate Accounting I (3)

(Former course prefix/number ACC 203)

Prerequisite: Accounting 2302 or Accounting 2402. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

ACCT 2379 Intermediate Accounting II (3)

(Former course prefix/number ACC 207)

Prerequisite: Accounting 2378 or instructor approval. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

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

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

ACCT 7371 Cooperative Work Experience (3)

(Former course prefix/number ACC 703)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

ACCT 7372 Cooperative Work Experience (3)

(Former course prefix/number ACC 713)

Prerequisites: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

ACCT 7471 Cooperative Work Experience (4)

(Former course prefix/number ACC 704)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

ACCT 7472 Cooperative Work Experience (4)

(Former course prefix/number ACC 714)

Prerequisite: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

AIR CONDITIONING AND REFRIGERATION

(See Heating, Ventilation and Air Conditioning)

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

(Former course prefix/number ANT 104)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

ANTH 1371 The Heritage Of Mexico (3)

(Former course prefix/number ANT 110)

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

(Coordinating Board Academic Approval Number 4511015342)

ANTH 2302 Introduction To Archeology (3)

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

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

(Coordinating Board Academic Approval Number 4503015142)

ANTH 2346 Introduction To Anthropology (3)

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

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

(Coordinating Board Academic Approval Number 4502015142)

ANTH 2351 Cultural Anthropology (3)

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

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

(Coordinating Board Academic Approval Number 4502015342)

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

(Former course prefix/number ART 199)

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

(Coordinating Board Academic Approval Number 5007035330)

ARTS 1301 Art Appreciation (3)

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

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

(Coordinating Board Academic Approval Number 5007035130)

ARTS 1303 Survey Of Art History (3)

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

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

(Coordinating Board Academic Approval Number 5007035230)

ARTS 1304 Survey Of Art History (3)

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

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

(Coordinating Board Academic Approval Number 5007035230)

ARTS 1311 Design I (3)

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

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

(Coordinating Board Academic Approval Number 5004015330)

ARTS 1312 Design II (3)

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

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

(Coordinating Board Academic Approval Number 5004015330)

ARTS 1316 Drawing I (3)

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

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

(Coordinating Board Academic Approval Number 5007055230)

ARTS 1317 Drawing II (3)

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

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

(Coordinating Board Academic Approval Number 5007055230)

ARTS 1370 Creative Photography For The Artist I (3)

(Former course prefix/number ART 118)

Prerequisites: Arts 1311, Arts 1316, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

ARTS 1371 Creative Photography For The Artist II (3)

(Former course prefix/number ART 119)

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

(Coordinating Board Academic Approval Number 5006057130)

ARTS 2311 Design III (3)

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

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

ARTS 2312 Design IV (3)

(Former course prefix/number ART 229)

Prerequisite: Arts 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab)

ARTS 2316 Painting I (3)

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

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

ARTS 2317 Painting II (3)

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

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

(Coordinating Board Academic Approval Number 5007085230)

ARTS 2323 Drawing III (3)

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

Prerequisites: Arts 1311, Arts 1312, Arts 1317, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

ARTS 2324 Drawing IV (3)

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

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

(Coordinating Board Academic Approval Number 5007055330)

ARTS 2326 Sculpture I (3)

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

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

(Coordinating Board Academic Approval Number 5007095130)

ARTS 2327 Sculpture II (3)

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

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

(Coordinating Board Academic Approval Number 5007095130)

ARTS 2341 Jewelry Design And Construction (3)

(This is a common course number. Former course prefix/number ART 116)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

ARTS 2342 Advanced Jewelry Design And Construction (3)

(This is a common course number. Former course prefix/number ART 117)

Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

ARTS 2346 Ceramics I (3)

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

Prerequisites: Arts 1311, Arts 1312, Arts 1317 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

ARTS 2347 Ceramics II (3)

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

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

(Coordinating Board Academic Approval Number 5007115130)

ARTS 2366 Watercolor I (3)

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

Prerequisites: Arts 1311, Arts 1312, and Arts 1317 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

ARTS 2367 Watercolor II (3)

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

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

(Coordinating Board Academic Approval Number 5007085330)

ASTRONOMY

(See Physics)

AUTO BODY

ABDY 1370 Basic Welding (3)

(Former course prefix/number AB 155)

This course is designed to teach basic welding processes. The student will utilize oxy/acetylene, stick arc, mig, tig and cutting processes in a variety of applications. Laboratory fee. (2 Lec., 3 Lab.)

ABDY 1570 Basic Metal Principles (5)

(Former course prefix/number AB 151)

This course is designed to teach basic metal working techniques as found in modern auto body repair facilities. Items covered include shop safety, proper tool usage, product application and skill development utilizing various body fillers. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 1571 Basic Paint Principles (5)

(Former course prefix/number AB 152)

Basic paint course teaching skills needed in the auto refinishing industry. Emphasis is placed on the spray gun and other refinishing equipment. Surface preparation, priming and blocking techniques are covered in detail. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 1572 Minor Metal Repair (5)

(Former course prefix/number AB 153)

This course is designed to teach sheet metal alignment principles using mechanical and hydraulic equipment. The course emphasizes attachment devices used to straighten and align exterior body panels. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 1573 Paint Blending Techniques (5)

(Former course prefix/number AB 154)

This course is designed to teach paint blending techniques. The student will spray single stage and base coat/clear coat finishes. Color sanding, buffing and polishing are emphasized. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 2170 Special Auto Body Applications (1)

(Former course prefix/number AB 256)

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. The course may be repeated for credit with a change of topic. Laboratory fee. (1 Lec., 1 Lab.)

ABDY 2370 Advanced Painting and Tinting Techniques (3)

(Former course prefix/number AB 253)

This course focuses on the development of painting skills. Emphasis is on mixing colors, matching colors and texture. Laboratory fee. (3 Lec., 1 Lab.)

ABDY 2371 Body Shop Operations (3)

(Former course prefix/number AB 254)

The student will study and apply basic business principles encountered in the set-up and operation of a typical auto body repair shop. Topics covered include management, finances, marketing and governmental regulation. (3 Lec.)

ABDY 2372 Estimating (3)

(Former course prefix/number AB 255)

This course is designed to teach students to analyze vehicle damage and develop an estimated cost of repair. The student will use insurance industry standards to formulate the repair estimate. (3 Lec.)

ABDY 2570 Major Panel Replacement (5)

(Former course prefix/number AB 251)

This course is designed to teach students to assess panel damage, measure alignment points in order to effect a proper repair. The student will replace the damaged panels according to ICAR specifications assuring structural integrity. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 2571 Major Collision and Frame Repair (5)

(Former course prefix/number AB 252)

This course is designed to teach students to analyze damage to the frame and related structural parts of the vehicle. The student will utilize state-of-the-art equipment to correct misalignment points and return the vehicle to factory specifications. Laboratory fee. (3 Lec., 7 Lab.)

ABDY 7371 Cooperative Work Experience (3)

(Former course prefix/number AB 703)

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.)

ABDY 7472 Cooperative Work Experience (4)

(Former course prefix/number AB 714)

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

AUTO 1370 Minor Vehicle Service (3)

(Former course prefix/number AT 109)

This course introduces computer usage, shop operations, flat rate manuals, service manuals, safety, tools and equipment, and basic operational design. Basic oxy fuel and arc welding are also included. The basic foundation for suspension systems, brakes, air conditioning and heating, and electricity is taught in preparation for more advanced specialty classes. Also included are procedures for servicing batteries, wheel bearings, cooling systems, and lighting replacement. Laboratory fee. (2 Lec., 4 Lab.)

AUTO 1371 Electrical Systems (3)

(Former course prefix/number AT 119)

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. (2 Lec., 4 Lab.)

AUTO 1470 Engine Repair I (4)

(Former course prefix/number AT 110)

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. (2 Lec., 6 Lab.)

AUTO 1471 Engine Repair II (4)

(Former course prefix/number AT 112)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 1470. This course is a continuation of Automotive Technology 1470. Engine rebuilding is continued with emphasis on in-service automotive repair. Laboratory fee. (2 Lec., 6 Lab.)

AUTO 1472 Engine Performance (4)

(Former course prefix/number AT 114)

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. (2 Lec., 6 Lab.)

AUTO 1473 Fuel And Emission Systems (4)

(Former course prefix/number AT 116)

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. (2 Lec., 6 Lab.)

AUTO 2370 Heating and Air Conditioning Systems (3)

(Former course prefix/number AT 222)

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. (2 Lec., 4 Lab.)

AUTO 2371 Standard Transmission and Drive Trains (3)

(Former course prefix/number AT 228)

Prerequisites: Completion or concurrent enrollment in Automotive Technology 2472. This course includes the operating principles, construction, and maintenance of the manual transmission and related drive train components. Laboratory fee. (2 Lec., 4 Lab.)

AUTO 2379 Automotive Electronics (3)

(Former course prefix/number AT 248)

Prerequisite: Automotive Technology 1371 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. (2 Lec., 4 Lab.)

AUTO 2380 LPG And CNG Automotive Applications (3)

(Former course prefix/number AT 249)

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. (2 Lec., 4 Lab.)

AUTO 2470 Brake Systems (4)

(Former course prefix/number AT 223)

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. (2 Lec., 6 Lab.)

AUTO 2471 Front End Systems (4)

(Former course prefix/number AT 226)

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. (2 Lec., 6 Lab.)

AUTO 2472 Introduction to Transmissions (4)

(Former course prefix/number AT 229)

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmissions is introduced. Laboratory fee. (2 Lec., 6 Lab.)

AUTO 2473 Automatic Transmissions (4)

(Former course prefix/number AT 231)

Prerequisite: Credit or concurrent enrollment in Automotive Technology 2472. This course is a continuation of Automotive Technology 2472. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (2 Lec., 6 Lab.)

AUTO 7371 Cooperative Work Experience (3)

(Former course prefix/number AT 703)

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.)

AUTO 7372 Cooperative Work Experience (3)

(Former course prefix/number AT 713)

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.)

BIOLOGY**BIOL 1406 General Biology (4)**

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

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1407 General Biology (4)

(This is a common course number. Former course prefix/number BIO 102)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1408 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2601015124)

BIOL 1409 Biological Science (4)

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

BIOL 1411 Introductory Botany (4)

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

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

BIOL 1470 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 1472 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 1473 Applied Anatomy And Physiology (4)

(Former course prefix/number BIO 123)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

BIOL 2306 Environmental Biology (3)

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

BIOL 2370 Field Biology (3)

(Former course prefix/number BIO 219)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

BIOL 2401 Anatomy And Physiology I (4)

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2402 Anatomy And Physiology II (4)

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

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2416 Genetics (4)

(This is a common course number. Former course prefix/number BIO 226)

This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2606135124)

BIOL 2418 Invertebrate Zoology (4)

(This is a common course number. Former course prefix/number BIO 211)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

BIOL 2420 General Microbiology (4)

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

Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

BIOL 2428 Comparative Anatomy Of The Vertebrates (4)

(This is a common course number. Former course prefix/number BIO 235)

Prerequisites: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2470 Intermediate Botany (4)

(Former course prefix/number BIO 203)

Prerequisites: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

BIOL 2471 Mammalian Physiology (4)

(Former course prefix/number BIO 230)

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BLUEPRINT READING**BLPR 1270 Blueprint Reading - Mechanical (2)**

(Former course prefix/number BPR 177)

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.)

BLPR 1271 Blueprint Reading - Architectural (2)

(Former course prefix/number BPR 178)

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**BUSI 1301 Introduction To Business (3)**

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

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

BUSI 1307 Personal Finance (3)

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

BUSI 2301 Business Law (3)

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

CHEMISTRY

CHEM 1207 Chemical Calculations (2)

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

Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025239)

CHEM 1411 General Chemistry (4)

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

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1470, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 1412 General Chemistry (4)

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 1470 Chemical Science (4)

(Former course prefix/number CHM 116)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 1471 Chemical Science (4)

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1470 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 2401 Quantitative Analysis (4)

(This is a common course number. Former course prefix/number CHM 203)

Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1470. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025139)

CHEM 2402 Instrumental Analysis (4)

(This is a common course number. Former course prefix/number CHM 234)

Prerequisite: Chemistry 2401 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025139)

CHEM 2423 Organic Chemistry I (4)

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

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

CHEM 2425 Organic Chemistry II (4)

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

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

CHILD DEVELOPMENT

(See Early Childhood/Child Development)

COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

COMPUTER AIDED DESIGN AND DRAFTING

DFTG 1224 Blueprint Reading and Sketching (2)

(This is a WECM course number. Former course prefix/number DFT 101)

An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. Laboratory fee. (1 Lec., 3 Lab.)

DFTG 1225 Blueprint Reading and Sketching (2)

(This is a WECM course number. Former course prefix/number DFT 102)

An introduction to reading and interpreting the "working drawings" for manufactured products and associated tooling. Use of sketching techniques to create pictorial and multiple-view drawings of manufactured parts. Laboratory fee. (1 Lec., 3 Lab.)

DFTG 1271 CADD Operations (2)

(This is a WECM course number. Former course prefix/number DFT 116)

A course in hardware selection, setup, and use of a CAD station. Emphasis is placed on control of the operating system, file management, and keyboarding. Topics address: software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to work processing and spreadsheets is included. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Approval Pending)

DFTG 1309 Basic Computer-Aided Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 103)

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup; creating and modifying geometry; storing and retrieving predefined shapes; placing, rotating and scaling objects, adding text and dimensions, using layers coordinating systems; as well as input and output devices. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1329 Electro-Mechanical Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 104)

A basic course including layout and design of electro-mechanical equipment from engineering notes and sketches. Emphasis on drawing of electronic equipment control panels, interior hardware, exterior enclosures, detailed and assembly drawings with a parts list, and flat pattern layouts. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1333 Mechanical Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 105)

An intermediate course covering detail drawings with proper dimensioning and tolerances, use of sectioning techniques, common fasteners, isometrics and oblique drawings, including bill of materials. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1344 Pipe Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 106)

A study of pipe fittings, symbols, specifications and their applications to a piping process system. This application will be demonstrated through the creation of symbols and their usage in flow diagrams, plans, elevations, and isometrics. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1348 Topographical Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 107)

A course in map drafting. Emphasis is given to plotting of surveyors field notes, plotting elevations, contour drawings, plan and profiles, and laying out traverses. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1354 Architectural Drafting - Commercial (3)

(This is a WECM course number. Former course prefix/number DFT 108)

Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for commercial structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 4 lab.)

DFTG 1358 Electrical/Electronics Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 109)

A study of the principles of layout of electrical and electronic drawings, stressing modern representation used for block diagrams, schematic diagrams, logic diagrams, wiring/assembly drawings, printed circuit board layouts, motor control diagrams, power distribution diagrams, and electrical one-line diagrams. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1372 Manufacturing Fundamentals (3)

(This is a WECM course number. Former course prefix/number DFT 117)

A course in manufacturing fundamentals and production methods including NC-CNC concepts. Topics on interpreting and describing information required to produce a CNC program will be covered. An overview of the functions and role of CAD and its relationship to computer-aided manufacturing are studied. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Approval Pending)

DFTG 1373 CAD/Graphic Processes (3)

(This is a WECM course number. Former course prefix/number DFT 118)

A course in creating, printing, and plotting graphics in CAD drawings. Skill development in importing text and raster graphics into CAD drawings, importing CAD vector graphics into desktop documents, scanning and editing raster graphics into CAD drawings, and publishing documents. Projects in coordinating text and graphics within a desktop publishing program will include printing black and white, and color publications. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1391 Special Topics in Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 110)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1392 Special Topics in Architectural Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 111)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1394 Special Topics in Electrical/Electronics Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 112)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1395 Special Topics in Mechanical Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 113)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1405 Technical Drafting (4)

(This is a WECM course number. Former course prefix/number DFT 114)

Introduction to the principles of drafting to include terminology and fundamentals, including size and shape descriptions, projection methods, geometric construction, sections, auxiliary views, and reproduction processes. Laboratory fee. (2 Lec., 6 Lab.)

DFTG 1417 Architectural Drafting - Residential (4)

(This is a WECM course number. Former course prefix/number DFT 115)

Architectural drafting procedures, practices and symbols, including preparation of detailed working drawings for residential structure with emphasis on light frame construction methods. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 1480 Cooperative Education-Drafting (4)

(This is a WECM course number. Former course prefix/number DFT 704)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 24 Lab.)

DFTG 1481 Cooperative Education-Drafting (4)

(This is a WECM course number. Former course prefix/number DFT 714)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 24 Lab.)

DFTG 2304 Printed Circuit Board Design (3)

(This is a WECM course number. Former course prefix/number DFT 200)

An intermediate course including single-sided and double-sided printed circuit board design, emphasizing the drawings, standards, and processed required to layout printed circuit board and manufacturing documentation. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2310 Structural Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 201)

Discussion of detail drawings of structural shapes for fabrication with emphasis on framed and seated connectors and beam and column detailing. Designed to meet the standards of America Institute of Steel Construction, including units on concrete detailing conforming to America Concrete Institute standards. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2312 Technical Illustration (3)

(This is a WECM course number. Former course prefix/number DFT 202)

Topics include pictorial drawing including isometrics, obliques, perspectives, charts, and graphs; shading and transfer lettering; and use of different media. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2336 Computer-Aided Drafting Programming (3)

(This is a WECM course number. Former course prefix/number DFT 203)

Emphasis on the productivity of CAD software through development of computer-aided drafting programs with emphasis on database design, access techniques, and structure methods with particular application in engineering graphics. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2340 Solid Modeling/Design (3)

(This is a WECM course number. Former course prefix/number DFT 204)

A computer-aided modeling course. Development of three-dimensional drawings and models from engineering sketches and orthographic drawings and utilization of three-dimensional models in design work. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2350 Geometric Dimensioning and Tolerancing (3)

(This is a WECM course number. Former course prefix/number DFT 205)

An introduction to geometric dimensioning and tolerancing, according to ANSI Y14.5 standards. Application of various geometric dimensions and tolerances to engineering drawings. Emphasis on cumulative effects on part function, gauging equipment, and inspection procedures. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2356 Advanced Printed Circuit Board Design (3)

(This is a WECM course number. Former course prefix/number DFT 206)

An advanced course including the layout of surface mounted components and integrated circuit modular design, emphasizing the design and drawing layouts required to produce surface mounted components and integrated circuit modular printed circuit boards. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2374 Integrated Circuit Design (3)

(This is a WECM course number. Former course prefix/number DFT 207)

Skill development in the design of integrated circuits using current computer hardware and software. Instruction in active devices combines electronic theory and laboratory exercises to enable students to design simple integrated circuits from schematic diagrams and design rules. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2375 Advanced Integrated Circuit Design (3)

(This is a WECM course number. Former course prefix/number DFT 208)

Skill development in the design of complex integrated circuits. Projects in schematic diagrams will require students to use two sets of design rules. Topics address meeting industrial standards of current technologies. Laboratory fee. (2 Lec., 4 Lab.)

DFTG 2380 Cooperative Education-Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 703)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

DFTG 2381 Cooperative Education-Drafting (3)

(This is a WECM course number. Former course prefix/number DFT 713)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

COMPUTER INFORMATION SYSTEMS

CISC 1372 Data Communications And Operating Systems (3)

(Former course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

CISC 1373 BASIC Programming (3)

(Former course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

CISC 1376 Exploring the Internet (3)

(Former course prefix/number CIS 102)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course provides an introduction to using the Internet. Topics include history, ethical issues, electronic mail, access to remote sites, moving files, researching, using the World Wide Web and initial programming in HTML. Laboratory fee. (2 Lec., 2 Lab.)

CISC 1470 Introduction to Computer Concepts And Applications (4)

(Former course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

CISC 1471 Problem Solving With The Computer (4)

(Former course prefix/number CIS 106)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1472 Database Programming I (4)

(Former course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1474 Text Processing Applications (4)

(Former course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1476 Programming I (4)

(Former course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops programming skills. Topics include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1477 Programming II (4)

(Former course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts, organization, maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1479 Application Development Tools (4)

(Former course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

CISC 1480 UNIX Operating System I (4)

(Former course prefix/number CIS 192)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, both the C and Bourne shells, standard editor (vi), and an introduction to shell programming. (3 Lec., 4 Lab.)

CISC 2170 Contemporary Topics In Computer Information Systems (1)

(Former course prefix/number CIS 260)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

CISC 2370 Fundamentals Of Networking (3)

(Former course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

CISC 2372 Contemporary Topics In Computer Information Systems (3)

(Former course prefix/number CIS 262)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

CISC 2373 Special Topics In Computer Information Systems (3)

(Former course prefix/number CIS 263)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

CISC 2374 Advanced BASIC Techniques (3)

(Former course prefix/number CIS 272)

Prerequisite: Computer Information Systems 1373 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

CISC 2375 User Documentation And Training (3)

(Former course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

CISC 2470 Control Language and Operating Environments (4)

(Former course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2471 Network Software (4)

(Former course prefix/number CIS 207)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2370 and credit or concurrent enrollment in Computer Information Systems 2478, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, LAN protocols, network utilities, NETBIOS, network security and control, the log-in process, application software in the network environment, and licensing agreements. Students will learn to use commercially available LAN software. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2472 Database Programming II (4)

(Former course prefix/number CIS 209)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2473 Assembly Language I (4)

(Former course prefix/number CIS 210)

Prerequisite: Minimum of three credit hours in a programming language or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2474 C Programming (4)

(Former course prefix/number CIS 212)

Prerequisite: A minimum of 3 credit hours in a programming language or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2475 Microcomputer Assembly Language (4)

(Former course prefix/number CIS 215)

Prerequisite: Minimum of three credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2476 Spreadsheet Applications (4)

(Former course prefix/number CIS 218)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2478 PC Operating Systems And Utilities (4)

(Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

CISC 2479 Systems Analysis And Design (4)

(Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2480 PC Hardware (4)

(Former course prefix/number CIS 226)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

CISC 2481 Database Applications (4)

(Former course prefix/number CIS 228)

Prerequisites: Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2483 Interactive Programming (4)

(Former course prefix/number CIS 258)

Prerequisites: Minimum of six credit hours of programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2484 Special Topics In Computer Information Systems (4)

(Former course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2485 Network Problems And Applications (4)

(Former course prefix/number CIS 287)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2488, or demonstrated competence approved by the instructor. This course presents networking problems and applications associated with local area networks. Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup, and common network problems. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2486 Advanced C Programming (4)

(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2487 Object Oriented Programming (4)

(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2488 Network Hardware (4)

(Former course prefix/number CIS 277)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2480, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include IEEE 802 standards for LANS, LAN cabling, work stations, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge and sag devices, and troubleshooting. Students will learn how to install, operate, maintain, and troubleshoot LAN hardware. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2490 UNIX Operating System II (4)

(Former course prefix/number CIS 292)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course continues the development of UNIX concepts and tools. Topics include advanced file system management, additional editors, text formatting, multi-tasking support and advanced shell programming. Laboratory fee. (3 Lec., 4 Lab.)

CISC 2491 UNIX System Administration (4)

(Former course prefix/number CIS 295)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course provides students with an introduction to UNIX systems administration. Topics include the administration of data communications, file systems, processes, operations, security and resources. In addition, system configuration and generation will be explored. Some network considerations will also be addressed. Laboratory fee. (3 Lec., 4 Lab.)

CISC 7271 Cooperative Work Experience (2)

(Former course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)

CISC 7272 Cooperative Work Experience (2)

(Former course prefix/number CIS 712)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

CISC 7371 Cooperative Work Experience (3)

(Former course prefix/number CIS 703)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

CISC 7372 Cooperative Work Experience (3)

(Former course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

CISC 7471 Cooperative Work Experience (4)

(Former course prefix/number CIS 704)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

CISC 7472 Cooperative Work Experience (4)

(Former course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

COMPUTER SCIENCE

COSC 1315 Computing Science I (3)

(This is a common course number. Former course prefix/number CS 113)

Prerequisite: -Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. 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)

COSC 1317 Introduction To FORTRAN Programming (3)

(This is a common course number. Former course prefix/number CS 121)

Prerequisite: Math 1316 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)

COSC 1320 C Programming (3)

(This is a common course number. Former course prefix/number CS 120)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

COSC 1333 Introduction To PL/I Programming (3)

(This is a common course number. Former course prefix/number CS 123)

Prerequisites: Developmental Math 0093 and Computer Science 1315 or Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015127)

COSC 2318 Computing Science II (3)

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

Prerequisites: Computer Science 1315 and Mathematics 1314 or Mathematics 1470 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

COSC 2320 Advanced C Programming (3)

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

Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1470 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

COSC 2325 Assembly Language (4)

(This is a common course number. Former course prefix/number CS 212)

Prerequisite: Computer Science 2318 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)

CRIMINAL JUSTICE

CRIJ 1301 Introduction To Criminal Justice (3)

(This is a common course number. Former course prefix/number CJ 140)

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

CRIJ 1306 The Courts And Criminal Justice (3)

(This is a common course number. Former course prefix/number CJ 132)

The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutorial right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)

CRIJ 1307 Crime In America (3)

(This is a common course number. Former course prefix/number CJ 139)

American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

CRIJ 1310 Fundamentals Of Criminal Law (3)

(This is a common course number. Former course prefix/number CJ 130)

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

CRIJ 2301 Community Resources In Corrections (3)

(This is a common course number. Former course prefix/number CJ 251)

This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

CRIJ 2313 Correctional Systems And Practices (3)

(This is a common course number. Former course prefix/number CJ 250)

The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

CRIJ 2314 Criminal Investigation (3)

(This is a common course number. Former course prefix/number CJ 240)

Prerequisite: Criminal Justice 1301. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

CRIJ 2322 Juvenile Procedures (3)

(This is a common course number. Former course prefix/number CJ 242)

Prerequisite: Criminal Justice 1301. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

CRIJ 2323 Legal Aspects of Law Enforcement (3)

(This is a common course number. Former course prefix/number CJ 247)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

CRIJ 2328 Police Systems and Practices (3)

(This is a common course number. Former course prefix/number CJ 248)

The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

CRIJ 2331 Traffic Planning And Administration (3)

(This is a common course number. Former course prefix/number CJ 244)

Prerequisite: Criminal Justice 1301. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

CRIJ 2333 Texas Peace Officers Law (3)

(This is a common course number. Former course prefix/number CJ 148)

Prerequisite: Thirty semester hours of approved academic courses to include fifteen hours of the transfer curriculum in law enforcement. This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

CRIJ 2334 Texas Peace Officer Procedures (3)

(This is a common course number. Former course prefix/number CJ 150)

Prerequisite: Criminal Justice 2333 or concurrent enrollment. This course is a study of the techniques and procedures used by police officers on patrol. Topics include controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

CRIJ 2335 Texas Peace Officer Skills (3)

(This is a common course number. Former course prefix/number CJ 232)

Prerequisites: Criminal Justice 2333 and Criminal Justice 2334 or concurrent enrollment. This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. This course qualifies for five TCLEOSE training points. (4 Lec., 2 Lab.)

CRIJ 7371 Cooperative Work Experience (3)

(Former course prefix/number CJ 703)

Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 15 Lab.)

CRIJ 7372 Cooperative Work Experience (3)

(Former course prefix/number CJ 713)

Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 15 Lab.)

CRIJ 7471 Cooperative Work Experience (4)

(Former course prefix/number CJ 704)

Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 20 Lab.)

CRIJ 7472 Cooperative Work Experience (4)

(Former course prefix/number CJ 714)

Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 20 Lab.)

DANCE

DANC 1147 Jazz I (1)

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

DANC 1148 Jazz II (1)

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1147 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

DEVELOPMENTAL COLLEGE LEARNING SKILLS

DCLS 0100 College Learning Skills (1)

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL COMMUNICATIONS

DCOM 0095 Communication Skills (3)

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

DCOM 0120 Communication Skills (3)

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

DEVELOPMENTAL LEARNING

DLEA 0094 Learning Skills Improvement (1)

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1470, 1324, 1332, 1333 and 1335. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1374.

DMAT 0090 Pre Algebra Mathematics (3)

(Former course prefix/number DM 090)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0091 Elementary Algebra (3)

(Former course prefix/number DM 091)

Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0093 Intermediate Algebra (3)

(Former course prefix/number DM 093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0096 Essential Math (3)

(Former course prefix/number DM 096)

This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0097 Algebra Fundamentals I (3)

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0098 Algebra Fundamentals II (3)

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0099 Algebra Fundamentals III (3)

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0091 Developmental Reading (3)

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0093 Developmental Reading (3)

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0091 Developmental Writing (3)

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0093 Developmental Writing (3)

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DIGITAL IMAGING TECHNOLOGY

(See Graphic Communications)

DRAMA

(Formerly Theatre)

DRAM 1120 Rehearsal And Performance I (1)

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

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

DRAM 1170 Demonstration Lab (1)

(Former course prefix/number THE 199)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015130)

DRAM 1310 Introduction To The Theatre (3)

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

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

DRAM 1330 Stagecraft I (3)

(This is a common course number. Former course prefix/number THE 103)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

DRAM 1351 Acting I (3)

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

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

DRAM 1352 Acting II (3)

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

DRAM 2331 Stagecraft II (3)

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

Prerequisite: Drama 1330 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

DRAM 2336 Voice And Articulation (3)

(This is a common course number. Former course prefix/number THE 109)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

DRAM 2351 Scene Study I (3)

(This is a common course number. Common Course Number THE 205)

Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

DRAM 2352 Scene Study II (3)

(This is a common course number. Former course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

EARLY CHILDHOOD/CHILD DEVELOPMENT

(Child Development)

CDEC 1194 Special Topics in Early Childhood (1)

(This is a WECM course number. Former course prefix/number CDE 100)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Ext.)

CDEC 1195 Special Topics in Early Childhood Provider/Assistant (1)

(This is a WECM course number. Former course prefix/number CDE 101)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Ext.)

CDEC 1280 Cooperative Education-Early Childhood Provider/Assistant (2)

(This is a WECM course number. Former course prefix/number CDE 102)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

CDEC 1303 Family and the Community (3)

(This is a WECM course number. Former course prefix/number CDE 103)

A study of the relationship between the child, the family, the community, and early childhood educators, including a study of parent education, family and community lifestyles, child abuse, and current issues. (3 Lec.)

CDEC 1317 Child Development Associate Training I (3)

(This is a WECM course number. Former course prefix/number CDE 104)

Based on the requirements for the Child Development Associate National Credential (CDA). Three of the 13 functional areas of study included: family, program management, and professionalism. Topics on CDA overview, general observation skills, and child growth and development overview. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1318 Nutrition, Health, and Safety (3)

(This is a WECM course number. Former course prefix/number CDE 105)

A study of nutrition, health, safety, and related activities, including skill development in management of issues, guidelines, and practices in nutrition, as well as community health, hygiene, safety, and legal implications. Integration of these principles applied to a variety of settings. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1319 Child Guidance (3)

(This is a WECM course number. Former course prefix/number CDE 106)

An exploration of common behavior problems of young children in an early childhood setting. Emphasis on positive guidance techniques for effective behavior management. Practical application through direct participation in an early childhood setting. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 1359 Children with Special Needs (3)

(This is a WECM course number. Former course prefix/number CDE 107)

A survey of information regarding children with special needs including possible causes and characteristics of exceptionalities, educational intervention, available resources, referral processes, and the advocacy role and legislative issues. (3 Lec.)

CDEC 1391 Special Topics in Family Life and Relations Studies (3)

(This is a WECM course number. Former course prefix/number CDE 108)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1392 Special Topics in Child Development (3)
(This is a WECM course number. Former course prefix/number CDE 109)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1393 Special Topics in Family Living and Parenthood (3)

(This is a WECM course number. Former course prefix/number CDE 110)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1394 Special Topics in Early Childhood (3)

(This is a WECM course number. Former course prefix/number CDE 111)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1395 Special Topics in Early Childhood Provider/Assistant (3)

(This is a WECM course number. Former course prefix/number CDE 112)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1396 Special Topics in Administration of Programs for Children (3)

(This is a WECM course number. Former course prefix/number CDE 113)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

CDEC 1411 Introduction to Early Childhood Education (4)

(This is a WECM course number. Former course prefix/number CDE 114)

An introduction to the profession of early childhood education, focusing on developmentally appropriate practices, types of programs, historical perspectives, ethics, and current issues. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1413 Curriculum Resources for Early Childhood Programs (4)

(This is a WECM course number. Former course prefix/number CDE 116)

Fundamentals of curriculum design and implementation in developmentally appropriate programs for young children. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1454 Child Growth and Development (4)

(This is a WECM course number. Former course prefix/number CDE 116)

A study of the principles of normal child growth and development from conception to adolescence. Focus on physical, cognitive, social, and emotional domains of development. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 1492 Special Topics in Child Development (4)

(This is a WECM course number. Former course prefix/number CDE 117)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2322 Child Development Associate Training II (3)

(This is a WECM course number. Former course prefix/number CDE 200)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The six functional areas of study include safe, healthy, learning environment, self, social, and guidance. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2324 Child Development Associate Training III (3)

(This is a WECM course number. Former course prefix/number CDE 201)

A continuation of the study of the requirements for the Child Development Associate National Credential (CDA). The four functional areas of study are creative, cognitive, physical, and communication. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2326 Administration of Programs for Children I (3)

(This is a WECM course number. Former course prefix/number CDE 202)

A practical application of management procedures for early care and education programs, including a study of operating, supervising, and evaluating programs. Topics on philosophy, types of programs, policies, fiscal management, regulations, staffing, evaluation, and communication. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2328 Administration of Programs for Children II (3)

(This is a WECM course number. Former course prefix/number CDE 203)

Prerequisites: Child Development 2326. A in-depth study of the skills and techniques in managing early care and education programs, including legal and ethical issues, personnel management, team building, leadership, conflict resolution, stress management, advocacy, professionalism, fiscal analysis and planning, parent education/partnerships, and technical applications in programs. Laboratory fee. (2 Lec., 2 Lab.)

CDEC 2373 Supportive Services for Exceptional Children (3)

(This is a WECM course number. Former course prefix/number CDE 204)

Identification of local, state and national resources for exceptional children and their families. Referral and resource information for special children is gathered through field studies, community involvement, and independent activities. (3 Lec.)

(Coordinating Board Approval Pending)

CDEC 2375 Abuse Within the Family (3)

(This is a WECM course number. Former course prefix/number CDE 205)

The symptoms and causes of abusive behaviors within the family are the focus of this course. Emphasis is on developing skills and competencies in working with the families to help them lessen and alleviate abusive behaviors and experiences. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Approval Pending)

CDEC 2380 Cooperative Education-Early Childhood Provider/Assistant (3)

(This is a WECM course number. Former course prefix/number CDE 206)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

CDEC 2421 The Infant and Toddler (4)

(This is a WECM course number. Former course prefix/number CDE 207)

A study of appropriate infant and toddler (birth to 3 years) programs, including an overview of development, quality caregiving routines, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2441 The School Age Child (4)

(This is a WECM course number. Former course prefix/number CDE 208)

A study of appropriate age (5 to 13 years) programs, including an overview of development, appropriate environments, materials and activities, and teaching/guidance techniques. Laboratory fee. (3 Lec., 2 Lab.)

CDEC 2473 Learning Programs for Children with Special Needs (4)

(This is a WECM course number. Former course prefix/number CDE 209)

This course focuses on successful model programs for encouraging maximum learning from young children with special needs. Materials, activities, and methods of working with children are examined. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Approval Pending)

CDEC 2475 Student Teaching in Child Development/Early Childhood I (4)

(This is a WECM course number. Former course prefix/number CDE 210)

Prerequisites: Child Development 1318, Child Development 1319, Child Development 1411, Child Development 1413, and Child Development 1454. This course provides in-depth observations and participation experiences and activities with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Approval Pending)

CDEC 2476 Student Teaching in Child Development/Early Childhood II (4)

(This is a WECM course number. Former course prefix/number CDE 211)

Prerequisites: Child Development 2475. This course provides application of child development learning theories with young children at the Parent/Child Study Center and other appropriate child-care facilities. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Approval Pending)

CDEC 2481 Cooperative Education-Early Childhood Provider/Assistant (4)

(This is a WECM course number. Former course prefix/number CDE 212)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 21 Lab.)

EARTH SCIENCE

(See Geology)

EASTFIELD INTERPRETER TRAINING PROGRAM

(Interpreter Training Program)

EITP 1170 Receptive Fingerspelling (1)

(Former course prefix/number ITP 148)

Concurrent enrollment in Interpreter Training 1470. Students practice the reception of fingerspelling using the phonetic approach. Accuracy is stressed and speed is increased throughout the course. Video and computer materials are available for reinforcement. (2 Lab.)

EITP 1370 Introduction To Deafness (3)

(Former course prefix/number ITP 140)

An overview of deafness which will include, history of deaf education, causes of hearing loss, organizations associated with deafness and professionals involved in work with the deaf. (3 Lec., 1 Lab.)

EITP 1371 Psychosocial Aspects Of Deafness (3)

(Former course prefix/number ITP 144)

Prerequisite: Interpreter Training 1370. Students study the psychological and sociological effects of deafness on the individual and membership within the deaf community. (3 Lec.)

EITP 1372 Introduction to Interpreting (3)

(Former course prefix/number ITP 151)

Prerequisite: Interpreter Training 1470 and Interpreter Training 1170. Concurrent enrollment Interpreter Training 1471 and Interpreter Training 1373. Students learn about the sign language interpreters "World of Work". Topics include business practices, history of interpreting, ethical practices, situational problem solving, and discussion of various settings. (3 Lec.)

EITP 1373 Mime for Interpreters (3)

(Former course prefix/number ITP 152)

Prerequisites: Interpreter Training 1470 and Interpreter Training 1170. Concurrent enrollment: Interpreter Training 1471, Interpreter Training 1372. Students study and practice mime components which are crucial to the production of American Sign Language and interpreting for deaf persons. Class is conducted in ASL. (3 Lec.)

EITP 1470 American Sign Language I (4)

(Former course prefix/number ITP 141. Common Course Number is SGNL 1401)

Prerequisite: Appropriate English Assessment score. Concurrent enrollment: Interpreter Training 1170. The study of American Sign Language linguistic principles is started. Study includes phonology, semantics, syntax and pragmatics of ASL. Pre-interpreting voicing, visual recognition and memory skills are practiced. Fingerspelling is taught through the whole word approach. An extensive video and audio collection is available for student practice in our laboratory. Injury prevention exercises are practiced. Laboratory fee. (3 Lec., 2 Lab.)

EITP 1471 American Sign Language II (4)

(Former course prefix/number ITP 143. Common Course Number is SGNL 1402)

Prerequisite: minimum grade of "C" in Interpreter Training 1170 and Interpreter Training 1470. Concurrent enrollment Interpreter Training 1372 and Interpreter Training 1373. Study of ASL linguistic components is continued. Emphasis is placed on connected language in phrases and short stories. Class is conducted a greater percentage of the time in ASL. Pre-interpreting skill development is continued. Injury prevention exercises are practiced. Mime concepts and their usage in discourse are begun. Receptive fingerspelling via the whole word approach is continued. (3 Lec., 2 Lab.)

EITP 2373 Interpreting: Sign To Voice (3)

(Former course prefix/number ITP 250)

Prerequisite: Speech Communications 1342. Concurrent enrollment: Interpreter Training 2374 and Interpreter Training 2470. This course is designed for the advanced sign language student. Sign to voice skills are developed and practiced through the use of video and audio tapes. Students focus on identifying topics and then adding the details of the message. (3 Lec.)

EITP 2374 Interpreting: Voice To Sign (3)

(Former course prefix/number ITP 253)

Prerequisite: Interpreter Training 1371. Concurrent enrollment: Interpreter Training 2373 and Interpreter Training 2470. Students will acquire theoretical information pertaining to the expressive aspect of interpreting. Students will interpret in class by using audio and video tapes. Each student's vocabulary/sign choice and performance will be analyzed and recommendations made for improvement of delivery. Students will analyze English idioms and translate them into ASL. Laboratory fee. (3 Lec.)

EITP 2375 Practicum (3)

(Former course prefix/number ITP 260)

Prerequisite or concurrent enrollment: Interpreter Training 2376 and Interpreter Training 2377. Students practice and implement the interpreting skills and knowledge acquired throughout this training program which is done under the guidance of certified/qualified interpreters in the field. The students meet during seminar to discuss issues which arise during their practicum experience. Students must have permission from program chair to enroll. (1 Lec., 15 Lab.)

EITP 2376 Transliterating: Sign to Voice (3)

(Former course prefix/number ITP 264)

Prerequisite: Minimum grade of "C" in Interpreter Training 2373. Concurrent enrollment: Interpreter Training 2377. Transliteration voicing skills are developed through the use of video and audio tapes. Recognition of technical sign symbols is taught. (3 Lec.)

EITP 2377 Transliterating: Voice to Sign (3)

(Former course prefix/number ITP 265)

Prerequisite: Minimum grade of "C" in Interpreter Training 2374. Concurrent enrollment: Interpreter Training 2376. The acts of interpreting and transliterating are compared and contrasted. Transliterating skills and appropriate inclusion of interpreting components will be discussed and practiced. Video and audio materials will be heavily used. (3 Lec.)

EITP 2470 American Sign Language III (4)

(Former course prefix/number ITP 240)

Prerequisite: Minimum grade of "C" in Interpreter Training 1372, Interpreter Training 1373 and Interpreter Training 1471. Concurrent enrollment: Interpreter Training 2373 and Interpreter Training 2374. Students continue to study linguistic components of American Sign Language. Emphasis is on immediate translation to ASL and production in ASL of the English form. Immediate translation and usage in ASL of English vocabulary with multiple meanings is practiced. Injury prevention exercises are continued. Laboratory fee. (3 Lec., 2 Lab.)

ECOLOGY

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the course description.

ECOL 1305 People And Their Environment (3)

(Former course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)
(Coordinating Board Academic Approval Number 0301025339)

ECONOMICS

ECON 1303 Economics Of Contemporary Social Issues (3)

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

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is a credit course that can serve as a transfer elective and/or introductory course for the Principles sequence (Economics 2301 or 2302). This course, however, will not replace either Economics 2301 or 2302 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

ECON 2301 Principles Of Economics I (3)

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

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis given national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

ECON 2302 Principles Of Economics II (3)

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

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203)

Prerequisite: Economics 2301 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

ELECTRONICS TECHNOLOGY

ELET 1170 Printed Circuit Board Manufacturing (1)

(Former course prefix/number ET 170)

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.)

ELET 1171 Soldering (1)

(Former course prefix/number ET 172)

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.)

ELET 1172 Oscilloscope Utilization (1)

(Former course prefix/number ET 174)

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.)

ELET 1370 Instrumentation (3)

(Former course prefix/number ET 194)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Electronics Technology 1471 and Electronics Technology 1472. 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.)

ELET 1470 DC Circuits And Electrical Measurements (4)

(Former course prefix/number ET 190)

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.)

ELET 1471 AC Circuits (4)

(Former course prefix/number ET 191)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Mathematics 1374 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.)

ELET 1472 Active Devices (4)

(Former course prefix/number ET 193)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Electronics Technology 1471. 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.)

ELET 1473 Digital Logic Principles (4)

(Former course prefix/number ET 197)

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.)

ELET 1670 DC-AC Theory And Circuit Analysis (6)

(Former course prefix/number ET 135)

Prerequisite: Credit or concurrent enrollment in Mathematics 1374 or the equivalent. This is an accelerated course combining DC circuits (Electronics Technology 1470) and AC circuits (Electronics Technology 1471) 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.)

ELET 2170 Selected Topics in Electronics (1)

(Former course prefix/number ET 205)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may be substituted for any 2000-level electronics course with demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (1 Lec., 1 Lab.)

ELET 2270 Selected Topics in Electronics (2)

(Former course prefix/number ET 208)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may be substituted for any 2000-level electronics course with demonstrated competence approved by the instructor. This course is repeatable for credit as topics vary. Laboratory fee. (2 Lec., 1 Lab.)

ELET 2370 Electronic Circuits And Systems (3)

(Former course prefix/number ET 234)

Prerequisites: Completion of all electronics technology courses up to and including Electronics Technology 2476; and may take Electronics Technology 2477 and Electronics Technology 2476 concurrently with Electronics Technology 2370. The design, layout construction, and calibration of an electronic project are covered. Students develop independent project and prepare term papers on functions of components, operating specifications and schematics. Laboratory fee. (6 Lab.)

ELET 2371 Microwave Technology (3)

(Former course prefix/number ET 238)

Prerequisites: Electronics Technology 1370 and Electronics Technology 2476. Microwave concepts such as propagation, transmission lines including waveguides, standing waves, impedance matching, basic antennas and various basic microwave measurements are covered. Microwave measurement techniques such as power and frequency meter measurements and calibration, VSWR determinations, klystron characteristics, and waveguide tuning will be demonstrated. A basic radar system is discussed as time permits. (3 Lec.)

ELET 2372 Selected Topics in Electronics (3)

(Former course prefix/number ET 207)

This course is intended for use by any given group of students that desire specific topics to be covered. This course may be substituted for any 2000-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.)

ELET 2373 Digital Research (3)

(Former course prefix/number ET 265)

Prerequisites: Electronics Technology 1473 and concurrent enrollment in Electronics Technology 2488 or 2490. 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.)

ELET 2470 Special Applications Of Electronics (4)

(Former course prefix/number ET 200)

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 2000-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.)

ELET 2475 Basic CRT Display And Television Theory and Service (4)

(Former course prefix/number ET 210)

Prerequisite: Electronics Technology 1470, 1471, 1472 and 1370. 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.)

ELET 2476 Special Circuits With Communications Applications (4)

(Former course prefix/number ET 231)

Prerequisites: Electronics Technology 1472 and 1370. Active devices are applied to circuitry common to most communications equipment. Both the theory of operation and practical applications of the circuits in laboratory experiments are included. Circuits including power supplies, voltage regulators, tuned and untuned amplifiers, filters, oscillators, modulators, and detectors, with application to various types of intelligence transmission and reception are emphasized in the course. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2477 Analysis Of Electronic Logic And Switching Circuits (4)

(Former course prefix/number ET 232)

Prerequisites: Electronics Technology 1472 and 1370. 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.)

ELET 2478 Fundamentals Of Electricity (4)

(Former course prefix/number ET 235)

This course is an introduction to electricity for student in related programs. Topics include basic AC and DC theory, voltage, current, and resistance, and electrical wiring principles and schematics. Transformers, relays, timers, electrical measuring devices, and basic electrical calculations are also included. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2479 Modular Memories And Microprocessors (4)

(Former course prefix/number ET 237)

Prerequisite: Electronics Technology 2477. Read only memories (ROM's), random access memories (RAM's) and microprocessors are presented. Emphasis is on specifications, applications, and operation. Control busses, 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.)

ELET 2480 Linear Integrated Circuits (4)

(Former course prefix/number ET 238)

Prerequisites: Electronics Technology 1470, 1471, and 1472. 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.)

ELET 2481 Electronic Theory And Application Of Digital Computers (4)

(Former course prefix/number ET 240)

Prerequisites: Electronics Technology 1470. The course presents the electronic switching circuits for digital computer systems. Logic symbology, gates, and related Boolean algebra are covered. Computer terminology and number systems are included. An introduction to BASIC language programming for electronic circuit analysis is also included. Laboratory experiments in addition to computer programming include basic logic gate analysis and test procedures. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2482 Microcomputer Theory And System Maintenance (4)

(Former course prefix/number ET 246)

Prerequisite: Electronics Technology 1472 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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2483 Microcomputer Peripheral Devices (4)

(Former course prefix/number ET 247)

Prerequisites: Credit or concurrent enrollment in Electronics Technology 2482 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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2484 Digital Data Communications (4)

(Former course prefix/number ET 248)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 2483 or demonstrated competence approved by the instructor. This course is an introduction to digital data communications with an emphasis on asynchronus 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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2485 Principles Of Electronic Integrated Circuits (4)

(Former course prefix/number ET 250)

Prerequisites: Electronics Technology 1470 and concurrent enrollment in Computer Aided Design 2377. 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.)

ELET 2486 Sinusoidal Circuits (4)

(Former course prefix/number ET 260)

Prerequisites: Electronics Technology 1471 and 1472. 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, MOSFET, JFET, CMOS, and unijunction transistors. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2487 Pulse And Switching Circuits (4)

(Former course prefix/number ET 281)

Prerequisites: Electronics Technology 1471 and 1472. 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.)

ELET 2488 Digital Computer Theory (4)

(Former course prefix/number ET 263)

Prerequisite: Electronics Technology 1471, 1473, and 1472. 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.)

ELET 2490 Digital Systems (4)

(Former course prefix/number ET 264)

Prerequisites: Electronics Technology 1473 and 2488 or concurrent enrollment in Electronics Technology 2488. 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.)

ELET 2491 Computer Applications (4)

(Former course prefix/number ET 266)

Prerequisite: Electronics Technology 1473. 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.)

ELET 2492 Microprocessors (4)

(Former course prefix/number ET 267)

Prerequisites: Electronics Technology 1473 and 2491. 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.)

ELET 2493 Microprocessor Trouble-Shooting and Interface (4)

(Former course prefix/number ET 268)

Prerequisite: Electronic Technology 2492. 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.)

ELET 2494 Computer-Aided Circuit Analysis and Design (4)

(Former course prefix/number ET 270)

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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2495 UNIX Tools For Circuit Analysis (4)

(Former course prefix/number ET 271)

Prerequisite: Electronics Technology 2494. 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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2496 Introduction To Computer-Aided Testing (4)

(Former course prefix/number ET 272)

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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 2497 Advanced Computer-Aided Testing (4)

(Former course prefix/number ET 273)

Prerequisite: Electronics Technology 2496. 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. Laboratory fee. (3 Lec., 3 Lab.)

ELET 7471 Cooperative Work Experience (4)

(Former course prefix/number ET 704)

Prerequisites: Completion of two courses in the Electronics Technology, Electronics/Computer 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.)

ELET 7472 Cooperative Work Experience (4)

(Former course prefix/number ET 714)

Prerequisites: Completion of two courses in the Electronics Technology, Electronics/Computer 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

ETEL 1170 Introduction To Telecommunications Laboratory (1)

(Former course prefix/number ET 103)

Prerequisites: Electronics Technology 1470, Electronics Technology 1471 and concurrent enrollment in Electronics Telecommunications 1370. This course is designed to support the theories taught in Electronics Telecommunications 1370 with laboratory experiments. Laboratory fee. (3 Lab.)

ETEL 1370 Introduction To Telecommunications (3)
(Former course prefix/number ET 102)

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 1170. (3 Lec.)

ETEL 2170 Cellular Telephony Overview (1)

(Former course prefix/number ET 280)

Prerequisite: Electronics Technology 2473 or instructor approval. This course presents an overview of the theory and practices of cellular telephone radio equipment/systems. Terminology commonly utilized in the cellular environment will be emphasized. Laboratory fee. (1 Lec., 1 Lab.)

ETEL 2171 Cellular Telephony Systems Theory and Operations (1)

(Former course prefix/number ET 281)

Prerequisite: Electronics Technology 2170 or instructor approval. This course covers the fundamental theory and principles of operation of the following major subsystems contained in a cell site: modulators, demodulators, transmission lines, antenna, reception and transmission modes, combiners and power amplifiers. Laboratory fee. (1 Lec., 1 Lab.)

ETEL 2172 Cellular Site Installation and Maintenance (1)

(Former course prefix/number ET 282)

Prerequisite: Electronics Technology 2171 or instructor approval. This course's emphasis is on main topics: 1) installation and 2) maintenance. The installation part of the courses is with physically installing the equipment associated with a cell site. The second part of the course is centered around test equipment and software designed to insure the site is operating properly and within government and customer specifications. Laboratory fee. (1 Lec., 1 Lab.)

ETEL 2270 A.M. and Single Side Band Radio Fundamentals (2)

(Former course prefix/number ET 283)

Prerequisites: Electronics Technology 1472 and credit or concurrent enrollment in Electronics Technology 2470 or instructor approval. This course covers the theory and practices of modern communications systems. Topics include amplitude modulation, single side band, transmission and reception. Laboratory fee. (1 Lec., 3 Lab.)

ETEL 2271 F.M. and Digital Radio Fundamentals (2)
(Former course prefix/number ET 284)

Prerequisites: Electronics Technology 2270 or instructor approval. This course covers the theory and practices of modern communications systems. Topics include frequency modulation and digital radio characteristics of transmissions and reception. Laboratory fee. (1 Lec., 3 Lab.)

ETEL 2470 Advanced Electronic Devices (4)

(Former course prefix/number ET 290)

Prerequisites: Electronics Technology 1471 and 1472. 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.)

ETEL 2471 Linear Integrated Circuit Applications (4)

(Former course prefix/number ET 291)

Prerequisite: Electronics Technology 2470 or concurrent enrollment in Electronics Technology 2470. 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.)

ETEL 2472 Telephony Switching Systems (4)

(Former course prefix/number ET 292)

Prerequisite: Electronics Technology 2470 or concurrent enrollment in Electronics Technology 2470. 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.)

ETEL 2473 Basic Radio Circuitry (4)

(Former course prefix/number ET 293)

Prerequisite: Electronics Technology 1472 and credit or concurrent enrollment in Electronics Technology 2470 or instructor approval. 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.)

ETEL 2474 High Frequency Transmission Systems (4)

(Former course prefix/number ET 294)

Prerequisites: Electronics Technology 2473 or demonstrated competence approved by the instructor. 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.)

ETEL 2475 Telecommunication Signaling (4)

(Former course prefix/number ET 295)

Prerequisite: Electronics Technology 1370 and 1170 or demonstrated competence approved by the instructor. 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.)

ETEL 2476 System Installation And Testing (4)

(Former course prefix/number ET 297)

Prerequisite: Electronics Technology 2475 or concurrent enrollment in Electronics Technology 2475 or demonstrated competence approved by the instructor. 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.)

ETEL 2477 Electro-Optics Systems (4)

(Former course prefix/number ET 298)

Prerequisite: Electronics Technology 1472 and Electronics Technology 2488 (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.)

ETEL 2478 Cellular Telephone Radio Equipment/Systems (4)

(Former course prefix/number ET 299)

Prerequisite: Electronics Telecommunications 2473. 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, hand-off and hand-over processing, and common test/maintenance equipment used in cellular systems. Laboratory fee. (3 Lec., 3 Lab.)

ENGINEERING

ENGR 1201 Engineering Analysis (2)

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

Prerequisite: Two years of high school algebra or Developmental Mathematics 0093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(Coordinating Board Academic Approval Number 1401015129)

ENGR 1304 Engineering Design Graphics (3)

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

Prerequisite: Engineering 1201 or Mathematics 1316 or 1375 or demonstrated competence approved by the instructor. Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015129)

ENGR 1305 Descriptive Geometry (3)

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

Prerequisite: Computer Aided Design 1470 or Engineering 1304. This course provides instruction in the visualization of three dimensional structures and computer transformations of geometric models. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015129)

ENGR 1307 Plane Surveying (3)

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

Prerequisites: Mathematics 1316 or 1375 and Engineering 1304 or Computer Aided Design 1470. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 1511025129)

ENGR 2105 Electrical Engineering Laboratory (1)

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

Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

ENGR 2301 Engineering Mechanics I (3)

(This is a common course number. Former course prefix/number EGR 107)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015229)

ENGR 2302 Engineering Mechanics II (3)

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

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015329)

ENGR 2305 Electrical Systems Analysis (3)

(This is a common course number. Former course prefix/number EGR 204)

Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 4008015339)

ENGR 2332 Engineering Mechanics Of Materials (3)

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

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. Simple structural elements are studied. Forces, deformation, material properties, the concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015129)

ENGR 2370 Computer Methods In Engineering (3)

(Former course prefix/number EGR 207)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513 and demonstrated ability to program in a computer language approved by the instructor. Fundamental methods of numerical analysis with computer programming applications are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, nonlinear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolations, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1102015127)

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1301 Composition I (3)

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

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

ENGL 1302 Composition II (3)

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)
(Coordinating Board Academic Approval Number 2304015135)

ENGL 2307 Creative Writing (3)

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

Prerequisite: English 1302. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 2311 Technical Writing (3)

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1302. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)
(Coordinating Board Academic Approval Number 2311015135)

English In The Sophomore Year

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2322 British Literature (3)

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

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2323 British Literature (3)

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

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2308015135)

ENGL 2327 American Literature (3)

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

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2328 American Literature (3)

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

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2307015135)

ENGL 2332 World Literature (3)

(This is a common course number. Former course prefix/number ENG 203)

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

ENGL 2333 World Literature (3)

(This is a common course number. Former course prefix/number ENG 204)

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes significant works representing a variety of cultures from the Renaissance to the present. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015235)

ENGL 2370 Studies In Literature (3)

(Former course prefix/number ENG 215)

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes selections in literature organized by genre, period; or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)
(Coordinating Board Academic Approval Number 2303015335)

ENGL 2371 Studies In Literature (3)

(Former course prefix/number ENG 216)

Prerequisites: English 1302 AND satisfaction of the TASP reading requirement. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening-Speaking)

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se 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.

ESOL 0041 - ESOL 0044 (Lectura)

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)

Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes producen escritos para diferentes audiencias y con diversos propósitos.

ESOL 0061 - ESOL 0064 (Gramatica)

Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

ENGLISH AS A SECOND LANGUAGE

ESOL 0031 ESL Listening/Speaking (3)

(Former course prefix/number ESL 031)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

ESOL 0032 ESL Listening/Speaking (3)

(Former course prefix/number ESL 032)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

ESOL 0033 ESL Speaking (3)

(Former course prefix/number ESL 033)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

ESOL 0034 ESL Academic Speaking (3)

(Former course prefix/number ESL 034)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

ESOL 0041 ESL Reading (3)

(Former course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

ESOL 0042 ESL Reading (3)

(Former course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

ESOL 0043 ESL Reading (3)

(Former course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

ESOL 0044 ESL Reading (3)

(Former course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062, and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

FRENCH

FREN 1411 Beginning French (4)

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

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

FREN 1412 Beginning French (4)

(This is a common course number. Former course prefix/number FR 102)

Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

FREN 2311 Intermediate French (3)

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

Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

FREN 2312 Intermediate French (3)

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

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

GEOLOGY

GEOL 1401 Earth Science (4)

(This is a common course number. Former course prefix/number ES 117)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

GEOL 1403 Physical Geology (4)

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

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

GEOL 1404 Historical Geology (4)

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

GEOL 1445 Oceanography (4)

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

This course covers the study of the physical and biological characteristics of the ocean. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

GEOL 1470 Meteorology (4)

(Former course prefix/number ES 115)

This course will cover weather phenomena and the modern methods of study and presentation of this information. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

GEOL 2407 Geologic Field Methods (4)

(This is a common course number. Former course prefix/number GEO 207)

Prerequisites: Geology 1403 and 1404. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

GEOL 2409 Introduction To Rocks And Mineral Identification (4)

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

Prerequisites: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

GEOL 2470 Field Geology (4)

(Former course prefix/number GEO 205)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

GERMAN

GERM 1411 Beginning German (4)

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

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

GERM 1412 Beginning German (4)

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

GERM 2311 Intermediate German (3)

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

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

GERM 2312 Intermediate German (3)

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

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

GOVERNMENT

GOVT 2301 American Government (3)

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

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

GOVT 2302 American Government (3)

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

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

GOVT 2371 Introduction To Comparative Politics (3)

(Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

GRAPHIC COMMUNICATIONS

(Digital Imaging)**GRPH 1223 Digital Imaging I (2)**

(This is a WECM course number. Former course prefix/number GRP 100)

An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1224 Digital Imaging I (2)

(This is a WECM course number. Former course prefix/number GRP 101)

An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1258 Object Oriented Computer Graphics (2)

(This is a WECM course number. Former course prefix/number GRP 102)

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Laboratory fee. (1 Lec., 2 Lab.)

GRPH 1305 Introduction to Graphic Arts and Printing (3)

(This is a WECM course number. Former course prefix/number GRP 103)

An introduction to various phases of the graphic arts industry, including the history of printing, techniques involved in the production and distribution of printed materials, the kinds of printing industries and printing terminology. An introduction to printing equipment and relationship of each piece of equipment to the total plant operation and shop safety, including job planning and career data. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1309 Press Operations I (3)

(This is a WECM course number. Former course prefix/number GRP 104)

An introduction to offset printing including knowledge and skills to operate a small offset press to print single color jobs. Emphasis on parts of the press and operation procedures, printing terminology, paper types and ink types and their uses, make ready and cleanup. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1322 Electronic Publishing I (3)

(This is a WECM course number. Former course prefix/number GRP 105)

An introduction to computer layout and design using major components of electronic publishing including text, graphics, and page layout and design using a computer. Introduction to the basic concepts and terminology associated with typography and page layout. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1325 Digital Imaging I (3)

(This is a WECM course number. Former course prefix/number GRP 106)

An introduction to digital imaging on the computer using image editing and/or image creation software. Topics include: scanning, resolution, file formats, output devices, color systems, and image-acquisitions. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1354 Electronic Publishing II (3)

(This is a WECM course number. Former course prefix/number GRP 107)

Emphasis on design principles for the creation of advertising and publishing materials such as letterheads, business cards, ads, fliers, brochures, and manuals. Master of design principles regarding typography, effective use of color, special graphic effects, informational graphics and output considerations. Emphasis on techniques for planning and documenting projects and on efficient project design techniques. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1357 Digital Imaging II (3)

(This is a WECM course number. Former course prefix/number GRP 108)

An in-depth investigation of digital imaging on the computer using image editing and/or image creation software. Manipulation, creation, and editing of digital images. Topics include: image capture, high-end work stations, image bit-depth, interaction with service bureaus and printing industries. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1359 Object Oriented Computer Graphics (3)

(This is a WECM course number. Former course prefix/number GRP 109)

Mastery of the tools and transformation options of an industry standard draw program to create complex illustrations and follow them through to the color output stage. Mastery in the use of basic elements of good layout and design principles and use the capabilities specific to vector (object oriented) drawing software to manipulate both text and graphics with emphasis on the use of bezier curves. Acquisition of images via scanning and the creative use of clip art is included. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1391 Special Topics in Graphic and Printing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRP 110)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1395 Special Topics in Computer Typographer and Composition Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRP 111)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 1396 Special Topics in Desktop Publishing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRP 112)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 2341 Electronic Publishing III (3)

(This is a WECM course number. Former course prefix/number GRP 113)

Advanced concepts in electronic publishing using an industry standard page layout software package. In-depth color separations, trapping and advanced techniques for controlling type and graphics. Overview of color schemes, software additions (plug-ins, filters, utilities), and preparation of files for printing. Laboratory fee. (2 Lec., 4 Lab.)

GRPH 2381 Cooperative Education-Graphic and Printing Equipment Operator (3)

(This is a WECM course number. Former course prefix/number GRP 703)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Lab.)

HEALTH INFORMATION MANAGEMENT

HIMT 2370 Medical Records II (3)

(Former course prefix/number HIM 201)

Prerequisite: Health Information Management 1370. In this course, students will explore management issues as they relate specifically to the medical records department. Topics include human resource management, departmental systems and operations management, committee work, budgeting and accounting, organization of the work environment, interpretation and application of state and federal guidelines, interpretation and compliance with accreditation, and insure licensing, accreditation. (3 Lec.)

HIMT 2470 Medical Terminology (4)

(Former course prefix/number HIM 131)

Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Exercises will include problem solving using research resources. (4 Lec.)

**HEATING, VENTILATION AND AIR
CONDITIONING**

(Air Conditioning and Refrigeration Technology)

HVAC 1170 Contemporary Topics III (1)

(Former course prefix/number ACR 137)

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

HVAC 1270 Contemporary Topics I (2)

(Former course prefix/number ACR 109)

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

HVAC 1271 Contemporary Topics IV (2)

(Former course prefix/number ACR 138)

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

HVAC 1370 Contemporary Topics II (3)

(Former course prefix/number ACR 110)

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

HVAC 1371 Principles Of Refrigeration I (3)

(Former course prefix/number ACR 121)

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of hand tools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 1372 Principles Of Refrigeration II (3)

(Former course prefix/number ACR 122)

Prerequisite: Heating, Ventilation and Air Conditioning 1371. This course is a continued study of the physical principles related to refrigeration systems including basic properties of refrigerants and the construction of pressure-enthalpy diagrams. The operation of vapor compression systems are studied in detail. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 1373 Principles Of Electricity I (3)

(Former course prefix/number ACR 126)

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

HVAC 1374 Principles Of Electricity II (3)

(Former course prefix/number ACR 127)

Prerequisite: Heating, Ventilation and Air Conditioning 1373. This course continues the study of electricity applied to air conditioning and refrigeration. Emphasis is placed on the construction and diagnosis of complex electrical circuits and alternating current motors used in the air conditioning and refrigeration service industry. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 1375 Residential Cooling Systems I (3)

(Former course prefix/number ACR 131)

Prerequisites: Heating, Ventilation and Air Conditioning 1372 and Heating, Ventilation and Air Conditioning 1374. The principles of refrigeration and electricity are applied to residential cooling systems. Emphasis is placed on compressors, condensers, evaporators, metering devices and electrical components function and relationship. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 1376 Residential Cooling Systems II (3)

(Former course prefix/number ACR 132)

Prerequisite: Heating, Ventilation and Air Conditioning 1375. This course includes pipe sizing, piping practices, seasonal maintenance, system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 1377 Contemporary Topics V (3)

(Former course prefix/number ACR 139)

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

HVAC 1378 Residential Heating Systems I (3)

(Former course prefix/number ACR 141)

Prerequisites: Heating, Ventilation and Air Conditioning 1372 and 1374. This course is a study of the procedures and principles used in servicing residential heating systems including gas-fired and electric furnaces. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 1379 Residential Heating Systems II (3)

(Former course prefix/number ACR 142)

Prerequisite: Heating, Ventilation and Air Conditioning 1378. Heat pumps, heating system control circuits and other topics related to residential heating systems are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 1670 Principles Of Refrigeration (6)

(Former course prefix/number ACR 120)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1371 and 1372. Students may register in the comprehensive course or the inclusive courses. The physical principles applying to refrigeration systems are studied including thermodynamics, gas laws, heat transfer, refrigerants, pressure-enthalpy diagrams, vapor compression systems, safety procedures and the proper safe use of hand tools. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 1671 Principles Of Electricity (6)

(Former course prefix/number ACR 125)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1373 and 1374. Students may register in the comprehensive course or the inclusive courses. The electrical principles applied to the air conditioning and refrigeration systems are studied including simple circuits, circuits, basic electrical units, test instruments, construction and diagnosis of complex electrical circuits, alternating current motors and electrical safety procedures. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 1672 Residential Cooling Systems (6)

(Former course prefix/number ACR 130)

Prerequisites: Heating, Ventilation and Air Conditioning 1670 and 1671. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1375 and 1376. Students may register in the comprehensive course or the inclusive courses. This course covers compressors, condensers, evaporators, metering devices, pipe sizing, piping practices, seasonal maintenance, electrical systems, system trouble-shooting and system installation. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 1673 Residential Heating Systems (6)

(Former course prefix/number ACR 140)

Prerequisites: Heating, Ventilation and Air Conditioning 1670 and 1671. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 1378 and 1379. Students may register in the comprehensive course or the inclusive courses. The servicing of residential heating systems is studied. Topics include gas-fired furnaces, electric furnaces, heat pumps, control circuits and other related topics. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 2370 Contractor Estimating I (3)

(Former course prefix/number ACR 209)

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

HVAC 2371 Contractor Estimating II (3)

(Former course prefix/number ACR 210)

Prerequisite: Heating, Ventilation and Air Conditioning 2370. This course continues the study of contractor estimating including construction codes, state and local licenses, job estimating elements, and job scheduling. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2372 System Servicing I (3)

(Former course prefix/number ACR 213)

Prerequisites: Heating, Ventilation and Air Conditioning 1376 and 1379. The topics of psychrometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2373 System Servicing II (3)

(Former course prefix/number ACR 214)

Prerequisite: Heating, Ventilation and Air Conditioning 2372. This course is a continuation of system servicing with emphasis on advanced system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 2374 Refrigeration Loads (3)

(Former course prefix/number ACR 221)

Prerequisite: Heating, Ventilation and Air Conditioning 1672 and 1673. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2375 Advanced Systems (3)

(Former course prefix/number ACR 222)

Prerequisite: Heating, Ventilation and Air Conditioning 2374. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 2376 Medium Temperature Refrigeration Systems (3)

(Former course prefix/number ACR 223)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2374. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 2377 System Testing And Balancing (3)

(Former course prefix/number ACR 224)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2375. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2378 Low Temperature Refrigeration Systems (3)

(Former course prefix/number ACR 227)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2374. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 2379 Air Conditioning System Equipment Selection (3)

(Former course prefix/number ACR 228)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2375. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

HVAC 2380 Refrigeration Equipment Selection (3)

(Former course prefix/number ACR 228)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2376 or 2378. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2381 Energy Conservation (3)

(Former course prefix/number ACR 230)

Prerequisite: Credit or enrollment in Heating, Ventilation and Air Conditioning 2380. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

HVAC 2670 Contractor Estimating (6)

(Former course prefix/number ACR 200)

This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 2370 and 2371. Students may register in the comprehensive course or the inclusive courses. The study of load calculations, air duct design, building plans, construction codes, state and local licenses, job estimating and job scheduling are covered in this course. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 2671 System Servicing (6)

(Former course prefix/number ACR 212)

Prerequisites: Heating, Ventilation and Air Conditioning 1672 and 1673. This course is a comprehensive course that includes Heating, Ventilation and Air Conditioning 2372 and 2373. Students may register in the comprehensive course or the inclusive courses. This course includes psychometric air properties, system balancing, the service of humidifiers and electronic air cleaners, advanced system trouble-shooting, and system installation. Laboratory fee. (4 Lec., 5 Lab.)

HVAC 7371 Cooperative Work Experience (3)

(Former course prefix/number ACR 703)

Prerequisites: Completion of two courses in the Heating, Ventilation and Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

HVAC 7372 Cooperative Work Experience (3)

(Former course prefix/number ACR 713)

Prerequisites: Completion of two courses in the Heating, Ventilation and Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

HVAC 7471 Cooperative Work Experience (4)

(Former course prefix/number ACR 704)

Prerequisites: Completion of two courses in the Heating, Ventilation and Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

HVAC 7472 Cooperative Work Experience (4)

(Former course prefix/number ACR 714)

Prerequisites: Completion of two courses in the Heating, Ventilation and Air Conditioning program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

HISTORY

HIST 1301 History Of The United States (3)

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

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

HIST 1302 History Of The United States (3)

(This is a common course number. Former course prefix/number HST 102)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

HIST 2311 Western Civilization (3)

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

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

HIST 2312 Western Civilization (3)

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

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

HIST 2321 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

HIST 2322 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

HIST 2370 Latin American History (3)

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

HIST 2372 Advanced Historical Studies (3)

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

HIST 2380 The Heritage Of Mexico (3)

(This is a common course number. Former course prefix/number HST 110)

This course (cross-listed as Anthropology 1371) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

HIST 2381 Afro-American History (3)

(This is a common course number. Former course prefix/number HST 120)

The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

HUMAN DEVELOPMENT

HDEV 0092 Student Success (3)

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

HDEV 0100 Educational Alternatives (1)

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

HDEV 0110 Assessment Of Prior Learning (1)

(Former course prefix/number HD 110)

Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HDEV 1370 Educational And Career Planning (3)

(Former course prefix/number HD 104)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

HDEV 1371 Principles And Processes Of Personal And Social Adjustment (3)

(Former course prefix/number HD 112)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

HDEV 1372 Cognitive Processes: The Master Student Course (3)

(Former course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

HUMANITIES

HUMA 1301 Introduction To The Humanities (3)

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401036135)

HUMA 1302 Advanced Humanities (3)

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401036135)

INTERPRETER TRAINING PROGRAM

(See Eastfield Interpreter Training Program)

JOURNALISM

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

JOUR 1307 Introduction To Mass Communications (3)

(Former course prefix/number JN 101. The common course number is COMM 1307)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035126)

JOUR 1335 Survey Of Broadcasting (3)

(Former course prefix/number JN 203. The common course number is COMM 1335)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

JOUR 1370 Student Publications (1)

(Former course prefix/number JN 106)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

JOUR 2131 Student Publications (1)

(Former course prefix/number JN 104. The common course number is COMM 2131)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

JOUR 2132 Student Publications (1)

(Former course prefix/number JN 105. The common course number is COMM 2132)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

JOUR 2311 News Gathering And Writing (3)

(Former course prefix/number JN 102. The common course number is COMM 2311)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015726)

JOUR 2315 News Gathering And Writing II (3)

(Former course prefix/number JN 103. The common course number is COMM 2315)

Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015826)

JOUR 2327 Principles Of Advertising (3)

(Former course prefix/number JN 202. The common course number is COMM 2327)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015126)

JOUR 2370 News Editing And Copy Reading (3)

(Former course prefix/number JN 204)

Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)

(Coordinating Board Academic Approval Number 0904015326)

MANAGEMENT**MGMT 1370 Principles Of Management (3)**

(Former course prefix/number MGT 136)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

MGMT 1371 Introduction To Total Quality Management (3)

(Former course prefix/number MGT 140)

This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

MGMT 1372 Small Business Management (3)

(Former course prefix/number MGT 153)

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

MGMT 1374 Introduction To Supervision (3)

(Former course prefix/number MGT 171)

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

MGMT 2170 Special Problems In Business (1)

(Former course prefix/number MGT 212)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

MGMT 2372 Special Problems In Management (3)

(Former course prefix/number MGT 232)

Topics will vary and will be annotated in each semester's schedule. Selection of topics will be based on current areas of interest expressed by service area management students and employers. (3 Lec.)

MGMT 2373 Organizational Behavior (3)

(Former course prefix/number MGT 237)

The persisting human problems of managing in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

MGMT 2374 Human Resources Management (3)

(Former course prefix/number MGT 242)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

MGMT 2375 Problem Solving And Decision-Making (3)

(Former course prefix/number MGT 244)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

MGMT 7371 Cooperative Work Experience (3)

(Former course prefix/number MGT 703)

Prerequisite: Previous credit in or concurrent enrollment in Management 1374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 14 Lab.)

MGMT 7372 Cooperative Work Experience (3)

(Former course prefix/number MGT 713)

Prerequisite: Previous credit in or concurrent enrollment in Management 2374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 14 Lab.)

MGMT 8381 Cooperative Work Experience (3)

(Former course prefix/number MGT 803)

Prerequisite: Previous credit in or concurrent enrollment in Management 2373 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 14 Lab.)

MGMT 8382 Cooperative Work Experience (3)

(Former course prefix/number MGT 813)

Prerequisite: Previous credit in or concurrent enrollment in Management 2375 or demonstrated competence approved by the instructor. This course is designed to develop the 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 individual and group decision-making and rational and creative problem solving. (1 Lec., 14 Lab.)

MARKETING CAREERS

MRKT 2370 Principles Of Marketing (3)

(Former course prefix/number MKT 206)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

MATH 1314 is a 3 credit hour lecture course. MATH 1470 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

MATH 1316 Plane Trigonometry (3)

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1470 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

MATH 1324 Mathematics For Business And Economics I (3)

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

MATH 1325 Mathematics For Business And Economics II (3)

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

MATH 1332 College Mathematics I (3)

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1333 College Mathematics II (3)

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1342 Introductory Statistics (3)

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

MATH 1348 Analytic Geometry (3)

(This is a common course number. Former course prefix/number MTH 121)

Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016537)

MATH 1371 Business Mathematics (3)

(Former course prefix/number MTH 130)

Prerequisites: An appropriate assessment test score. This course is a study of quantitative concepts in solving problems in various business areas. Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance. (3 Lec.)

MATH 1372 Mathematics for Allied Health (3)

(Former course prefix/number MTH 136)

Prerequisite: Developmental Mathematics 0090 or an appropriate test score. This course is a study of percents, apothecary system, metric system, linear equations, literal equations, gas laws, magnification laws, and statistics which includes histograms, bar graphs, pie-charts, averages, standard deviations and variances. Also included are basic concepts of geometry. (3 Lec.)

MATH 1373 Applied Mathematics (3)

(Former course prefix/number MTH 139)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

MATH 1374 Technical Mathematics I (3)

(Former course prefix/number MTH 195)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

MATH 1375 Technical Mathematics II (3)

(Former course prefix/number MTH 196)

Prerequisite: Mathematics 1374. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

MATH 1470 is a 4 credit hour lecture and laboratory course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1470 College Algebra (4)

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include 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 2701016437.)

MATH 2305 Discrete Mathematics (3)

(This is a common course number. Former course prefix/number MTH 215)

Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2703017137)

MATH 2315 Calculus III (3)

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016937)

MATH 2318 Linear Algebra (3)

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

MATH 2320 Differential Equations (3)

(This is a common course number. Former course prefix/number, MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)
(Coordinating Board Academic Approval Number 2703015137)

MATH 2370 Technical Mathematics III (3)

(Former course prefix/number MTH 297)

Prerequisite: Mathematics 1375. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

MATH 2412 Precalculus Mathematics (4)

(This is a common course number. Former course prefix/number MTH 109)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score, or approval of instructor. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

MATH 2414 Calculus II (4)

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

MATH 2513 Calculus I (5)

(This is a common course number. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

MILITARY SCIENCE

(Offered in cooperation with the University of Texas at Arlington. Registration for these courses is through Mountain View College.)

MILS 1141 Introduction to ROTC and the Army (1)

(Former course prefix/number MIL 100)

The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

MILS 1142 The Military Profession (1)

(Former course prefix/number MIL 101)

Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

MILS 1180 Leadership Laboratory (1)

(Former course prefix/number MIL 102)

A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multi-tiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

MILS 2241 Military Topography (2)

(Former course prefix/number MIL 200)

The leader's interpretation and use of topographical maps to facilitate land navigation. Consideration of the military significance of terrain. Emphasizes practical land navigation, map reading, terrain analysis, and leadership skills. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

MILS 2248 Evolution of Contemporary Military Strategy (2)

(Former course prefix/number MIL 202)

A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

MILS 2251 Self/Team Development (2)

(Former course prefix/number MIL 204)

Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

MILS 2252 Individual/Team Military Tactics (2)

(Former course prefix/number MIL 205)

Introduction to individual and team aspects of military tactics in small unit operations. Includes use of radio communications, making safety assessments, movement techniques, planning for team safety/security, and pre-execution checks. Concurrent enrollment in Military Science 1180 mandatory, plus optional participation in physical fitness and a weekend exercise. (2 Lec.)

MILS 2291 Conference Course (2)

(Former course prefix/number MIL 203)

Prerequisite: permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

MUSIC

(Music [MUSI] and Applied Music [MUAP])

MUSI 1116 Musicianship I (1)

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

MUSI 1117 Musicianship II (1)

(This is a common course number. Former course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

MUSI 1125 Jazz Ensemble (1)

(This is a common course number. Former course prefix/number MUS 184)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1132 Keyboard Ensemble (1)

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1133 Woodwind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1134 Brass Ensemble (1)

(This is a common course number. Former course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1137 Guitar Ensemble (1)

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1138 Percussion Ensemble (1)

(This is a common course number. Former course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1139 String Ensemble (1)

(This is a common course number. Former course prefix/number MUS 175)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1140 Symphonic Wind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 176)

Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1143 Vocal Ensemble (1)

(This is a common course number. Former course prefix/number MUS 155)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

MUSI 1151 Chamber Ensemble (1)

(This is a common course number. Former course prefix/number MUS 177)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUSI 1160 Italian Diction (1)

(This is a common course number. Former course prefix/number MUS 105)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

MUSI 1161 English Diction (1)

(This is a common course number. Former course prefix/number MUS 108)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

MUSI 1170 Synthesizer Class I (1)

(Former course prefix/number MUS 147)

Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037130)

MUSI 1172 Synthesizer Class II (1)

(Former course prefix/number MUS 148)

Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037130)

MUSI 1181 Piano Class I (1)

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

MUSI 1182 Piano Class II (1)

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

MUSI 1183 Voice Class I (1)

(This is a common course number. Former course prefix/number MUS 151)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

MUSI 1184 Voice Class II (1)

(This is a common course number. Former course prefix/number MUS 152)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

MUSI 1192 Guitar Class I (1)

(This is a common course number. Former course prefix/number MUS 119)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

MUSI 1193 Guitar Class II (1)

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

MUSI 1237 Band (1)

(This is a common course number. Former course prefix/number MUS 160)

Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 1263 Jazz Improvisation (2)

(This is a common course number. Former course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036530)

MUSI 1300 Foundations Of Music I (3)

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

MUSI 1306 Music Appreciation (3)

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

MUSI 1308 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

MUSI 1309 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

MUSI 1311 Music Theory I (3)

(This is a common course number. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

MUSI 1312 Music Theory II (3)

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

MUSI 1370 Guitar Literature And Materials (3)

(Former course prefix/number MUS 112)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

MUSI 1371 Foundations Of Music II (3)

(Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

MUSI 1372 Digital Music Production (3)

(Former course prefix/number MUS 153)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009035630.)

MUSI 1373 Digital Music Production (3)

(Former course prefix/number MUS 154)

Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045130.)

MUSI 1386 Composition (3)

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

MUSI 2116 Musicianship III (1)

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

MUSI 2118 Musicianship IV (1)

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

MUSI 2143 Chorus (1)

(This is a common course number. Former course prefix/number MUS 150)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

MUSI 2160 German Diction (1)

(This is a common course number. Former course prefix/number MUS 107)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

MUSI 2161 French Diction (1)

(This is a common course number. Former course prefix/number MUS 108)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

MUSI 2192 Guitar Pedagogy (1)

(This is a common course number. Former course prefix/number MUS 205)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(Coordinating Board Academic Approval Number 5009035130)

MUSI 2237 Lab Band (1)

(This is a common course number. Former course prefix/number MUS 181)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

MUSI 2311 Music Theory III (3)

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

MUSI 2312 Music Theory IV (3)

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

MUSI 9175 Recital (1)

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

MUAP 1101-1181 Applied Music-Minor (1)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1105 Applied Music-Viola (1)

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1109 Applied Music-Cello (1)

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1113 Applied Music-Double Bass (1)

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1115 Applied Music-Electric Bass (1)

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1117 Applied Music-Flute (1)

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1121 Applied Music-Oboe (1)

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1125 Applied Music-Bassoon (1)

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1129 Applied Music-Clarinet (1)

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1133 Applied Music-Saxophone (1)

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1137 Applied Music-Trumpet (1)

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1141 Applied Music-French Horn (1)

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1145 Applied Music-Trombone (1)

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1149 Applied Music-Baritone (1)

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1153 Applied Music-Tuba (1)

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1157 Applied Music-Percussion (1)

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1158 Applied Music-Drum Set (1)

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1161 Applied Music-Guitar (1)

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1165 Applied Music-Organ (1)

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1169 Applied Music-Piano (1)

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1177 Applied Music-Harp (1)

(This is a common course number. Former course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1181 Applied Music-Voice (1)

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2201-2281 Applied Music-Concentration (2)

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 2201 Applied Music-Violin (2)

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2205 Applied Music-Viola (2)

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2213 Applied Music-Double Bass (2)

(This is a common course number. Former course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2215 Applied Music-Electric Bass (2)

(This is a common course number. Former course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2217 Applied Music-Flute (2)

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2221 Applied Music-Oboe (2)

(This is a common course number. Former course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2225 Applied Music-Bassoon (2)

(This is a common course number. Former course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2229 Applied Music-Clarinet (2)

(This is a common course number. Former course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2233 Applied Music-Saxophone (2)

(This is a common course number. Former course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2237 Applied Music-Trumpet (2)

(This is a common course number. Former course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2241 Applied Music-French Horn (2)

(This is a common course number. Former course prefix/number MUS 234)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2245 Applied Music-Trombone (2)

(This is a common course number. Former course prefix/number MUS 235)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2249 Applied Music-Baritone (2)

(This is a common course number. Former course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2253 Applied Music-Tuba (2)

(This is a common course number. Former course prefix/number MUS 237)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2257 Applied Music-Percussion (2)

(This is a common course number. Former course prefix/number MUS 238)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2258 Applied Music-Drum Set (2)

(This is a common course number. Former course prefix/number MUS 243)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2261 Applied Music-Guitar (2)

(This is a common course number. Former course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2265 Applied Music-Organ (2)

(This is a common course number. Former course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2269 Applied Music-Piano (2)

(This is a common course number. Former course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2277 Applied Music-Harp (2)

(This is a common course number. Former course prefix/number MUS 239)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2281 Applied Music-Voice (2)

(This is a common course number. Former course prefix/number MUS 223)

(Coordinating Board Academic Approval Number 5009035430)

NUTRITION

NUTR 1322 Principles of Nutrition (3)

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

OFFICE TECHNOLOGY

OFCT 1170 Contemporary Topics In Office Technology (1)

(Former course prefix/number OFC 143)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

OFCT 1171 Keyboarding (1)

(Former course prefix/number OFC 176)

This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

OFCT 1172 Introduction To Word Processing (1)

(Former course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (1 Lec., 1 Lab.)

OFCT 1173 Keyboarding For Speed And Accuracy (1)

(Former course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

OFCT 1175 Office Machines I (1)

(Former course prefix/number OFC 192)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

OFCT 1270 Contemporary Topics In Office Technology (2)

(Former course prefix/number OFC 144)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

OFCT 1271 Office Information Systems Concepts (2)

(Former course prefix/number OFC 179)

Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

OFCT 1370 Contemporary Topics In Office Technology (3)

(Former course prefix/number OFC 145)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

OFCT 1371 Automated Filing Procedures (3)

(Former course prefix/number OFC 150)

Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

OFCT 1372 Office Calculating Machines (3)

(Former course prefix/number OFC 160)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

OFCT 1373 Office Procedures (3)

(Former course prefix/number OFC 162)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

OFCT 1374 Legal Terminology And Transcription (3)

(Former course prefix/number OFC 167)

Prerequisites: Office Technology 1376 and Office Technology 1378 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

OFCT 1375 Beginning Keyboarding (3)

(Former course prefix/number OFC 172)

This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

OFCT 1376 Intermediate Keyboarding (3)

(Former course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

OFCT 1377 Office Systems and Applications (3)

(Former course prefix/number OFC 101)

Prerequisite: Concurrent enrollment in Office Technology 1375 and Office Technology 1377 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 1378 Text Processing Transcription (3)

(Former course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 1379 Word Processing I (3)

(Former course prefix/number OFC 105)

Prerequisite: Office Technology 1375 or demonstrated competence. This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use. Emphasis is on creating, editing, formatting, and printing documents. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 1380 Business Software Applications I (3)

(Former course prefix/number OFC 112)

Prerequisite: Office Technology 1375 or demonstrated competence. This beginning-level course emphasizes the basic functions of spreadsheet, database, graphics, or communication software required for office employment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2170 Word Processing Applications (1)

(Former course prefix/number OFC 282)

Prerequisites: Office Technology 1172 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (1 Lec., 1 Lab.)

OFCT 2171 Specialized Software I (1)

(Former course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desktop publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (1 Lec., 1 Lab.)

OFCT 2172 Specialized Software II (1)

(Former course prefix/number OFC 284)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desktop publishing. This course may be repeated for credit using different emphasis/equipment. (1 Lec., 1 Lab.)

OFCT 2270 Advanced Keyboarding Applications (2)

(Former course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of keyboarding techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

OFCT 2370 Business Communications (3)

(Former course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

OFCT 2371 Legal Secretarial Procedures (3)

(Former course prefix/number OFC 274)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

OFCT 2372 Word Processing II (3)

(Former course prefix/number OFC 205)

Prerequisite: Office Technology 1379, Word Processing I, or demonstrated competence. This course is designed to develop advanced features to a proficient level of a comprehensive word processing program. Applications and desktop publishing projects requiring critical thinking and decision making as expected in the office environment will be included. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2373 Business Software Applications II (3)

(Former course prefix/number OFC 212)

Prerequisite: Business Software Applications I (Office Technology 1380) or demonstrated competence. This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking and decision making. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2374 Business Software Applications III (3)

(Former course prefix/number OFC 222)

Prerequisite: Business Software Applications II (Office Technology 2373) or demonstrated competence. This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2375 Medical Office Procedures (3)

(Former course prefix/number OFC 223)

Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate those administrative office skills and competencies needed to support the management and administration of a medical office setting. Topics include medical filing, patient billing, insurance claims, correspondence, scheduling and maintaining appointments and lab services for patients, hospital admissions, surgical and outpatient procedures, doctor's schedules. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 2376 Medical Transcription (3)

(Former course prefix/number OFC 224)

Prerequisite: Associate Degree in Office Technology, Health Information Management 2470 or concurrent enrollment, or demonstrated competence approved by the instructor. This course will incorporate the techniques and skills required to transcribe recorded medical information into mailable documents. Emphasis is placed on grammar, punctuation, medical terminology, proofreading, and spelling required in medical text processing applications. Computers and audio transcription machines are used for lab requirements. Laboratory fee. (2 Lec., 2 Lab.)

OFCT 7371 Cooperative Work Experience (3)

(Former course prefix/number OFC 703)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

OFCT 7372 Cooperative Work Experience (3)

(Former course prefix/number OFC 713)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

OFCT 7471 Cooperative Work Experience (4)

(Former course prefix/number OFC 704)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

OFCT 7472 Cooperative Work Experience (4)

(Former course prefix/number OFC 714)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

OFCT 8381 Cooperative Work Experience (3)

(Former course prefix/number OFC 803)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

OFCT 8481 Cooperative Work Experience (4)

(Former course prefix/number OFC 804)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

PHILOSOPHY

PHIL 1301 Introduction To Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015135)

PHIL 1370 Critical Thinking (3)

(Former course prefix/number PHI 103)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

PHIL 2307 Introduction To Social And Political Philosophy (3)

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

PHIL 2316 History Of Ancient Philosophy (3)

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

PHIL 2317 History Of Modern Philosophy (3)

(This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

PHOTOGRAPHY

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

PHOT 1316 Introduction To Photography And Photojournalism (3)

(Former course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015525)

PHOT 1317 Advanced Photography And Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

PHOT 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)

(Former course prefix/number PHO 115)

This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5006055230)

PHOT 2324 Introduction to Multimedia (3)

(Former course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

PHOT 2325 Introduction to Digital Imaging (3)

(Former course prefix/number PHO 124. Common Course Number is COMM 2325)

Prerequisite: Photography 1316 or Art 1370. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

PHOT 2326 Advanced Digital Imaging (3)

(Former course prefix/number PHO 125. Common Course Number is COMM 2326)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015328)

PHOT 2356 Commercial Photography I (3)

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

PHOT 2357 Commercial Photography II (3)

(Former course prefix/number PHO 123. Common Course Number is ARTS 2357)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

PHOT 2370 Photography For Publications (3)

(Former course prefix/number PHO 207)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

PHOT 2371 Advanced Multimedia (3)

(Former course prefix/number PHO 213)

Prerequisites: Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907016326)

PHOT 2375 Special Photographic Topics And Problems (3)

(Former course prefix/number PHO 215)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

PHYSICAL EDUCATION

PHED 1100 Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1101 Beginning Casting And Angling (1)

(This is a common course number. Former course prefix/number PEH 103)

This course will include the fundamentals of fly casting, bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1102 Beginning Soccer (1)

(This is a common course number. Former course prefix/number PEH 104)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1104 Beginning Softball (1)

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1105 Beginning Racquetball (1)

(This is a common course number. Former course prefix/number PEH 113)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1106 Beginning Badminton (1)

(This is a common course number. Former course prefix/number PEH 114)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1107 Intramural Athletics (1)

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1108 Beginning Archery (1)

(This is a common course number. Former course prefix/number PEH 117)

The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1109 Beginning Golf (1)

(This is a common course number. Former course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1110 Beginning Tennis (1)

(This is a common course number. Former course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1111 Beginning Bowling (1)

(This is a common course number. Former course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1113 Beginning Gymnastics (1)

(This is a common course number. Former course prefix/number PEH 122)

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1114 Beginning Swimming (1)

(This is a common course number. Former course prefix/number PEH 123)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1115 Social Dance (1)

(This is a common course number. Former course prefix/number PEH 124)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1116 Conditioning Exercise (1)

(This is a common course number. Former course prefix/number PEH 125)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1117 Beginning Basketball And Volleyball (1)

(This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1119 Weight Training And Conditioning (1)

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1120 Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 132)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1121 Jogging for Fitness (1)

(This is a common course number. Former course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1122 Outdoor Education (1)

(This is a common course number. Former course prefix/number PEH 134)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1123 Walking For Fitness (1)

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1124 Aerobic Dance (1)

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1125 Aquatic Fitness (1)

(This is a common course number. Former course prefix/number PEH 143)

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1126 Cycling (1)

(This is a common course number. Former course prefix/number PEH 145)

Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1127 Triathlon Fitness (1)

(This is a common course number. Former course prefix/number PEH 146)

This course includes an individualized program of walking, running, cycling, swimming, and weight training. From these activities, the student and instructor will design a fitness program to improve total body fitness, strength, endurance and self-image. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1128 Canoeing/Kayaking (1)

(This is a common course number. Former course prefix/number PEH 149)

This course is designed to teach the students knowledge and appreciation of basic white water canoeing/kayaking skills so they can actively engage in these activities throughout their lives. A weekend river trip is included in this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1129 Backpacking/Rock Climbing (1)

(This is a common course number. Former course prefix/number PEH 150)

This course is designed to teach the students basic skills, knowledge and appreciation of backpacking and rock climbing to the extent that they can actively engage in these activities throughout their lives. A weekend backpacking trip is included in the course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1130 Lifetime Sports Activities II (1)

(This is a common course number. Former course prefix/number PEH 200)

Prerequisite: Associate Physical Education 1000 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1131 Intermediate Soccer (1)

(This is a common course number. Former course prefix/number PEH 204)

Prerequisite: Physical Education 1102 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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1132 Intermediate Softball (1)

(This is a common course number. Former course prefix/number PEH 212)

Prerequisite: Physical Education 1104 or demonstrated competence approved by the instructor. Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1133 Intermediate Racquetball (1)

(This is a common course number. Former course prefix/number PEH 213)

Prerequisite: Physical Education 1105 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. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1134 Intermediate Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 216)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1135 Intermediate Archery (1)

(This is a common course number. Former course prefix/number PEH 217)

Prerequisite: Demonstrated competence approved by the instructor. Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1136 Intermediate Golf (1)

(This is a common course number. Former course prefix/number PEH 218)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1137 Intermediate Tennis (1)

(This is a common course number. Former course prefix/number PEH 219)

Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1139 Intermediate Gymnastics (1)

(This is a common course number. Former course prefix/number PEH 222)

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)

PHED 1140 Intermediate Swimming (1)

(This is a common course number. Former course prefix/number PEH 223)

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)

PHED 1141 Intermediate Weight Training (1)

(This is a common course number. Former course prefix/number PEH 231)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1142 Intermediate Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 232)

Prerequisite: Demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1143 Intermediate Jogging (1)

(This is a common course number. Former course prefix/number PEH 233)

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1144 Walking For Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 235)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1145 Intermediate Aerobic Dance (1)

(This is a common course number. Former course prefix/number PEH 237)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1146 Intermediate Basketball (1)

(This is a common course number. Former course prefix/number PEH 239)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1147 Intermediate Volleyball (1)

(This is a common course number. Former course prefix/number PEH 240)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1148 Intermediate Baseball (1)

(This is a common course number. Former course prefix/number PEH 241)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1149 Intermediate Cycling (1)

(This is a common course number. Former course prefix/number PEH 245)

Prerequisite: Physical Education 1126 or demonstrated competence approved by the instructor. Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1150 Intermediate Bowling (1)

(This is a common course number. Former course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

PHED 1164 Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 115)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

PHED 1270 Divemaster (2)

(Former course prefix/number PEH 142)

Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

PHED 1301 Introduction To Physical Education (3)

(This is a common course number. Former course prefix/number PEH 144)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3105015228)

PHED 1304 Health For Today (3)

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

PHED 1306 Advanced First Aid And Emergency Care (3)

(This is a common course number. Former course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

PHED 1308 Sports Officiating I (3)

(This is a common course number. Former course prefix/number PEH 147)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

PHED 1309 Sports Officiating II (3)

(This is a common course number. Former course prefix/number PEH 148)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

PHED 1321 The Coaching Of Football And Basketball (3)

(This is a common course number. Former course prefix/number PEH 236)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3105085128)

PHED 1336 Outdoor Recreation (3)

(This is a common course number. Former course prefix/number PEH 109)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3101015128)

PHED 2155 Advanced Life Saving (1)

(This is a common course number. Former course prefix/number PEH 226)

Prerequisite: Demonstrated competence approved by the instructor. Successful completion of this course qualifies students for the Red Cross Life Guarding Certificate. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

PHED 2255 Water Safety Instructor (2)

(This is a common course number. Former course prefix/number PEH 234)

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

PHED 2270 Scuba Diving (2)

(Former course prefix/number PEH 225)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

PHED 2271 Advanced Open Water Scuba (2)

(Former course prefix/number PEH 228)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

PHYSICAL SCIENCE

(See Physics)

PHYSICS

PHYS 1401 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

PHYS 1402 Introductory General Physics (4)

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

PHYS 1405 Concepts In Physics (4)

(This is a common course number. Former course prefix/number PHY 117)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

PHYS 1407 Concepts In Physics (4)

(This is a common course number. Former course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

PHYS 1411 Fundamentals Of Astronomy (4)

(This is a common course number. Former course prefix/number AST 111)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

PHYS 1412 General Introductory Astronomy (4)

(This is a common course number. Former course prefix/number AST 112)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

PHYS 1415 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

PHYS 1417 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

PHYS 1470 Applied Physics (4)

(Former course prefix/number PHY 131)

Prerequisite: Mathematics 1374 or concurrent enrollment in Mathematics 1374. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

PHYS 2425 General Physics (4)

(This is a common course number. Former course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

PHYS 2426 General Physics (4)

(This is a common course number. Former course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

PSYCHOLOGY

PSYC 1370 Applied Psychology And Human Relations (3)

(Former course prefix/number PSY 131)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

PSYC 2301 Introduction To Psychology (3)

(This is a common course number. Former course prefix/number PSY 101)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

PSYC 2302 Applied Psychology (3)

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: Psychology 2301. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

PSYC 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number PSY 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

PSYC 2314 Developmental Psychology (3)

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: Psychology 2301. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

PSYC 2316 Psychology Of Personality (3)

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: Psychology 2301. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

PSYC 2319 Social Psychology (3)

(This is a common course number. Former course prefix/number PSY 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

PSYC 2370 Selected Topics (3)

(Former course prefix/number PSY 211)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015540)

READING

READ 1370 College Reading And Study Skills (3)

(Former course prefix/number RD 101)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

READ 1371 Speed Reading And Learning (3)

(Former course prefix/number RD 102)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

RELIGION

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

RELI 1304 Major World Religions (3)

(Former course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015235)

RELI 1370 Religion In American Culture (3)

(Former course prefix/number REL 101)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

RELI 1371 Contemporary Religious Problems (3)

(Former course prefix/number REL 102)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)

RELI 1372 The History And Literature Of The Bible (3)

(Former course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

RESERVE OFFICER TRAINING CORPS (ROTC): See Military Science

SOCIAL WORK

(Social Work Associate Training)

SWAT 1370 Orientation To Social Services (3)

(Former course prefix/number SW 101)

The historical development of social services in our society is surveyed. The student is introduced to concepts of "social welfare" and "social policy" which emphasize the relationship between social policy and delivery of social services. Descriptions of present day social welfare programs in terms of their philosophy, legal base, program policy, and impact on both the target service group and the larger community are presented. Contact with community agencies gives students the opportunity to assess their interest in a helping profession. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 1371 Basic Interviewing And Counseling Skills (3)

(Former course prefix/number SW 105)

Counseling techniques such as intake interviewing, relationship building, problem identification and resolution are studied. Skill development in the areas of assessment, intervention, prevention and planning are part of the course. Techniques of listening, observing, and recording are practiced. Various therapeutic models are reviewed. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 1372 Abnormal Behavior (3)

(Former course prefix/number SW 107)

Factors associated with defining and identifying abnormal behavior are explored. The psychological meaning of mental illness in the family and the consequences of seeking help for the mentally ill family member will be covered. Attention will be paid to the social consequences of abnormal behavior. (3 Lec.)

SWAT 1373 Aging In America (3)

(Former course prefix/number SW 111)

Current demographics reflecting the aging of America will be studied. Course objectives focus on understanding people and the aging process. Improving the quality of life for the aging and the effects of discrimination will be emphasized. (3 Lec.)

SWAT 1374 Adolescent Life Cycle (3)

(Former course prefix/number SW 115)

This is the study of the development phase from adolescence through young adulthood. The course will focus on the tasks and goals to be achieved during these stages. Physical and psychological changes, as well as the areas of interpersonal relationships and the individual's ability to relate to the social environment, will be studied. An in-depth exploration of certain critical areas of the adolescent period of the life cycle to increase the student's understanding and ability to work with youth will be emphasized. Personality theories for understanding behavior will be presented. (3 Lec.)

SWAT 2370 Introduction To Social Work (3)

(Former course prefix/number SW 201)

An overview of the social work profession that introduces many of the terms, concepts, people and critical events that have shaped the profession are presented. The student obtains an understanding of the reasons social work exists in this society and the purpose of the "Code of Ethics" in preserving social work's professional integrity. The role of the National Association of Social Workers and the Council on Social Work Education in maintaining and strengthening the social work education and standards is examined. Students learn to recognize the importance of human service agencies in fostering or diminishing the quality of services provided and have some empathy for what it is like to be poor or to experience the impact of institutional racism, sexism or ageism. (3 Lec.)

SWAT 2371 Social Policies And Programs For The Aging (3)

(Former course prefix/number SW 205)

The legislative origins of social policies affecting the aging are analyzed. Resources and services for the aging are surveyed. Emphasis is placed on fostering independent living. Concepts of alternate housing, health care, community services, and leisure time activities are presented. (3 Lec.)

SWAT 2372 Life Cycle Of The Aged (3)

(Former course prefix/number SW 209)

The biological, psychological, and social aspects of aging are presented. The objective of the course is to provide a framework for implementing a comprehensive psychosocial diagnosis within a family context and social work intervention based on an understanding of the aged persons, the family, the community and institutional environments. The intergenerational concept and treatment model is introduced. (3 Lec.)

SWAT 2373 Health Status Of The Aged (3)

(Former course prefix/number SW 213)

The course will address the issues of wellness as well as the many illnesses likely to affect the aging. Medical, dental and nursing services are evaluated from an institutional and a community basis. The concepts of home support services and home health care services are studied. Case management which is the coordinating and linking component of the long-term care continuum is studied. (3 Lec.)

SWAT 2374 Special Problems Of Youth (3)

(Former course prefix/number SW 217)

Prerequisite: Social Work 1374. The course provides information to the student about the particular problems of youth, examines these problems in some depth, and explains their implications for the worker delivering services to this population. Information about youth serving social institutions of both a preventive and rehabilitative nature is presented. Emphasis is given to issues of chemical abuse and their effects. (3 Lec.)

SWAT 2375 Social Work Methods And Procedures (3)

(Former course prefix/number SW 219)

Prerequisites: Social Work 1370 and Social Work 1371. Basic social work practices are introduced. The course provides a framework for the development of beginning intervention skills and techniques presented through the problem-solving model. A framework for assessment and for the understanding of the types of problems that arise in the person-situation interaction is developed. Oral and written communications essential for assessment, screening, intervention, client information and referral are studied. Reports, record-keeping, interviewing and counseling techniques are developed. Cultural diversity and ethical issues are emphasized. (3 Lec.)

SWAT 2376 Special Topics In Social Services (3)

(Former course prefix/number SW 228)

Special topics in social services are studied. Topics will vary depending on current issues of concern and interest. It may be repeated for credit. (3 Lec.)

SWAT 2377 Group Work Intervention (3)

(Former course prefix/number SW 229)

Prerequisite: Social Work 1371. The course examines the various stages of the group work treatment process, emphasizing roles, tasks and possible problem areas. The student will study how groups function, the structure of groups and communication patterns within the group. Observable behavior on an experimental basis is the focus of the course. Students will be given an opportunity to work in a laboratory group, so that they can become sufficiently involved enough to feel and observe the processes while learning to conceptualize them. (3 Lec.)

SWAT 2378 Human Behavior And Social Environment (3)

(Former course prefix/number SW 232)

Human behavior caused by changes in the social environment is the focus of this course. This includes an exploration of interdependence, cultural norms, and group affiliation. (3 Lec.)

SWAT 2470 Nursing Home Activity Director Training (4)

(Former course prefix/number SW 226)

The role of the nursing home activity director is the focus of this course. Both the roles of the nursing home and of the activities program are covered. Topics include the nursing home's historical development and relationship to the community, need and resource assessment, specialized knowledge about the aged resident, and interviewing skills. Program planning, working in groups, programming activities, developing an activities department, and therapeutic techniques in the nursing home are also included. (3 Lec., 3 Lab.)

SWAT 2471 Advanced Nursing Home Activity Director Training (4)

(Former course prefix/number SW 227)

Prerequisite: Social Work 2470 and experience as an activity professional. The course focuses on how to apply management science principles to the delivery of activity services. Theory combined with practice will build a foundation of administrative and supervisory skills. The objective is to enable activity professionals to become an integral part of the service delivery system. A structured practicum is an integral part of the course. This course can be repeated for credit. (3 Lec., 3 Lab.)

SWAT 7371 Cooperative Work Experience (3)

(Former course prefix/number SW 703)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

SWAT 7372 Cooperative Work Experience (3)

(Former course prefix/number SW 713)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of learning effective communication skills, identification of academic and community resources, effective intra- and interpersonal relationships, identification of effective wellness and prevention programs, and effectively managing financial resources. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 15 Lab.)

SWAT 7471 Cooperative Work Experience (4)

(Former course prefix/number SW 704)

Prerequisites: Completion of two courses in the Social Work program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of an orientation to cooperative education, writing learning objectives, role of the on-site supervisor, appropriate on-the-job procedures and time management techniques. The seminar also consists of a review of the cooperative work experience and its effects and advantages to the student. (1 Lec., 20 Lab.)

SOCIOLOGY

SOCI 1301 Introduction To Sociology (3)

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

SOCI 1306 Social Problems (3)

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

SOCI 2301 Marriage, Family, and Close Relationships (3)

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

SOCI 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

SOCI 2319 American Minorities (3)

(This is a common course number. Former course prefix/number SOC 204)

Prerequisite: Sociology 1301 or six hours of U.S. history recommended. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

SOCI 2320 Field Studies In American Minorities (3)

(This is a common course number. Former course prefix/number SOC 210)

Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

SOCI 2326 Social Psychology (3)

(This is a common course number. Former course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

SOCI 2370 Selected Topics (3)

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

SOCI 2371 Urban Social Problems (3)

(Former course prefix/number SOC 231)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

SOCW 2361 Introduction To Social Work (3)

(This is a common course number. Former course prefix/number SOC 206)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.)

(Coordinating Board Academic Approval Number 4407015142)

SPANISH

SPAN 1411 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

SPAN 1412 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)
(Coordinating Board Academic Approval Number 1609055131)

SPAN 2311 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

SPAN 2312 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)
(Coordinating Board Academic Approval Number 1609055231)

SPEECH COMMUNICATION

SPCH 1144 Speech Communication

Laboratory (1)

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

SPCH 1145 Speech Communication Workshop (1)

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

SPCH 1311 Introduction To Speech Communication (3)

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

SPCH 1315 Fundamentals Of Public Speaking (3)

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)
(Coordinating Board Academic Approval Number 2310015335)

SPCH 1318 Interpersonal Communication (3)

(This is a common course number. Former course prefix/number SC 203)

This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)
(Coordinating Board Approval Number 2310015435)

SPCH 1321 Business And Professional Communication (3)

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

SPCH 1342 Voice And Articulation (3)

(This is a common course number. Former course prefix/number SC 109)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

SPCH 2144 Forensic Workshop (1)

(This is a common course number. Former course prefix/number SC 201)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

SPCH 2335 Discussion And Debate (3)

(This is a common course number. Former course prefix/number SC 205)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015935)

SPCH 2341 Performance of Literature (3)

(This is a common course number. Former course prefix/number SC 206)

Various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

SPCH 2370 Group Interpretation (3)

(Former course prefix/number SC 208)

This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

SUBSTANCE ABUSE

(Substance Abuse Counselor Training)

SCAT 1370 Physiology Of Addiction (3)

(Former course prefix/number SA 109)

The course provides an understanding of the historical perspectives of chemical dependency, the terminology used to define the problems of chemical dependency and the types of chemicals used. The pharmacological, physiological, psychological and socio-cultural effects of alcohol, barbiturates, hallucinogens, tranquilizers, prescription drugs and stimulants on the human body will be studied. (3 Lec.)

SCAT 1371 Alcoholism Counseling (3)

(Former course prefix/number SA 113)

Specific counseling approaches used in treating persons labeled as alcoholics will be presented, including simulated individual and group counseling sessions. Students will be exposed to a variety of counseling styles and community and residential treatment programs. (3 Lec.)

SCAT 2370 Alcoholism Treatment Models (3)

(Former course prefix/number SA 203)

Prerequisite: Substance Abuse 1370 and Substance Abuse 1371. Prevalent approaches to treating alcoholism are studied. Various treatment models (detoxification, halfway houses, aftercare, and other self-help models) are examined. (3 Lec.)

SCAT 2371 Prevention Of Substance Abuse (3)

(Former course prefix/number SA 207)

A developmental approach to the study of alcohol (and other substance) abuse and dependency is presented. Exposure to literature and current trends in understanding and preventing substance addiction will be the focus of the course. (3 Lec.)

SCAT 2372 Family Intervention In Substance Abuse And Dependency (3)

(Former course prefix/number SA 211)

Prerequisites: Social Work 1371 and Substance Abuse 1370. Advanced counseling techniques which emphasize family intervention in treating chemical dependency are provided. The family systems approach is studied; actual counseling and role playing techniques are used. (3 Lec.)

SCAT 2373 Issues in Substance Abuse And Dependency (3)

(Former course prefix/number SA 215)

The American value system and resulting legal implications of addiction are analyzed. Other areas of study include prevention, rehabilitation, and the abuser's problematic relationships. (3 Lec.)

SCAT 7472 Cooperative Work Experience (4)

(Former course prefix/number SA 714)

Prerequisites: Evidence of the completion of the 270 contact hours of approved alcoholism and drug abuse education required by the Texas Certification Board of Alcoholism and Drug Abuse Counselors (TCBADAC). Approval of Program Coordinator and selected TCBADAC approved supervised field work practicum site supervisors. Students completing the necessary course work will be placed with various TCBADAC approved training site providers by the Program Coordinator. During the course, individuals will complete the 300 hours of training in the 12 core function area as prescribed by TCBADAC. The Practicum/Internship requires a minimum of 20 hours per week participation for 15 weeks. The seminar consists of issues covering professional identity, application of knowledge in human behavior, group dynamics, cultural diversity, alcohol and other drugs of abuse, and counseling approaches.
(1 Lec., 20 Lab.)

THEATRE

(See Drama and Dance)

CROSSWALK of NEW to OLD Course Prefixes & Numbers for 1998-99 Catalog

Beginning with the 1995-96 academic year, all Dallas County Community College District Courses have been renumbered. Courses designated as Texas common Course Numbers have been underlined. For all courses, the numbering scheme is based on the following: the first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; the third digit, if "7", "8", or "9", generally indicates courses that are not Texas Common Course Numbers; the fourth digit is a free number. (Selected Automotive Technology courses offered at Brookhaven College do not currently follow this numbering scheme.)

The following list is a comprehensive one which includes courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all colleges. To determine which courses are available at specific colleges, please consult the college course schedule.

ACCOUNTING

ACCT 1371.....	ACC	131
ACCT 1372.....	ACC	132
ACCT 2301.....	ACC	201
ACCT 2302.....	ACC	202
ACCT 2370.....	ACC	250
ACCT 2372.....	ACC	239
ACCT 2375.....	ACC	205
ACCT 2376.....	ACC	238
ACCT 2377.....	ACC	204
ACCT 2378.....	ACC	203
ACCT 2379.....	ACC	207
ACCT 2401.....	ACC	208
ACCT 2402.....	ACC	209
ACCT 7371.....	ACC	703
ACCT 7372.....	ACC	713
ACCT 7471.....	ACC	704
ACCT 7472.....	ACC	714

AIR CONDITIONING AND REFRIGERATION

(See Heating, Ventilation and Air Conditioning)

ALLIED HEALTH IMAGING

AHIC 1170.....	AHI	100
AHIC 1270.....	AHI	101
AHIC 1271.....	AHI	102
AHIC 1370.....	AHI	103
AHIC 1371.....	AHI	104

AHIC 1372.....	AHI	105
----------------	-----	-----

ANTHROPOLOGY

ANTH 1370.....	ANT	104
ANTH 1371.....	ANT	110
ANTH 2302.....	ANT	231
ANTH 2346.....	ANT	100
ANTH 2351.....	ANT	101

APPAREL DESIGN

APPD 2270.....	APP	237
APPD 2271.....	APP	238
APPD 2370.....	APP	232
APPD 2372.....	APP	233

ARCHITECTURE

ARCH 1205.....	ARC	102
ARCH 1301.....	ARC	233
ARCH 1302.....	ARC	230
ARCH 1303.....	ARC	161
ARCH 1304.....	ARC	162
ARCH 1307.....	ARC	130
ARCH 1308.....	ARC	133
ARCH 1311.....	ARC	101
ARCH 1315.....	ARC	257
ARCH 1403.....	ART	165
ARCH 2301.....	ARC	134
ARCH 2302.....	ARC	135
ARCH 2312.....	ARC	151
ARCH 2370.....	ARC	237
ARCH 2371.....	ARC	258

ART

ARTS 1170.....	ART	199
ARTS 1301.....	ART	104
ARTS 1303.....	ART	105
ARTS 1304.....	ART	106
ARTS 1311.....	ART	110
ARTS 1312.....	ART	111
ARTS 1316.....	ART	114
ARTS 1317.....	ART	115
ARTS 1370.....	ART	118
ARTS 1371.....	ART	119
ARTS 2311.....	ART	227
ARTS 2312.....	ART	229
ARTS 2313.....	ART	223
ARTS 2314.....	ART	224
ARTS 2316.....	ART	205
ARTS 2317.....	ART	206
ARTS 2323.....	ART	201
ARTS 2324.....	ART	202
ARTS 2326.....	ART	208
ARTS 2327.....	ART	209
ARTS 2333.....	ART	220
ARTS 2334.....	ART	222
ARTS 2336.....	ART	232
ARTS 2337.....	ART	233
ARTS 2341.....	ART	116
ARTS 2342.....	ART	117
ARTS 2346.....	ART	215
ARTS 2347.....	ART	216
ARTS 2366.....	ART	217
ARTS 2367.....	ART	218
ARTS 2370.....	ART	203
ARTS 2371.....	ART	204
ARTS 2372.....	ART	210

ASTRONOMY

(See Physics)

AUTO BODY

ABDY 1370.....	AB	155
ABDY 1570.....	AB	151
ABDY 1571.....	AB	152
ABDY 1572.....	AB	153
ABDY 1573.....	AB	154
ABDY 2170.....	AB	256
ABDY 2370.....	AB	253
ABDY 2371.....	AB	254
ABDY 2372.....	AB	255
ABDY 2570.....	AB	251
ABDY 2571.....	AB	252
ABDY 7371.....	AB	703
ABDY 7472.....	AB	714

AUTOMOTIVE CAREER TECHNICIAN

ACCT 1370.....	ACT	110
ACCT 1371.....	ACT	111
ACCT 1372.....	ACT	113
ACCT 1373.....	ACT	114
ACCT 1374.....	ACT	115
ACCT 1375.....	ACT	116
ACCT 1470.....	ACT	118
ACCT 2170.....	ACT	212
ACCT 2270.....	ACT	216
ACCT 2370.....	ACT	220
ACCT 2371.....	ACT	221
ACCT 2372.....	ACT	222
ACCT 2373.....	ACT	223
ACCT 2374.....	ACT	224
ACCT 2375.....	ACT	225
ACCT 7471.....	ACT	704
ACCT 7472.....	ACT	714
ACCT 8481.....	ACT	804
ACCT 8482.....	ACT	814

AUTOMOTIVE TECHNOLOGY

AUTO 1163.....	AT	163
AUTO 1164.....	AT	164
AUTO 1165.....	AT	165
AUTO 1166.....	AT	166
AUTO 1167.....	AT	167
AUTO 1168.....	AT	168
AUTO 1173.....	AT	243
AUTO 1370.....	AT	109
AUTO 1371.....	AT	119
AUTO 1470.....	AT	110
AUTO 1471.....	AT	112
AUTO 1472.....	AT	114
AUTO 1473.....	AT	116
AUTO 1743.....	AT	743
AUTO 1753.....	AT	753
AUTO 2212.....	AT	212
AUTO 2240.....	AT	240
AUTO 2241.....	AT	241
AUTO 2242.....	AT	242
AUTO 2244.....	AT	244
AUTO 2245.....	AT	245
AUTO 2246.....	AT	246
AUTO 2247.....	AT	247
AUTO 2370.....	AT	222
AUTO 2371.....	AT	228
AUTO 2379.....	AT	248
AUTO 2380.....	AT	249
AUTO 2470.....	AT	223
AUTO 2471.....	AT	225
AUTO 2472.....	AT	229
AUTO 2473.....	AT	231
AUTO 2843.....	AT	843
AUTO 2853.....	AT	853
AUTO 7371.....	AT	703

AUTO 7372.....	AT	713
AUTO 7471.....	AT	704
AUTO 7472.....	AT	714

AVIATION TECHNOLOGY

AVIA 1170.....	AVT	135
AVIA 1171.....	AVT	137
AVIA 1370.....	AVT	110
AVIA 1371.....	AVT	121
AVIA 1372.....	AVT	122
AVIA 1373.....	AVT	210
AVIA 1374.....	AVT	128
AVIA 2170.....	AVT	253
AVIA 2171.....	AVT	254
AVIA 2172.....	AVT	256
AVIA 2271.....	AVT	251
AVIA 2272.....	AVT	265
AVIA 2273.....	AVT	266
AVIA 2274.....	AVT	267
AVIA 2275.....	AVT	268
AVIA 2370.....	AVT	123
AVIA 2371.....	AVT	212
AVIA 2372.....	AVT	220
AVIA 2373.....	AVT	221
AVIA 2374.....	AVT	223
AVIA 2375.....	AVT	224
AVIA 2376.....	AVT	225
AVIA 2377.....	AVT	226
AVIA 2378.....	AVT	249
AVIA 2379.....	AVT	250
AVIA 2380.....	AVT	255
AVIA 2381.....	AVT	261
AVIA 2382.....	AVT	262
AVIA 2383.....	AVT	263
AVIA 2384.....	AVT	264
AVIA 2385.....	AVT	252
AVIA 7471.....	AVT	704
AVIA 7472.....	AVT	714
AVIA 8481.....	AVT	804

AVIONICS ELECTRONICS

AVET 1370.....	AV	129
AVET 1470.....	AV	132
AVET 1471.....	AV	235

BIOLOGY

BIOL 1406.....	BIO	101
BIOL 1407.....	BIO	102
BIOL 1408.....	BIO	115
BIOL 1409.....	BIO	116
BIOL 1411.....	BIO	110
BIOL 1470.....	BIO	120
BIOL 1472.....	BIO	121
BIOL 1473.....	BIO	123
BIOL 2306.....	BIO	223
BIOL 2370.....	BIO	218
BIOL 2401.....	BIO	221
BIOL 2402.....	BIO	222
BIOL 2416.....	BIO	226
BIOL 2418.....	BIO	211
BIOL 2420.....	BIO	216
BIOL 2428.....	BIO	235
BIOL 2470.....	BIO	203
BIOL 2471.....	BIO	230

BLUEPRINT READING

BLPR 1270.....	BPR	177
BLPR 1271.....	BPR	178

BUILDING PROPERTY MANAGEMENT		
BPMT 1370.....	BPM	160
BPMT 2370.....	BPM	260
BPMT 2371.....	BPM	261
BPMT 2372.....	BPM	262
BPMT 2373.....	BPM	263
BPMT 2374.....	BPM	264
BPMT 2375.....	BPM	265

BUSINESS		
BUSI 1301.....	BUS	105
BUSI 1307.....	BUS	143
BUSI 2301.....	BUS	234

CHEMISTRY		
CHEM 1207.....	CHM	205
CHEM 1411.....	CHM	101
CHEM 1412.....	CHM	102
CHEM 1470.....	CHM	115
CHEM 1471.....	CHM	116
CHEM 2401.....	CHM	203
CHEM 2402.....	CHM	234
CHEM 2423.....	CHM	201
CHEM 2425.....	CHM	202

CHILD DEVELOPMENT		
(See Early Childhood/ Child Development)		

CHINESE		
CHIN 1411.....	CHI	101
CHIN 1412.....	CHI	102
CHIN 2311.....	CHI	201
CHIN 2312.....	CHI	202

COLLEGE LEARNING SKILLS		
(See Developmental College Learning Skills)		

COMMUNICATIONS		
COMM 1336.....	RTV	210
COMM 1337.....	RTV	211
COMM 1370.....	COM	131

COMPUTER AIDED DESIGN AND DRAFTING		
DFTG 1224.....	DFT	101
DFTG 1225.....	DFT	102
DFTG 1271.....	DFT	116
DFTG 1309.....	DFT	103
DFTG 1329.....	DFT	104
DFTG 1333.....	DFT	105
DFTG 1344.....	DFT	106
DFTG 1348.....	DFT	107
DFTG 1354.....	DFT	108
DFTG 1358.....	DFT	109
DFTG 1372.....	DFT	117
DFTG 1373.....	DFT	118
DFTG 1391.....	DFT	110
DFTG 1392.....	DFT	111
DFTG 1394.....	DFT	112
DFTG 1395.....	DFT	113
DFTG 1405.....	DFT	114
DFTG 1417.....	DFT	115
DFTG 1480.....	DFT	704
DFTG 1481.....	DFT	714
DFTG 2304.....	DFT	200
DFTG 2310.....	DFT	201
DFTG 2312.....	DFT	202
DFTG 2336.....	DFT	203
DFTG 2340.....	DFT	204

DFTG 2350.....	DFT	205
DFTG 2356.....	DFT	206
DFTG 2374.....	DFT	207
DFTG 2375.....	DFT	208
DFTG 2380.....	DFT	703
DFTG 2381.....	DFT	713

COMPUTER INFORMATION SYSTEMS		
CISC 1371.....	CIS	111
CISC 1372.....	CIS	160
CISC 1373.....	CIS	172
CISC 1374.....	CIS	173
CISC 1376.....	CIS	102
CISC 1380.....	CIS	112
CISC 1470.....	CIS	101
CISC 1471.....	CIS	106
CISC 1472.....	CIS	109
CISC 1473.....	CIS	116
CISC 1474.....	CIS	121
CISC 1475.....	CIS	126
CISC 1476.....	CIS	162
CISC 1477.....	CIS	164
CISC 1478.....	CIS	171
CISC 1479.....	CIS	169
CISC 1480.....	CIS	192
CISC 2170.....	CIS	260
CISC 2370.....	CIS	200
CISC 2371.....	CIS	213
CISC 2372.....	CIS	262
CISC 2373.....	CIS	263
CISC 2374.....	CIS	272
CISC 2375.....	CIS	275
CISC 2377.....	CIS	203
CISC 2378.....	CIS	208
CISC 2379.....	CIS	214
CISC 2380.....	CIS	216
CISC 2381.....	CIS	217
CISC 2382.....	CIS	219
CISC 2470.....	CIS	205
CISC 2471.....	CIS	207
CISC 2472.....	CIS	209
CISC 2473.....	CIS	210
CISC 2474.....	CIS	212
CISC 2475.....	CIS	215
CISC 2476.....	CIS	218
CISC 2478.....	CIS	221
CISC 2479.....	CIS	225
CISC 2480.....	CIS	226
CISC 2481.....	CIS	228
CISC 2482.....	CIS	254
CISC 2483.....	CIS	258
CISC 2484.....	CIS	265
CISC 2485.....	CIS	287
CISC 2486.....	CIS	268
CISC 2487.....	CIS	270
CISC 2488.....	CIS	277
CISC 2490.....	CIS	292
CISC 2491.....	CIS	295
CISC 2492.....	CIS	271
CISC 2493.....	CIS	201
CISC 2494.....	CIS	202
CISC 2495.....	CIS	204
CISC 2496.....	CIS	211
CISC 2497.....	CIS	206
CISC 7171.....	CIS	701
CISC 7271.....	CIS	702
CISC 7272.....	CIS	712
CISC 7371.....	CIS	703
CISC 7372.....	CIS	713
CISC 7471.....	CIS	704
CISC 7472.....	CIS	714

COMPUTER SCIENCE		
COSC 1315.....	CS	113
COSC 1317.....	CS	121
COSC 1320.....	CS	120
COSC 1333.....	CS	123
COSC 2318.....	CS	114
COSC 2320.....	CS	220
COSC 2325.....	CS	212

CONSTRUCTION MANAGEMENT AND TECHNOLOGY		
CMGT 1270.....	CMT	133
CMGT 1370.....	CMT	121
CMGT 1371.....	CMT	122
CMGT 1372.....	CMT	139
CMGT 1373.....	CMT	140
CMGT 1374.....	CMT	141
CMGT 1375.....	CMT	142
CMGT 2370.....	CMT	231
CMGT 2371.....	CMT	232
CMGT 2372.....	CMT	235
CMGT 2373.....	CMT	239
CMGT 2374.....	CMT	249
CMGT 2375.....	CMT	279
CMGT 2376.....	CMT	221
CMGT 2377.....	CMT	222
CMGT 2378.....	CMT	223
CMGT 2379.....	CMT	224
CMGT 2380.....	CMT	225
CMGT 2381.....	CMT	226
CMGT 2473.....	CMT	236
CMGT 7371.....	CMT	703
CMGT 7471.....	CMT	704
ENGR 2270.....	EGR	290

CONSTRUCTION TECHNOLOGY		
CNST 1170.....	CT	117
CNST 1171.....	CT	121
CNST 1172.....	CT	122
CNST 1173.....	CT	123
CNST 1175.....	CT	127
CNST 1176.....	CT	131
CNST 1177.....	CT	132
CNST 1178.....	CT	133
CNST 1179.....	CT	136
CNST 1180.....	CT	146
CNST 1270.....	CT	126
CNST 1271.....	CT	137
CNST 1272.....	CT	141
CNST 1273.....	CT	142
CNST 1274.....	CT	147
CNST 1370.....	CT	110
CNST 1371.....	CT	111
CNST 1372.....	CT	115
CNST 1373.....	CT	116
CNST 1374.....	CT	118
CNST 1375.....	CT	120
CNST 1376.....	CT	130
CNST 1377.....	CT	134
CNST 1378.....	CT	135
CNST 1379.....	CT	138
CNST 1380.....	CT	140
CNST 1381.....	CT	143
CNST 1382.....	CT	145
CNST 1383.....	CT	125
CNST 2170.....	CT	219
CNST 2171.....	CT	221
CNST 2172.....	CT	222
CNST 2173.....	CT	223
CNST 2174.....	CT	226
CNST 2175.....	CT	227

CNST 2176.....	CT	228
CNST 2177.....	CT	231
CNST 2178.....	CT	232
CNST 2179.....	CT	233
CNST 2180.....	CT	250
CNST 2181.....	CT	255
CNST 2270.....	CT	251
CNST 2370.....	CT	212
CNST 2371.....	CT	213
CNST 2372.....	CT	215
CNST 2373.....	CT	216
CNST 2374.....	CT	218
CNST 2375.....	CT	220
CNST 2376.....	CT	225
CNST 2377.....	CT	230
CNST 2378.....	CT	235
CNST 2379.....	CT	240
CNST 2380.....	CT	245
CNST 2381.....	CT	252
CNST 2382.....	CT	253
CNST 2383.....	CT	256
CNST 2470.....	CT	217
CNST 2471.....	CT	254
CNST 7371.....	CT	703
CNST 7372.....	CT	713
CNST 7471.....	CT	704
CNST 7472.....	CT	714

CRIMINAL JUSTICE		
CRIJ 1301.....	CJ	140
CRIJ 1306.....	CJ	132
CRIJ 1307.....	CJ	139
CRIJ 1310.....	CJ	130
CRIJ 2301.....	CJ	251
CRIJ 2313.....	CJ	250
CRIJ 2314.....	CJ	240
CRIJ 2322.....	CJ	242
CRIJ 2323.....	CJ	247
CRIJ 2328.....	CJ	248
CRIJ 2331.....	CJ	244
CRIJ 2333.....	CJ	148
CRIJ 2334.....	CJ	150
CRIJ 2335.....	CJ	232
CRIJ 7371.....	CJ	703
CRIJ 7372.....	CJ	713
CRIJ 7471.....	CJ	704
CRIJ 7472.....	CJ	714

DANCE		
DANC 1101.....	DAN	234
DANC 1102.....	DAN	235
DANC 1112.....	DAN	252
DANC 1113.....	DAN	253
DANC 1147.....	DAN	155
DANC 1148.....	DAN	156
DANC 1151.....	DAN	116
DANC 1152.....	DAN	200
DANC 1241.....	DAN	161
DANC 1242.....	DAN	163
DANC 1245.....	DAN	165
DANC 1246.....	DAN	166
DANC 1345.....	THE	112
DANC 1346.....	THE	113
DANC 2147.....	DAN	255
DANC 2148.....	DAN	256
DANC 2241.....	DAN	258
DANC 2242.....	DAN	260
DANC 2245.....	DAN	265
DANC 2246.....	DAN	266
DANC 2303.....	DAN	160

DESIGN		
DESI 1170.....	DES	129

DESI 1171.....DES 140
 DESI 1172.....DES 141
 DESI 1173.....DES 132
 DESI 1270.....DES 134
 DESI 1370.....DES 110
 DESI 1371.....DES 135
 DESI 1372.....DES 136
 DESI 2370.....DES 229
 DESI 2371.....DES 234
 DESI 2372.....DES 235

**DEVELOPMENTAL
 COLLEGE LEARNING
 SKILLS**
 DCLS 0100.....CLS 100

**DEVELOPMENTAL
 COMMUNICATIONS**
 DCOM 0095.....DC 095
 DCOM 0120.....DC 120

**DEVELOPMENTAL
 LEARNING**
 DLEA 0094.....DL 094

**DEVELOPMENTAL
 MATHEMATICS**
 DMAT 0060.....DM 060
 DMAT 0061.....DM 061
 DMAT 0062.....DM 062
 DMAT 0063.....DM 063
 DMAT 0064.....DM 064
 DMAT 0065.....DM 065
 DMAT 0070.....DM 070
 DMAT 0071.....DM 071
 DMAT 0072.....DM 072
 DMAT 0073.....DM 073
 DMAT 0080.....DM 080
 DMAT 0081.....DM 081
 DMAT 0082.....DM 082
 DMAT 0090.....DM 090
 DMAT 0091.....DM 091
 DMAT 0093.....DM 093
 DMAT 0096.....DM 096
 DMAT 0097.....DM 097
 DMAT 0098.....DM 098
 DMAT 0099.....DM 099

**DEVELOPMENTAL
 READING**
 DREA 0090.....DR 090
 DREA 0091.....DR 091
 DREA 0093.....DR 093

DEVELOPMENTAL WRITING
 DWRI 0090.....DW 090
 DWRI 0091.....DW 091
 DWRI 0093.....DW 093

**DIAGNOSTIC MEDICAL
 SONOGRAPHY**
 SONO 2170.....DMS 237
 SONO 2172.....DMS 242
 SONO 2270.....DMS 216
 SONO 2271.....DMS 227
 SONO 2272.....DMS 252
 SONO 2273.....DMS 253
 SONO 2274.....DMS 205
 SONO 2275.....DMS 215
 SONO 2370.....DMS 208
 SONO 2371.....DMS 210
 SONO 2372.....DMS 217
 SONO 2373.....DMS 222

SONO 2374.....DMS 206
 SONO 2470.....DMS 218
 SONO 2471.....DMS 225
 SONO 2472.....DMS 229
 SONO 2473.....DMS 207
 SONO 2474.....DMS 209

**DIGITAL IMAGING
 TECHNOLOGY**
 (See Graphic Communications)

DRAMA
 (Formerly Theatre)
 DRAM 1120.....THE 114
 DRAM 1170.....THE 199
 DRAM 1221.....THE 210
 DRAM 1310.....THE 101
 DRAM 1323.....THE 236
 DRAM 1330.....THE 103
 DRAM 1341.....THE 105
 DRAM 1351.....THE 106
 DRAM 1352.....THE 107
 DRAM 1370.....THE 102
 DRAM 2331.....THE 104
 DRAM 2336.....THE 109
 DRAM 2351.....THE 205
 DRAM 2352.....THE 207
 DRAM 2361.....THE 110
 DRAM 2362.....THE 111
 DRAM 2370.....THE 201
 DRAM 2371.....THE 202
 DRAM 2373.....THE 208
 DRAM 2374.....THE 209
 DRAM 2375.....THE 211
 DRAM 2376.....THE 212

**EARLY CHILDHOOD/CHILD
 DEVELOPMENT**
 (Child Development)
 CDEC 1194.....CDE 100
 CDEC 1195.....CDE 101
 CDEC 1280.....CDE 102
 CDEC 1303.....CDE 103
 CDEC 1317.....CDE 104
 CDEC 1318.....CDE 105
 CDEC 1319.....CDE 106
 CDEC 1359.....CDE 107
 CDEC 1391.....CDE 108
 CDEC 1392.....CDE 109
 CDEC 1393.....CDE 110
 CDEC 1394.....CDE 111
 CDEC 1395.....CDE 112
 CDEC 1396.....CDE 113
 CDEC 1411.....CDE 114
 CDEC 1413.....CDE 115
 CDEC 1454.....CDE 116
 CDEC 1492.....CDE 117
 CDEC 2322.....CDE 200
 CDEC 2324.....CDE 201
 CDEC 2326.....CDE 202
 CDEC 2328.....CDE 203
 CDEC 2373.....CDE 204
 CDEC 2375.....CDE 205
 CDEC 2380.....CDE 206
 CDEC 2421.....CDE 207
 CDEC 2441.....CDE 208
 CDEC 2473.....CDE 209
 CDEC 2475.....CDE 210
 CDEC 2476.....CDE 211
 CDEC 2481.....CDE 212

EARTH SCIENCE
 (See Geology)

**EASTFIELD INTERPRETER
 TRAINING PROGRAM**
 (Interpreter Training Program)
 These courses carry a DCCCD
 prefix. The Texas Common
 Course Number is listed in
 parentheses.

EITP 1170.....ITP 148
 EITP 1370.....ITP 140
 EITP 1371.....ITP 144
 EITP 1372.....ITP 151
 EITP 1373.....ITP 152
 EITP 1470.....ITP 141
 (CCN# SGNL 1401)
 EITP 1471.....ITP 143
 (CCN# SGNL 1402)
 EITP 2373.....ITP 250
 EITP 2374.....ITP 253
 EITP 2375.....ITP 260
 EITP 2376.....ITP 254
 EITP 2377.....ITP 255
 EITP 2470.....ITP 240

ECOLOGY
 This course carries a DCCCD
 prefix. The Texas Common
 Course Number is listed in
 parentheses.
 ECOL 1305.....ECY 291
 (CCN# GEOL 1305)

ECONOMICS
 ECON 1303.....ECO 105
 ECON 2301.....ECO 201
 ECON 2302.....ECO 202
 ECON 2311.....ECO 203

EDUCATIONAL PERSONNEL
 EDUC 1370.....EP 129
 EDUC 1371.....EP 131
 EDUC 1372.....EP 133
 EDUC 1373.....EP 134
 EDUC 1374.....EP 135
 EDUC 1375.....EP 136
 EDUC 1376.....EP 140
 EDUC 1377.....EP 143
 EDUC 2170.....EP 245
 EDUC 2270.....EP 246
 EDUC 2370.....EP 210
 EDUC 2371.....EP 241
 EDUC 2372.....EP 247
 EDUC 2373.....EP 249
 EDUC 7271.....EP 702
 EDUC 7272.....EP 712
 EDUC 7371.....EP 703
 EDUC 7372.....EP 713
 EDUC 7471.....EP 704
 EDUC 7472.....EP 714

ELECTRICAL TECHNOLOGY
 ELEC 1270.....ELE 105
 ELEC 1271.....ELE 108
 ELEC 1272.....ELE 118
 ELEC 1370.....ELE 115
 ELEC 1371.....ELE 116
 ELEC 1470.....ELE 106
 ELEC 1471.....ELE 107
 ELEC 1472.....ELE 117
 ELEC 2170.....ELE 220
 ELEC 2172.....ELE 222
 ELEC 2270.....ELE 207
 ELEC 2271.....ELE 208

ELEC 2272.....ELE 213
 ELEC 2370.....ELE 205
 ELEC 2371.....ELE 214
 ELEC 2374.....ELE 216
 ELEC 2375.....ELE 218
 ELEC 2376.....ELE 224
 ELEC 2470.....ELE 206
 ELEC 7371.....ELE 703
 ELEC 7372.....ELE 713
 ELEC 7471.....ELE 704
 ELEC 7472.....ELE 714

**ELECTRONICS
 TECHNOLOGY**
 ELET 1170.....ET 170
 ELET 1171.....ET 172
 ELET 1172.....ET 174
 ELET 1370.....ET 194
 ELET 1470.....ET 190
 ELET 1471.....ET 191
 ELET 1472.....ET 193
 ELET 1473.....ET 197
 ELET 1670.....ET 135
 ELET 2170.....ET 205
 ELET 2270.....ET 206
 ELET 2271.....ET 211
 ELET 2272.....ET 212
 ELET 2370.....ET 234
 ELET 2371.....ET 239
 ELET 2372.....ET 207
 ELET 2373.....ET 265
 ELET 2374.....ET 213
 ELET 2375.....ET 214
 ELET 2470.....ET 200
 ELET 2471.....ET 201
 ELET 2472.....ET 202
 ELET 2473.....ET 203
 ELET 2475.....ET 210
 ELET 2476.....ET 231
 ELET 2477.....ET 232
 ELET 2478.....ET 235
 ELET 2479.....ET 237
 ELET 2480.....ET 238
 ELET 2481.....ET 240
 ELET 2482.....ET 246
 ELET 2483.....ET 247
 ELET 2484.....ET 248
 ELET 2485.....ET 250
 ELET 2486.....ET 260
 ELET 2487.....ET 261
 ELET 2488.....ET 263
 ELET 2490.....ET 264
 ELET 2491.....ET 266
 ELET 2492.....ET 267
 ELET 2493.....ET 268
 ELET 2494.....ET 270
 ELET 2495.....ET 271
 ELET 2496.....ET 272
 ELET 2497.....ET 273
 ELET 7471.....ET 704
 ELET 7472.....ET 714

**ELECTRONIC
 TELECOMMUNICATIONS**
 ETEL 1170.....ET 103
 ETEL 1370.....ET 102
 ETEL 2170.....ET 280
 ETEL 2171.....ET 281
 ETEL 2172.....ET 282
 ETEL 2270.....ET 283
 ETEL 2271.....ET 284
 ETEL 2470.....ET 290
 ETEL 2471.....ET 291

ETEL 2472.....	ET	292
ETEL 2473.....	ET	293
ETEL 2474.....	ET	294
ETEL 2475.....	ET	295
ETEL 2476.....	ET	297
ETEL 2477.....	ET	298
ETEL 2478.....	ET	299

**ENGINE TECHNOLOGY -
MOTORCYCLE MECHANICS**
(Formerly Motorcycle
Mechanics)

ETMC 1462.....	MM	153
ETMC 1470.....	MM	134
ETMC 1471.....	MM	135
ETMC 1472.....	MM	136
ETMC 1473.....	MM	137
ETMC 1474.....	MM	138
ETMC 1475.....	MM	139
ETMC 7371.....	MM	703

**ENGINE TECHNOLOGY -
OUTBOARD ENGINE**
(Formerly Outboard Marine
Engine Mechanics)

ETOB 1463.....	OE	149
ETOB 1480.....	OE	144
ETOB 1481.....	OE	145
ETOB 1482.....	OE	146
ETOB 1483.....	OE	147
ETOB 1484.....	OE	148
ETOB 7381.....	OE	723
ETOB 7481.....	OE	724

**ENGINE TECHNOLOGY -
SMALL ENGINE**
(Formerly Small Engine
Mechanics)

ETSE 1464.....	SE	159
ETSE 1490.....	SE	154
ETSE 1491.....	SE	155
ETSE 1492.....	SE	156
ETSE 1493.....	SE	157
ETSE 1494.....	SE	158
ETSE 7391.....	SE	733
ETSE 7491.....	SE	734

ENGINEERING

ENGR 1201.....	EGR	101
ENGR 1304.....	EGR	105
ENGR 1305.....	EGR	106
ENGR 1307.....	EGR	205
ENGR 2105.....	EGR	206
ENGR 2270.....	EGR	290
ENGR 2301.....	EGR	107
ENGR 2302.....	EGR	201
ENGR 2305.....	EGR	204
ENGR 2332.....	EGR	202
ENGR 2370.....	EGR	207

**ENGINEERING
TECHNOLOGY**

ENGT 1270.....	CIM	102
ENGT 1271.....	CIM	123
ENGT 1272.....	CIM	189
ENGT 1274.....	CIM	192
ENGT 1371.....	CIM	197
ENGT 1372.....	CIM	111
ENGT 1471.....	CIM	145
ENGT 1472.....	ECT	146
ENGT 1473.....	ECT	147
ENGT 2170.....	EGT	200
ENGT 2270.....	CIM	259

ENGT 2271.....	CIM	255
ENGT 2272.....	CIM	292
ENGT 2273.....	EGT	272
ENGT 2370.....	CIM	257
ENGT 2371.....	CIM	256
ENGT 2372.....	CIM	295
ENGT 2470.....	ECT	226
ENGT 2471.....	ECT	293
ENGT 2473.....	CIM	271
ENGT 2475.....	ECT	294
ENGT 2476.....	ECT	296
ENGT 7371.....	ECT	713
ENGT 7471.....	ECT	714

ENGLISH

ENGL 1111.....	ENG	111
ENGL 1301.....	ENG	101
ENGL 1302.....	ENG	102
ENGL 2307.....	ENG	209
ENGL 2308.....	ENG	211
ENGL 2311.....	ENG	210
ENGL 2321.....	ENG	212
ENGL 2322.....	ENG	201
ENGL 2323.....	ENG	202
ENGL 2326.....	ENG	213
ENGL 2327.....	ENG	205
ENGL 2328.....	ENG	206
ENGL 2331.....	ENG	214
ENGL 2332.....	ENG	203
ENGL 2333.....	ENG	204
ENGL 2370.....	ENG	215
ENGL 2371.....	ENG	216

**ENGLISH AS A SECOND
LANGUAGE**

ESOL 0031.....	ESL	031
ESOL 0032.....	ESL	032
ESOL 0033.....	ESL	033
ESOL 0034.....	ESL	034
ESOL 0041.....	ESL	041
ESOL 0042.....	ESL	042
ESOL 0043.....	ESL	043
ESOL 0044.....	ESL	044
ESOL 0051.....	ESL	051
ESOL 0052.....	ESL	052
ESOL 0053.....	ESL	053
ESOL 0054.....	ESL	054
ESOL 0061.....	ESL	061
ESOL 0062.....	ESL	062
ESOL 0063.....	ESL	063
ESOL 0064.....	ESL	064

**ENVIRONMENTAL
TECHNOLOGY**

ENVT 1270.....	ENV	106
ENVT 1370.....	ENV	101
ENVT 1371.....	ENV	102
ENVT 1470.....	ENV	105
ENVT 2370.....	ENV	202
ENVT 2371.....	ENV	206
ENVT 2372.....	ENV	209
ENVT 2373.....	ENV	210
ENVT 2470.....	ENV	201
ENVT 2471.....	ENV	207
ENVT 2472.....	ENV	208
ENVT 7371.....	ENV	703

FASHION DESIGN

(See Apparel Design,
Design, and Pattern Design)

FASHION MARKETING

(See Marketing Careers)

FIRE PROTECTION

FIRE 1370.....	FPT	131
FIRE 1371.....	FPT	132
FIRE 1372.....	FPT	137
FIRE 1373.....	FPT	140
FIRE 1374.....	FPT	141
FIRE 1375.....	FPT	146
FIRE 2370.....	FPT	229
FIRE 2371.....	FPT	233
FIRE 2372.....	FPT	235
FIRE 2373.....	FPT	236
FIRE 2374.....	FPT	237
FIRE 2375.....	FPT	238
FIRE 2376.....	FPT	240
FIRE 2377.....	FPT	244
FIRE 2378.....	FPT	245
FIRE 2379.....	FPT	246
FIRE 2380.....	FPT	247

**FOOD AND HOSPITALITY
SERVICE**

FHSV 1370.....	FHS	110
FHSV 1371.....	FHS	111
FHSV 1372.....	FHS	112
FHSV 1373.....	FHS	114
FHSV 1374.....	FHS	115
FHSV 1375.....	FHS	116
FHSV 1376.....	FHS	119
FHSV 1377.....	FHS	120
FHSV 1378.....	FHS	122
FHSV 1379.....	FHS	124
FHSV 1380.....	FHS	132
FHSV 1381.....	FHS	135
FHSV 1382.....	FHS	138
FHSV 1383.....	FHS	140
FHSV 1384.....	FHS	137
FHSV 1385.....	FHS	145
FHSV 1386.....	FHS	139
FHSV 1387.....	FHS	144
FHSV 2170.....	FHS	201
FHSV 2270.....	FHS	202
FHSV 2271.....	FHS	260
FHSV 2272.....	FHS	261
FHSV 2370.....	FHS	203
FHSV 2371.....	FHS	204
FHSV 2372.....	FHS	210
FHSV 2373.....	FHS	214
FHSV 2374.....	FHS	233
FHSV 2375.....	FHS	238
FHSV 2376.....	FHS	239
FHSV 2377.....	FHS	245
FHSV 2378.....	FHS	247
FHSV 2379.....	FHS	248
FHSV 2380.....	FHS	249
FHSV 2381.....	FHS	251
FHSV 2382.....	FHS	253
FHSV 2470.....	FHS	220
FHSV 2471.....	FHS	222
FHSV 7471.....	FHS	704
FHSV 7472.....	FHS	714

FRENCH

FREN 1411.....	FR	101
FREN 1412.....	FR	102
FREN 2303.....	FR	203
FREN 2304.....	FR	204
FREN 2306.....	FR	207
FREN 2311.....	FR	201
FREN 2312.....	FR	202
FREN 2370.....	FR	208

GEOGRAPHY

GEOG 1301.....	GPY	101
GEOG 1302.....	GPY	103
GEOG 1303.....	GPY	104
GEOG 2312.....	GPY	102

GEOLOGY

GEOL 1401.....	ES	117
GEOL 1403.....	GEO	101
GEOL 1404.....	GEO	102
GEOL 1445.....	GEO	105
GEOL 1470.....	ES	115
GEOL 2407.....	GEO	207
GEOL 2409.....	GEO	201
GEOL 2470.....	GEO	205
GEOL 2471.....	GEO	209

GERMAN

GERM 1411.....	GER	101
GERM 1412.....	GER	102
GERM 2311.....	GER	201
GERM 2312.....	GER	202

GOVERNMENT

GOVT 2301.....	GVT	201
GOVT 2302.....	GVT	202
GOVT 2371.....	GVT	211

GRAPHIC

COMMUNICATIONS

(Graphic Arts)

GRPH 1223.....	GRP	100
GRPH 1224.....	GRP	101
GRPH 1258.....	GRP	102
GRPH 1305.....	GRP	103
GRPH 1309.....	GRP	104
GRPH 1322.....	GRP	105
GRPH 1325.....	GRP	106
GRPH 1354.....	GRP	107
GRPH 1357.....	GRP	108
GRPH 1359.....	GRP	109
GRPH 1391.....	GRP	110
GRPH 1395.....	GRP	111
GRPH 1396.....	GRP	112
GRPH 2341.....	GRP	113
GRPH 2381.....	GRP	703

GREEK

GREE 1311.....	GRK	101
GREE 1312.....	GRK	102
GREE 2311.....	GRK	201
GREE 2312.....	GRK	202

**HEALTH INFORMATION
MANAGEMENT**

HIMT 1270.....	HIM	115
HIMT 1370.....	HIM	101
HIMT 1371.....	HIM	120
HIMT 1372.....	HIM	140
HIMT 1470.....	HIM	108
HIMT 2270.....	HIM	210
HIMT 2271.....	HIM	245
HIMT 2272.....	HIM	216
HIMT 2370.....	HIM	201
HIMT 2470.....	HIM	131
HIMT 2471.....	HIM	208

HEATING, VENTILATION AND AIR CONDITIONING (Air Conditioning and Refrigeration Technology)

HVAC 1170.....	ACR	137
HVAC 1270.....	ACR	109
HVAC 1271.....	ACR	138
HVAC 1370.....	ACR	110
HVAC 1371.....	ACR	121
HVAC 1372.....	ACR	122
HVAC 1373.....	ACR	126
HVAC 1374.....	ACR	127
HVAC 1375.....	ACR	131
HVAC 1376.....	ACR	132
HVAC 1377.....	ACR	139
HVAC 1378.....	ACR	141
HVAC 1379.....	ACR	142
HVAC 1670.....	ACR	120
HVAC 1671.....	ACT	125
HVAC 1672.....	ACR	130
HVAC 1673.....	ACR	140
HVAC 2370.....	ACR	209
HVAC 2371.....	ACR	210
HVAC 2372.....	ACR	213
HVAC 2373.....	ACR	214
HVAC 2374.....	ACR	221
HVAC 2375.....	ACR	222
HVAC 2376.....	ACR	223
HVAC 2377.....	ACR	224
HVAC 2378.....	ACR	227
HVAC 2379.....	ACR	228
HVAC 2380.....	ACR	229
HVAC 2381.....	ACR	230
HVAC 2670.....	ACR	200
HVAC 2671.....	ACR	212
HVAC 7371.....	ACR	703
HVAC 7372.....	ACR	713
HVAC 7471.....	ACR	704
HVAC 7472.....	ACR	714

HISTORY

HIST 1301.....	HST	101
HIST 1302.....	HST	102
HIST 2311.....	HST	105
HIST 2312.....	HST	106
HIST 2321.....	HST	103
HIST 2322.....	HST	104
HIST 2370.....	HST	112
HIST 2372.....	HST	205
HIST 2380.....	HST	110
HIST 2381.....	HST	120

HORTICULTURE TECHNOLOGY

HORT 1270.....	HLN	132
HORT 1271.....	HLN	133
HORT 1272.....	HLN	134
HORT 1273.....	HLN	135
HORT 1370.....	HLN	140
HORT 1371.....	HLN	145
HORT 1372.....	HLN	146
HORT 1373.....	HLN	147
HORT 1470.....	HLN	131
HORT 1471.....	HLN	141
HORT 2270.....	HLN	235
HORT 2370.....	HLN	233
HORT 2371.....	HLN	238
HORT 2372.....	HLN	246
HORT 2373.....	HLN	248
HORT 2374.....	HLN	249
HORT 2375.....	HLN	250
HORT 2376.....	HLN	252
HORT 2470.....	HLN	227

HORT 2471.....	HLN	231
HORT 7371.....	HLN	703
HORT 7372.....	HLN	713

HOTEL/MOTEL MANAGEMENT

HMMT 1370.....	HMM	100
HMMT 1371.....	HMM	101
HMMT 1372.....	HMM	102
HMMT 2370.....	HMM	200
HMMT 2371.....	HMM	201
HMMT 2372.....	HMM	202
HMMT 2373.....	HMM	203
HMMT 2374.....	HMM	204
HMMT 2375.....	HMM	205
HMMT 2376.....	HMM	206
HMMT 2377.....	HMM	207
HMMT 7371.....	HMM	703
HMMT 7471.....	HMM	704

HUMAN DEVELOPMENT

HDEV 0092.....	HD	092
HDEV 0100.....	HD	100
HDEV 0110.....	HD	110
HDEV 1370.....	HD	104
HDEV 1371.....	HD	112
HDEV 1372.....	HD	108

HUMANITIES

HUMA 1301.....	HUM	101
HUMA 1302.....	HUM	102

INTERIOR DESIGN

INTD 1370.....	INT	164
INTD 1371.....	INT	171
INTD 1372.....	INT	173
INTD 1373.....	INT	191
INTD 1374.....	INT	168
INTD 1375.....	INT	167
INTD 1376.....	INT	177
INTD 2371.....	INT	261
INTD 2372.....	INT	262
INTD 2373.....	INT	277
INTD 2374.....	INT	281
INTD 2375.....	INT	283
INTD 2376.....	INT	284
INTD 2377.....	INT	293
INTD 2378.....	INT	294
INTD 3370.....	INT	363
INTD 3372.....	INT	385
INTD 3373.....	INT	395
INTD 3374.....	INT	367
INTD 3375.....	INT	368
INTD 3470.....	INT	365
INTD 7271.....	INT	702
INTD 7371.....	INT	703

INTERNATIONAL BUSINESS AND TRADE

IBTR 2370.....	IBT	275
IBTR 2371.....	IBT	276
IBTR 2372.....	IBT	270
IBTR 2373.....	IBT	271
IBTR 2374.....	IBT	272
IBTR 2375.....	IBT	273
IBTR 2377.....	IBT	277
IBTR 2378.....	IBT	278
IBTR 2379.....	IBT	279
IBTR 2380.....	IBT	280
IBTR 2381.....	IBT	281
IBTR 7471.....	IBT	704

INTERNET PUBLISHING, TRAINING AND COMMERCE TECHNOLOGY

WEBT 1270.....	WEB	140
WEBT 1271.....	WEB	141
WEBT 1272.....	WEB	142
WEBT 1273.....	WEB	143
WEBT 1274.....	WEB	144
WEBT 1275.....	WEB	145
WEBT 1276.....	WEB	146
WEBT 1277.....	WEB	147
WEBT 1278.....	WEB	148
WEBT 1279.....	WEB	149
WEBT 1280.....	WEB	150
WEBT 1281.....	WEB	151
WEBT 1282.....	WEB	152
WEBT 1283.....	WEB	153
WEBT 1284.....	WEB	154
WEBT 1285.....	WEB	155
WEBT 1286.....	WEB	156
WEBT 1370.....	WEB	157
WEBT 7371.....	WEB	703

INTERPRETER TRAINING PROGRAM (See Eastfield Interpreter Training Program)

INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 1170.....	ICV	130
ICVT 1171.....	ICV	132
ICVT 1172.....	ICV	134
ICVT 1270.....	ICV	101
ICVT 1271.....	ICV	136
ICVT 1370.....	ICV	110
ICVT 1371.....	ICV	112
ICVT 1372.....	ICV	120
ICVT 1373.....	ICV	122
ICVT 1374.....	ICV	124
ICVT 1375.....	ICV	137
ICVT 1570.....	ICV	138
ICVT 2370.....	ICV	210
ICVT 2371.....	ICV	220
ICVT 2470.....	ICV	223
ICVT 2471.....	ICV	224
ICVT 2570.....	ICV	212
ICVT 2571.....	ICV	222
ICVT 2670.....	ICV	225
ICVT 2671.....	ICV	226

JAPANESE

JAPN 1411.....	JPN	101
JAPN 1412.....	JPN	102
JAPN 2311.....	JPN	201
JAPN 2312.....	JPN	202

JOURNALISM

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

JOUR 1307.....	JN	101
(CCN# COMM 1307)		
JOUR 1335.....	JN	203
(CCN# COMM 1335)		
JOUR 1370.....	JN	106
(No CCN#)		
JOUR 2131.....	JN	104
(CCN# COMM 2131)		
JOUR 2132.....	JN	105
(CCN# COMM 2132)		

JOUR 2311.....	JN	102
(CCN# COMM 2311)		
JOUR 2315.....	JN	103
(CCN# COMM 2315)		
JOUR 2327.....	JN	202
(CCN# COMM 2327)		
JOUR 2370.....	JN	204
(No CCN#)		

LATIN

LATI 1411.....	LAT	101
LATI 1412.....	LAT	102
LATI 2311.....	LAT	201
LATI 2312.....	LAT	202

LEGAL ASSISTANT

LEGL 1370.....	LA	131
LEGL 1371.....	LA	133
LEGL 1372.....	LA	134
LEGL 1373.....	LA	135
LEGL 1374.....	LA	138
LEGL 2371.....	LA	225
LEGL 2372.....	LA	227
LEGL 2374.....	LA	231
LEGL 2375.....	LA	232
LEGL 2376.....	LA	234
LEGL 2377.....	LA	238
LEGL 2378.....	LA	240
LEGL 2379.....	LA	248
LEGL 2380.....	LA	251
LEGL 2381.....	LA	253
LEGL 7371.....	LA	703
LEGL 7372.....	LA	713
LEGL 7471.....	LA	704
LEGL 7472.....	LA	714

LIBRARY SKILLS

LIBR 1370.....	LS	102
----------------	----	-----

MANAGEMENT

MGMT 1370.....	MGT	136
MGMT 1371.....	MGT	140
MGMT 1372.....	MGT	153
MGMT 1373.....	MGT	160
MGMT 1374.....	MGT	171
MGMT 2170.....	MGT	212
MGMT 2370.....	MGT	210
MGMT 2371.....	MGT	211
MGMT 2372.....	MGT	232
MGMT 2373.....	MGT	237
MGMT 2374.....	MGT	242
MGMT 2375.....	MGT	244
MGMT 7371.....	MGT	703
MGMT 7372.....	MGT	713
MGMT 8381.....	MGT	803
MGMT 8382.....	MGT	813

MARKETING CAREERS

MRKT 1370.....	MKT 137
MRKT 2170.....	MKT 211
MRKT 2270.....	MKT 212
MRKT 2370.....	MKT 206
MRKT 2371.....	MKT 223
MRKT 2372.....	MKT 224
MRKT 2373.....	MKT 230
MRKT 2374.....	MKT 233
MRKT 2375.....	MKT 239
MRKT 2376.....	MKT 251
MRKT 2377.....	MKT 290
MRKT 2380.....	MKT 231
MRKT 2381.....	MKT 235
MRKT 2382.....	MKT 237
MRKT 7371.....	MKT 703
MRKT 7372.....	MKT 713

MATHEMATICS

<u>MATH 1314</u>	MTH 101
<u>MATH 1316</u>	MTH 102
<u>MATH 1324</u>	MTH 111
<u>MATH 1325</u>	MTH 112
<u>MATH 1332</u>	MTH 115
<u>MATH 1333</u>	MTH 116
<u>MATH 1335</u>	MTH 117
<u>MATH 1342</u>	MTH 202
<u>MATH 1348</u>	MTH 121
<u>MATH 1371</u>	MTH 130
<u>MATH 1372</u>	MTH 136
<u>MATH 1373</u>	MTH 139
<u>MATH 1374</u>	MTH 195
<u>MATH 1375</u>	MTH 196
<u>MATH 1470</u>	MTH 103
<u>MATH 2305</u>	MTH 215
<u>MATH 2315</u>	MTH 226
<u>MATH 2318</u>	MTH 221
<u>MATH 2320</u>	MTH 230
<u>MATH 2370</u>	MTH 297
<u>MATH 2412</u>	MTH 109
<u>MATH 2414</u>	MTH 225
<u>MATH 2513</u>	MTH 124

MEDICAL ASSISTING

MEDA 1170.....	MA 100
MEDA 1171.....	MA 101
MEDA 1172.....	MA 102
MEDA 1270.....	MA 103
MEDA 1271.....	MA 104
MEDA 1272.....	MA 105
MEDA 1273.....	MA 106
MEDA 1274.....	MA 107
MEDA 1275.....	MA 108
MEDA 1276.....	MA 109
MEDA 1277.....	MA 110
MEDA 1278.....	MA 111
MEDA 1279.....	MA 112
MEDA 1280.....	MA 113
MEDA 1370.....	MA 114

MEDICAL LABORATORY TECHNOLOGY

MDLT 1370.....	MLT 136
MDLT 1371.....	MLT 137
MDLT 1372.....	MLT 142
MDLT 1470.....	MLT 133
MDLT 1471.....	MLT 141
MDLT 2271.....	MLT 237
MDLT 2370.....	MLT 225
MDLT 2470.....	MLT 229
MDLT 2471.....	MLT 231
MDLT 2472.....	MLT 241

MEDICAL STAFF SERVICES

MEDS 1270.....	MED 102
MEDS 1370.....	MED 100
MEDS 1371.....	MED 101
MEDS 2270.....	MED 201
MEDS 2370.....	MED 200

MEDICAL TRANSCRIPTION

MEDT 1270.....	MTR 135
MEDT 1271.....	MTR 137
MEDT 1370.....	MTR 133
MEDT 1470.....	MTR 131
MEDT 1471.....	MTR 141
MEDT 1472.....	MTR 145
MEDT 7472.....	MTR 714

MORTGAGE BANKING

MOBA 1170.....	MB 104
MOBA 1370.....	MB 101
MOBA 1372.....	MB 102
MOBA 1373.....	MB 103
MOBA 2370.....	MB 205
MOBA 2372.....	MB 206
MOBA 2373.....	MB 207
MOBA 2374.....	MB 208
MOBA 7471.....	MB 704
MOBA 7472.....	MB 714

MOTORCYCLE MECHANICS

(See Engine Technology-
Motorcycle Mechanics)

MULTIMEDIA TECHNOLOGY

MULT 1370.....	MUL 100
MULT 1371.....	MUL 101
MULT 1372.....	MUL 102
MULT 1373.....	MUL 103
MULT 1374.....	MUL 104
MULT 1375.....	MUL 105
MULT 1376.....	MUL 106
MULT 1377.....	MUL 107
MULT 1378.....	MUL 108
MULT 1379.....	MUL 109
MULT 1380.....	MUL 110
MULT 1381.....	MUL 111
MULT 7371.....	MUL 703

MUSIC

(Music and Applied Music)

<u>MUSI 1116</u>	MUS 161
<u>MUSI 1117</u>	MUS 162
<u>MUSI 1123</u>	MUS 170
<u>MUSI 1125</u>	MUS 184
<u>MUSI 1132</u>	MUS 174
<u>MUSI 1133</u>	MUS 171
<u>MUSI 1134</u>	MUS 172
<u>MUSI 1137</u>	MUS 103
<u>MUSI 1138</u>	MUS 173
<u>MUSI 1139</u>	MUS 175
<u>MUSI 1140</u>	MUS 176
<u>MUSI 1143</u>	MUS 155
<u>MUSI 1151</u>	MUS 177
<u>MUSI 1152</u>	MUS 156
<u>MUSI 1160</u>	MUS 105
<u>MUSI 1161</u>	MUS 108
<u>MUSI 1170</u>	MUS 147
<u>MUSI 1172</u>	MUS 148
<u>MUSI 1173</u>	MUS 191
<u>MUSI 1174</u>	MUS 198
<u>MUSI 1181</u>	MUS 117
<u>MUSI 1182</u>	MUS 118
<u>MUSI 1183</u>	MUS 151
<u>MUSI 1184</u>	MUS 152

<u>MUSI 1192</u>	MUS 119
<u>MUSI 1193</u>	MUS 120
<u>MUSI 1237</u>	MUS 160
<u>MUSI 1263</u>	MUS 115
<u>MUSI 1270</u>	MUS 180
<u>MUSI 1271</u>	MUS 189
<u>MUSI 1272</u>	MUS 190
<u>MUSI 1273</u>	MUS 197
<u>MUSI 1300</u>	MUS 113
<u>MUSI 1306</u>	MUS 104
<u>MUSI 1308</u>	MUS 110
<u>MUSI 1309</u>	MUS 111
<u>MUSI 1310</u>	MUS 166
<u>MUSI 1311</u>	MUS 145
<u>MUSI 1312</u>	MUS 146
<u>MUSI 1370</u>	MUS 112
<u>MUSI 1371</u>	MUS 114
<u>MUSI 1372</u>	MUS 153
<u>MUSI 1373</u>	MUS 154
<u>MUSI 1374</u>	MUS 192
<u>MUSI 1375</u>	MUS 193
<u>MUSI 1376</u>	MUS 194
<u>MUSI 1377</u>	MUS 196
<u>MUSI 1386</u>	MUS 203
<u>MUSI 2116</u>	MUS 271
<u>MUSI 2118</u>	MUS 272
<u>MUSI 2143</u>	MUS 150
<u>MUSI 2160</u>	MUS 107
<u>MUSI 2161</u>	MUS 106
<u>MUSI 2181</u>	MUS 217
<u>MUSI 2182</u>	MUS 218
<u>MUSI 2192</u>	MUS 205
<u>MUSI 2237</u>	MUS 181
<u>MUSI 2270</u>	MUS 289
<u>MUSI 2311</u>	MUS 245
<u>MUSI 2312</u>	MUS 246
<u>MUSI 2370</u>	MUS 292
<u>MUSI 2371</u>	MUS 293
<u>MUSI 2372</u>	MUS 296
<u>MUSI 2373</u>	MUS 297
<u>MUSI 7371</u>	MUS 703
<u>MUSI 7372</u>	MUS 713
<u>MUSI 9175</u>	MUS 199
MUAP 1101.....	MUS 124
MUAP 1105.....	MUS 125
MUAP 1109.....	MUS 126
MUAP 1113.....	MUS 127
MUAP 1115.....	MUS 141
MUAP 1117.....	MUS 128
MUAP 1121.....	MUS 129
MUAP 1125.....	MUS 131
MUAP 1129.....	MUS 130
MUAP 1133.....	MUS 132
MUAP 1137.....	MUS 133
MUAP 1141.....	MUS 134
MUAP 1145.....	MUS 135
MUAP 1149.....	MUS 136
MUAP 1153.....	MUS 137
MUAP 1157.....	MUS 138
MUAP 1158.....	MUS 143
MUAP 1161.....	MUS 140
MUAP 1165.....	MUS 122
MUAP 1169.....	MUS 121
MUAP 1177.....	MUS 139
MUAP 1181.....	MUS 123
MUAP 2201.....	MUS 224
MUAP 2205.....	MUS 225
MUAP 2209.....	MUS 226
MUAP 2213.....	MUS 227
MUAP 2215.....	MUS 241
MUAP 2217.....	MUS 228
MUAP 2221.....	MUS 229
MUAP 2225.....	MUS 231

MUAP 2229.....	MUS 230
MUAP 2233.....	MUS 232
MUAP 2237.....	MUS 233
MUAP 2241.....	MUS 234
MUAP 2245.....	MUS 235
MUAP 2249.....	MUS 236
MUAP 2253.....	MUS 237
MUAP 2257.....	MUS 238
MUAP 2258.....	MUS 243
MUAP 2261.....	MUS 240
MUAP 2265.....	MUS 222
MUAP 2269.....	MUS 221
MUAP 2277.....	MUS 239
MUAP 2281.....	MUS 223
MUAP 2301.....	MUS 254
MUAP 2305.....	MUS 255
MUAP 2309.....	MUS 256
MUAP 2313.....	MUS 257
MUAP 2317.....	MUS 258
MUAP 2321.....	MUS 259
MUAP 2325.....	MUS 261
MUAP 2329.....	MUS 260
MUAP 2333.....	MUS 262
MUAP 2337.....	MUS 263
MUAP 2341.....	MUS 264
MUAP 2345.....	MUS 265
MUAP 2349.....	MUS 266
MUAP 2353.....	MUS 267
MUAP 2357.....	MUS 268
MUAP 2361.....	MUS 270
MUAP 2365.....	MUS 252
MUAP 2369.....	MUS 251
MUAP 2377.....	MUS 269
MUAP 2381.....	MUS 253

NURSING

NURS 1370.....	NUR 101
NURS 1371.....	NUR 102
NURS 1570.....	NUR 147
NURS 1870.....	NUR 144
NURS 1970.....	NUR 146
NURS 1971.....	NUR 148
NURS 2170.....	NUR 259
NURS 2270.....	NUR 262
NURS 2374.....	NUR 245
NURS 2375.....	NUR 260
NURS 2870.....	NUR 261
NURS 2970.....	NUR 250
NURS 2971.....	NUR 258
NURS 2972.....	NUR 263

NUTRITION

This course carries a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

NUTR 1322.....	NTR 101
(CCN# HECO 1322)	

OFFICE TECHNOLOGY

OFCT 1170.....	OFC 143
OFCT 1171.....	OFC 176
OFCT 1172.....	OFC 182
OFCT 1173.....	OFC 183
OFCT 1175.....	OFC 192
OFCT 1270.....	OFC 144
OFCT 1271.....	OFC 179
OFCT 1370.....	OFC 145
OFCT 1371.....	OFC 150
OFCT 1372.....	OFC 160
OFCT 1373.....	OFC 162
OFCT 1374.....	OFC 167
OFCT 1375.....	OFC 172

OFCT 1376.....	OFC 173
OFCT 1377.....	OFC 101
OFCT 1378.....	OFC 102
OFCT 1379.....	OFC 105
OFCT 1380.....	OFC 112
OFCT 2170.....	OFC 282
OFCT 2171.....	OFC 283
OFCT 2172.....	OFC 284
OFCT 2270.....	OFC 273
OFCT 2370.....	OFC 231
OFCT 2371.....	OFC 274
OFCT 2372.....	OFC 205
OFCT 2373.....	OFC 212
OFCT 2374.....	OFC 222
OFCT 2375.....	OFC 223
OFCT 2376.....	OFC 224
OFCT 7371.....	OFC 703
OFCT 7372.....	OFC 713
OFCT 7471.....	OFC 704
OFCT 7472.....	OFC 714
OFCT 8381.....	OFC 803
OFCT 8481.....	OFC 804

OUTBOARD MARINE ENGINE MECHANICS (See Engine Technology- Outboard Engine)

PATTERN DESIGN

PDDD 1370.....	PDD 151
PDDD 1371.....	PDD 152
PDDD 1372.....	PDD 153
PDDD 2370.....	PDD 254
PDDD 2371.....	PDD 255
PDDD 2372.....	PDD 256
PDDD 2374.....	PDD 257
PDDD 7371.....	PDD 703
PDDD 7471.....	PDD 704

PHILOSOPHY

PHIL 1310.....	PHI 101
PHIL 1370.....	PHI 103
PHIL 2303.....	PHI 105
PHIL 2306.....	PHI 203
PHIL 2307.....	PHI 202
PHIL 2316.....	PHI 207
PHIL 2317.....	PHI 208

PHOTOGRAPHY

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

PHOT 1316.....	PHO 110	(CCN# COMM 1316)
PHOT 1317.....	PHO 111	(CCN# COMM 1317)
PHOT 1370.....	PHO 115	(No CCN#)
PHOT 2324.....	PHO 212	(CCN# COMM 2324)
PHOT 2325.....	PHO 124	(CCN# COMM 2325)
PHOT 2326.....	PHO 125	(CCN# COMM 2326)
PHOT 2356.....	PHO 122	(CCN# ARTS 2356)
PHOT 2357.....	PHO 123	(CCN# ARTS 2357)
PHOT 2370.....	PHO 207	(No CCN#)
PHOT 2371.....	PHO 213	(No CCN#)

PHOT 2375.....	PHO 215
(No CCN#)	

PHYSICAL EDUCATION

All PHED courses carry Texas Common Course Numbers; however, only those that are underlined exactly match Texas Common Course Numbers. The other course numbers are assigned Texas Common Course Numbers within a general range of numbers identified by the Texas Common Course Numbering Consortium.

PHED 1100.....	PEH 100
PHED 1101.....	PEH 103
PHED 1102.....	PEH 104
PHED 1103.....	PEH 105
PHED 1104.....	PEH 112
PHED 1105.....	PEH 113
PHED 1106.....	PEH 114
PHED 1107.....	PEH 116
PHED 1108.....	PEH 117
PHED 1109.....	PEH 118
PHED 1110.....	PEH 119
PHED 1111.....	PEH 120
PHED 1112.....	PEH 121
PHED 1113.....	PEH 122
PHED 1114.....	PEH 123
PHED 1115.....	PEH 124
PHED 1116.....	PEH 125
PHED 1117.....	PEH 127
PHED 1118.....	PEH 129
PHED 1119.....	PEH 131
PHED 1120.....	PEH 132
PHED 1121.....	PEH 133
PHED 1122.....	PEH 134
PHED 1123.....	PEH 135
PHED 1124.....	PEH 137
PHED 1125.....	PEH 143
PHED 1126.....	PEH 145
PHED 1127.....	PEH 146
PHED 1128.....	PEH 149
PHED 1129.....	PEH 150
PHED 1130.....	PEH 200
PHED 1131.....	PEH 204
PHED 1132.....	PEH 212
PHED 1133.....	PEH 213
PHED 1134.....	PEH 215
PHED 1135.....	PEH 217
PHED 1136.....	PEH 218
PHED 1137.....	PEH 219
PHED 1139.....	PEH 222
PHED 1140.....	PEH 223
PHED 1141.....	PEH 231
PHED 1142.....	PEH 232
PHED 1143.....	PEH 233
PHED 1144.....	PEH 235
PHED 1145.....	PEH 237
PHED 1146.....	PEH 239
PHED 1147.....	PEH 240
PHED 1148.....	PEH 241
PHED 1149.....	PEH 245
PHED 1150.....	PEH 220
PHED 1164.....	PEH 115
PHED 1270.....	PEH 142
PHED 1301.....	PEH 144
PHED 1304.....	PEH 101
PHED 1306.....	PEH 257
PHED 1308.....	PEH 147
PHED 1309.....	PEH 148

PHED 1321.....	PEH 236
PHED 1336.....	PEH 109
PHED 1337.....	PEH 110
PHED 2155.....	PEH 226
PHED 2255.....	PEH 234
PHED 2270.....	PEH 225
PHED 2271.....	PEH 228

PHYSICAL FITNESS TECHNOLOGY

PFIT 1170.....	PFT 102
PFIT 1181.....	PFT 181
PFIT 1191.....	PFT 191
PFIT 1370.....	PFT 101
PFIT 1470.....	PFT 120
PFIT 1471.....	PFT 140
PFIT 2170.....	PFT 281
PFIT 2171.....	PFT 290
PFIT 2172.....	PFT 291
PFIT 2370.....	PFT 200
PFIT 2371.....	PFT 212
PFIT 2372.....	PFT 230
PFIT 2373.....	PFT 240
PFIT 2374.....	PFT 250
PFIT 2375.....	PFT 283
PFIT 2470.....	PFT 220
PFIT 7371.....	PFT 703
PFIT 7372.....	PFT 713
PFIT 7471.....	PFT 704
PFIT 7472.....	PFT 714
PFIT 8381.....	PFT 803
PFIT 8481.....	PFT 804

PHYSICAL SCIENCE (See Physics)

PHYSICS

PHYS 1111.....	AST 103
PHYS 1112.....	AST 104
PHYS 1311.....	AST 101
PHYS 1312.....	AST 102
PHYS 1401.....	PHY 111
PHYS 1402.....	PHY 112
PHYS 1405.....	PHY 117
PHYS 1407.....	PHY 118
PHYS 1411.....	AST 111
PHYS 1412.....	AST 112
PHYS 1415.....	PSC 118
PHYS 1417.....	PSC 119
PHYS 1470.....	PHY 131
PHYS 1471.....	PHY 132
PHYS 2425.....	PHY 201
PHYS 2426.....	PHY 202

PORTUGUESE

PORT 1411.....	POR 101
PORT 1412.....	POR 102
PORT 2311.....	POR 201
PORT 2312.....	POR 202

POSTAL SERVICE

POST 1375.....	PSA 110
POST 1376.....	PSA 120
POST 1377.....	PSA 122
POST 2375.....	PSA 216

PSYCHOLOGY

PSYC 1370.....	PSY 131
PSYC 2301.....	PSY 101
PSYC 2302.....	PSY 202
PSYC 2306.....	PSY 103
PSYC 2314.....	PSY 201
PSYC 2316.....	PSY 205

PSYC 2319.....	PSY 207
PSYC 2370.....	PSY 211

RADIO, FILM AND TELEVISION

(Formerly Video Technology)

RFTV 1370.....	VFT 101
RFTV 1371.....	VFT 103
RFTV 1372.....	VFT 115
RFTV 1373.....	VFT 105
RFTV 1470.....	VFT 106
RFTV 1471.....	VFT 110
RFTV 1472.....	VFT 112
RFTV 2370.....	VFT 205
RFTV 2371.....	VFT 214
RFTV 2372.....	VFT 215
RFTV 2373.....	VFT 218
RFTV 2374.....	VFT 220
RFTV 2375.....	VFT 226
RFTV 2376.....	VFT 232
RFTV 2377.....	VFT 201
RFTV 2378.....	VFT 207
RFTV 2379.....	VFT 208
RFTV 2470.....	VFT 203
RFTV 2471.....	VFT 210
RFTV 2472.....	VFT 213
RFTV 7371.....	VFT 703
RFTV 7372.....	VFT 713
RFTV 7471.....	VFT 704
RFTV 7472.....	VFT 714

RADIO AND TELEVISION (See Communications)

RADIOLOGIC SCIENCES

RADS 1170.....	RAD 123
RADS 1273.....	RAD 110
RADS 1274.....	RAD 124
RADS 1275.....	RAD 125
RADS 1276.....	RAD 126
RADS 1372.....	RAD 127
RADS 1374.....	RAD 129
RADS 1375.....	RAD 136
RADS 1376.....	RAD 128
RADS 2170.....	RAD 247
RADS 2270.....	RAD 209
RADS 2271.....	RAD 251
RADS 2272.....	RAD 275
RADS 2370.....	RAD 236
RADS 2371.....	RAD 237
RADS 2372.....	RAD 276
RADS 2373.....	RAD 277
RADS 2374.....	RAD 278
RADS 2470.....	RAD 227
RADS 2471.....	RAD 248
RADS 2472.....	RAD 279
RADS 2473.....	RAD 280
RADS 2670.....	RAD 244

READING

READ 1370.....	RD 101
READ 1371.....	RD 102

REAL ESTATE

REAL 1370.....	RE 130
REAL 1371.....	RE 131
REAL 1372.....	RE 133
REAL 1373.....	RE 134
REAL 1374.....	RE 135
REAL 1375.....	RE 136
REAL 1376.....	RE 138
REAL 1378.....	RE 110
REAL 1379.....	RE 111

REAL 2170.....RE 240
 REAL 2270.....RE 242
 REAL 2370.....RE 230
 REAL 2371.....RE 233
 REAL 2372.....RE 235
 REAL 2373.....RE 237
 REAL 2374.....RE 241
 REAL 7471.....RE 704
 REAL 7472.....RE 714

RELIGION

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

RELI 1304.....REL 201
 (CCN# PHIL 1304)
 RELI 1370.....REL 101
 (No CCN#)
 RELI 1371.....REL 102
 (No CCN#)
 RELI 1372.....REL 105
 (No CCN#)

RESPIRATORY CARE

RESP 1270.....RES 173
 RESP 1370.....RES 159
 RESP 1470.....RES 155
 RESP 1471.....RES 172
 RESP 1670.....RES 171
 RESP 1671.....RES 176
 RESP 2170.....RES 286
 RESP 2370.....RES 275
 RESP 2371.....RES 285
 RESP 2470.....RES 283
 RESP 2670.....RES 284

SEMICONDUCTOR MANUFACTURING

SEMI 1370.....SEM 100
 SEMI 1470.....SEM 101
 SEMI 1471.....SEM 102
 SEMI 2370.....SEM 200
 SEMI 2371.....SEM 201
 SEMI 2470.....SEM 202
 SEMI 7371.....SEM 703
 SEMI 7372.....SEM 713

SMALL ENGINE MECHANICS

(See Engine Technology-Small Engine Mechanics)

SOCIAL WORK

(Social Work Associate Training)

SWAT 1370.....SW 101
 SWAT 1371.....SW 105
 SWAT 1372.....SW 107
 SWAT 1373.....SW 111
 SWAT 1374.....SW 115
 SWAT 2370.....SW 201
 SWAT 2371.....SW 205
 SWAT 2372.....SW 209
 SWAT 2373.....SW 213
 SWAT 2374.....SW 217
 SWAT 2375.....SW 219
 SWAT 2376.....SW 228
 SWAT 2377.....SW 229
 SWAT 2378.....SW 232
 SWAT 2470.....SW 226
 SWAT 2471.....SW 227
 SWAT 7371.....SW 703

SWAT 7372.....SW 713
 SWAT 7471.....SW 704

SOCIOLOGY

SOCI 1301.....SOC 101
 SOCI 1306.....SOC 102
 SOCI 2301.....SOC 203
 SOCI 2306.....SOC 103
 SOCI 2319.....SOC 204
 SOCI 2320.....SOC 210
 SOCI 2326.....SOC 207
 SOCI 2370.....SOC 209
 SOCI 2371.....SOC 231
 SOCW 2361.....SOC 206

SPANISH

SPAN 1100.....SPA 107
 SPAN 1411.....SPA 101
 SPAN 1412.....SPA 102
 SPAN 2306.....SPA 207
 SPAN 2311.....SPA 201
 SPAN 2312.....SPA 202
 SPAN 2321.....SPA 203
 SPAN 2322.....SPA 204
 SPAN 2370.....SPA 208
 SPAN 2371.....SPA 211
 SPAN 2372.....SPA 212

SPEECH COMMUNICATION

SPCH 1144.....SC 100
 SPCH 1145.....SC 110
 SPCH 1311.....SC 101
 SPCH 1315.....SC 105
 SPCH 1318.....SC 203
 SPCH 1321.....SC 209
 SPCH 1342.....SC 109
 SPCH 2144.....SC 201
 SPCH 2335.....SC 205
 SPCH 2341.....SC 206
 SPCH 2370.....SC 208
 SPCH 2389.....SC 211
 (CCN# COMM 2389)

SUBSTANCE ABUSE

(Substance Abuse Counselor Training)

SCAT 1370.....SA 109
 SCAT 1371.....SA 113
 SCAT 2370.....SA 203
 SCAT 2371.....SA 207
 SCAT 2372.....SA 211
 SCAT 2373.....SA 215
 SCAT 7472.....SA 714

SURGICAL TECHNOLOGY

SGTC 1070.....SGT 163
 SGTC 1170.....SGT 159
 SGTC 1270.....SGT 145
 SGTC 1271.....SGT 146
 SGTC 1670.....SGT 158
 SGTC 1671.....SGT 161
 SGTC 1672.....SGT 162
 SGTC 1870.....SGT 147

THEATRE

(See DANCE and DRAMA)

TRAVEL AND TOURISM MANAGEMENT

TRAV 1170.....TRA 103
 TRAV 1171.....TRA 113
 TRAV 1270.....TRA 106
 TRAV 1272.....TRA 114

TRAV 1273.....TRA 124
 TRAV 1274.....TRA 125
 TRAV 1370.....TRA 101
 TRAV 1371.....TRA 105
 TRAV 1372.....TRA 107
 TRAV 1374.....TRA 115
 TRAV 1375.....TRA 123
 TRAV 1376.....TRA 110
 TRAV 2273.....TRA 223
 TRAV 2370.....TRA 202
 TRAV 2372.....TRA 217
 TRAV 2373.....TRA 221
 TRAV 2374.....TRA 222
 TRAV 2375.....TRA 231
 TRAV 2376.....TRA 232
 TRAV 7371.....TRA 240

VETERINARY TECHNOLOGY

VETT 1170.....VT 113
 VETT 1171.....VT 120
 VETT 1172.....VT 134
 VETT 1270.....VT 122
 VETT 1370.....VT 132
 VETT 1371.....VT 136
 VETT 1470.....VT 114
 VETT 1471.....VT 115
 VETT 1472.....VT 121
 VETT 1473.....VT 131
 VETT 1570.....VT 135
 VETT 2170.....VT 214
 VETT 2171.....VT 220
 VETT 2370.....VT 215
 VETT 2371.....VT 221
 VETT 2372.....VT 223
 VETT 2373.....VT 217
 VETT 2374.....VT 226
 VETT 2470.....VT 211
 VETT 2471.....VT 212
 VETT 2472.....VT 222
 VETT 2570.....VT 213
 VETT 7371.....VT 703
 VETT 7471.....VT 704

VIDEO TECHNOLOGY

(See Radio, Film and Television)

VISUAL COMMUNICATIONS

VCOM 1170.....VC 199
 VCOM 1371.....VC 101
 VCOM 1372.....VC 111
 VCOM 1373.....VC 115
 VCOM 1374.....VC 122
 VCOM 1375.....VC 123
 VCOM 1376.....VC 126
 VCOM 1377.....VC 127
 VCOM 2270.....VC 299
 VCOM 2371.....VC 200
 VCOM 2372.....VC 210
 VCOM 2373.....VC 206
 VCOM 2374.....VC 216
 VCOM 2375.....VC 219
 VCOM 2376.....VC 208
 VCOM 2377.....VC 220
 VCOM 2378.....VC 207
 VCOM 2379.....VC 217
 VCOM 2471.....VC 295
 VCOM 2472.....VC 296
 VCOM 7371.....VC 703
 VCOM 7372.....VC 713
 VCOM 7471.....VC 704
 VCOM 7472.....VC 714

VOCATIONAL NURSING

VNUR 1071.....VN 160
 VNUR 1270.....VN 151
 VNUR 1370.....VN 144
 VNUR 1470.....VN 158
 VNUR 1870.....VN 153
 VNUR 1970.....VN 159

WELDING

WLDG 1191.....WLD 100
 WLDG 1291.....WLD 101
 WLDG 1313.....WLD 102
 WLDG 1337.....WLD 103
 WLDG 1381.....WLD 104
 WLDG 1391.....WLD 105
 WLDG 1425.....WLD 106
 WLDG 1428.....WLD 107
 WLDG 1430.....WLD 108
 WLDG 1434.....WLD 109
 WLDG 1457.....WLD 110
 WLDG 1491.....WLD 111
 WLDG 2331.....WLD 200
 WLDG 2411.....WLD 201
 WLDG 2413.....WLD 202
 WLDG 2443.....WLD 203
 WLDG 2447.....WLD 204
 WLDG 2451.....WLD 205
 WLDG 2455.....WLD 206

Dallas County Community College District Application

Complete all items. **PLEASE PRINT!**

Please check the college to which you are applying: Brookhaven ☐ Cedar Valley ☐ Eastfield ☐ El Centro ☐ Mountain View ☐ North Lake ☐ Richland ☐

1. SOCIAL SECURITY NUMBER - -

2. NAME: Give full legal name. Do not use initials unless initials constitute your legal name.

* ☐ MALE

* ☐ FEMALE

Last

First

Middle

Give name, if different from above, that will appear on transcripts from other institutions.

3. ADDRESS: _____
 Number & Street Apt. No. City State Zip County

4. TELEPHONE: (Home) _____ (Business) _____
 Area Code & Number Area Code & Number

5. BIRTHDATE _____
 Month Day Year

6. *ETHNIC BACKGROUND

☐ White - Non-Hispanic

☐ Hispanic

☐ American Indian or Alaskan Native

☐ Black - Non-Hispanic

☐ Asian or Pacific Islander

☐ Non-Resident Alien/Foreign National

*Your response will be voluntary, will not be used in a discriminatory fashion, and will be used for affirmative action purposes only.

7. LAST HIGH SCHOOL ATTENDED _____
 School Name City & State

8. DID YOU (or will you) GRADUATE FROM HIGH SCHOOL? Yes ☐ (Year of Graduation _____) ☐ No ☐ GED ☐ Did not graduate, but finished 4 yrs. of high school

9. LIST ALL COLLEGES ATTENDED, INCLUDING THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT: (List more recent first)

Name & Location (City & State)	Dates Attended	Hrs./Credits Attempted	Hrs./Credits Earned	Degree Earned, if any

OFFICIAL TRANSCRIPTS FOR ALL PREVIOUS COLLEGE WORK (except DCCCD Colleges) MUST BE SUBMITTED WITH THE APPLICATION.)

10. ARE YOU CURRENTLY ON SUSPENSION AT ANOTHER COLLEGE FOR EITHER ACADEMIC OR DISCIPLINARY REASONS? ☐ No ☐ Yes

If yes, Name of School _____

11. ARE YOU A CITIZEN OF THE UNITED STATES? ☐ Yes, native born ☐ Yes, naturalized: If "naturalized," how long have you lived in the U.S.? _____ ☐ No

If "No," do you have "permanent resident" status? ☐ Yes ☐ No

If "Yes," date permanent resident card issued _____ Number _____ (Permanent Resident card must be viewed by Admissions Personnel.)

Is English your first language? ☐ Yes ☐ No If "No," what is your first language? _____

If you are a citizen of another country, please complete the following: _____
 Country of Citizenship Type of Visa Registration Number

12. RESIDENCY INFORMATION: (You may claim Texas residency only if you have resided in Texas for the 12 months prior to your enrolling in a state supported college/university.)

Do you live in Dallas County? ☐ Yes ☐ No Are you claiming Texas residency for tuition purposes? ☐ Yes ☐ No (if no, go to question 13)

☐ Parent OR ☐ Legal Guardian (if legal guardian, guardianship papers must be provided) COMPLETE PART II ON THE BACK OF THIS APPLICATION

☐ Active duty military based in Texas OR ☐ Dependent of active service member based in Texas COMPLETE PART III ON THE BACK OF THIS APPLICATION

13. SEMESTER YOU PLAN TO BEGIN AT DCCCD COLLEGE: ☐ Fall ☐ Spring ☐ 1st Summer ☐ 2nd Summer ☐ Check here if you plan to attend **only** in the summer

14. PERSON TO BE NOTIFIED IN THE EVENT OF SERIOUS ILLNESS OR ACCIDENT: Name: _____ Telephone Number: _____

READ, COMPLETE AND SIGN THE REVERSE SIDE.

DOCUMENTATION & OATH REQUIREMENT

As a state supported college we are required to collect documentation evidence of your Texas residency immediately prior to your enrollment. The Admissions/Registrar's Office reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with state residency requirements.

DOCUMENTS SUBMITTED TO MEET ADMISSIONS REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND WILL NOT BE RETURNED.

PART I

If claim for residency is based upon self, please answer the following questions:

How long have you resided in Texas? _____ Year(s) _____ Month(s)

Previous State or Country of residence _____

If you came here within the past 5 years, why did you move to Texas? _____ Education _____ Employment

_____ Other (Please Specify) _____

Driver's License Number _____

State issued _____

Exp. Date _____

Address on Driver's License: _____

Is this a new or renewed license? _____ New _____ Renewed

Have you been employed in Texas for the last 12 months? _____ Yes _____ No

Employer's name: _____

Employer's address: _____

Employer's phone number: (_____) _____

Period of Employment: _____ to _____ Type of Employment: _____ Part-time _____ Full-time

PART II

If claim for residency is based upon parent or legal guardian, please answer the following questions:

Name of the person upon whom claim is based: _____ (parent or guardian)

How long has this person resided in Texas? _____ Year(s) _____ Month(s)

Previous state or country of residence: _____

If this person came here within the past 5 years, why did this person move to Texas? _____ Education _____ Employment

_____ Other (Please Specify) _____

Is this person a U.S. Citizen? _____ Yes _____ No

Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? _____ Yes _____ No

Will this person claim you for the current tax year? _____ Yes _____ No

PART III

If claim for residency is based upon active duty military assignment in Texas (of you or your parent/legal guardian), please answer the following questions:

Person on active duty: _____ Self _____ Spouse _____ Parent/Legal Guardian

Home Of Record (State of legal residence): _____ Has proof of military assignment in Texas been provided to the College's office of admissions/Registrar? _____ Yes _____ No*

*Proof of military assignment in Texas must be provided upon each subsequent enrollment into the college.

OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by the College officials to determine my status for admissions and residency eligibility. I authorize the College to verify the information provided. I agree to notify the proper officials of the College of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature _____ Date _____

EASTFIELD COLLEGE

1998-1999 CATALOG

EASTFIELD COLLEGE

3737 Motley Drive
Mesquite, Texas 75150

BULK RATE
Non-profit Org.
U.S. POSTAGE
PAID
Mesquite, Texas
Permit No. 146

You do not have to take
the T.A.S.P. test before you
enroll in a Dallas County
Community College.

And visit our website at www.dcccd.edu