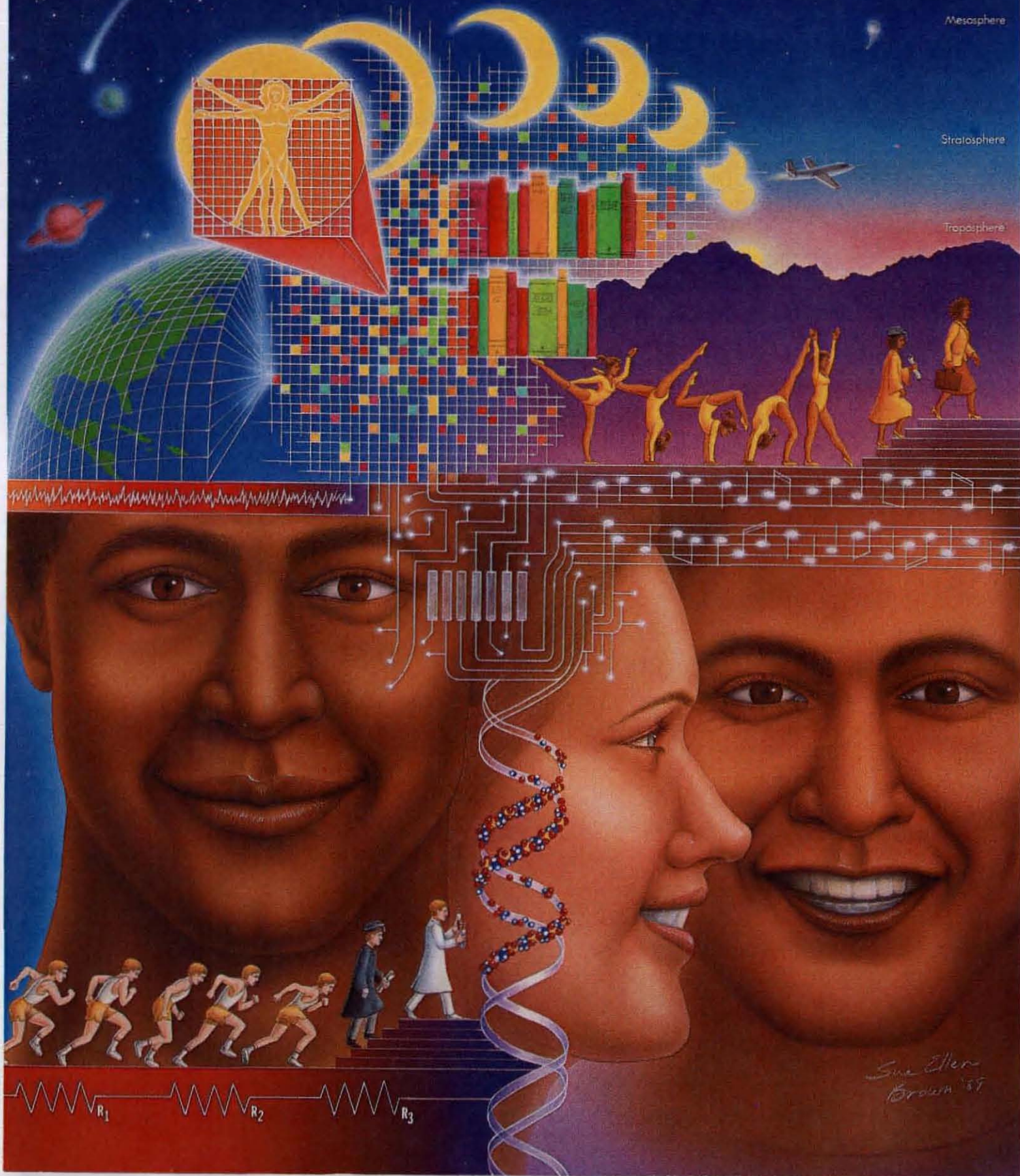




El Centro College 1989-90 Catalog



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TEXAS ACADEMIC SKILLS PROGRAM AND THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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

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

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

Q. Who must take the TASP test?

- A.** Beginning with the Fall 1989 semester, all college students will be expected to take TASP. More specifically, students desiring an Associate of Arts and Sciences Degree, an Associate of Applied Arts and Sciences Degree, a bachelor's degree or students planning to become a certified teacher in Texas MUST take and pass TASP.

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

- A.** Students who have completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities, and which will count toward graduation.

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

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

- A.** No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing fifteen (15) hours of college-level courses. In most cases, 5 courses will equal 15 hours of credit.

Q. If students must take TASP by their 15th credit hour, does this mean they must pass TASP by their 15th credit hour?

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

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

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites, much like the SAT and ACT tests. Each DCCCD college is a test site. During 1989, the test will be given on June 10, July 29, September 30, and November 18. Testing dates for 1990 will be announced later. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

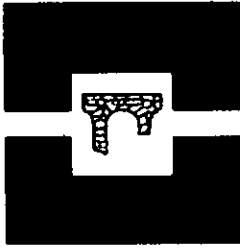
Q. What is the cost of the TASP test? Is there a study guide available?

- A.** The cost for the total test is \$24. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or it can be ordered by writing to TASP Project, P.O. Box 1403478, Austin, Texas, 78714-0347. The cost of the Study Guide is \$12. Study Guides are available for reference use in each of the DCCCD college libraries.

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

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

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



1989-90 El Centro College Catalog

Dallas County Community College District



El Centro College
Main at Lamar
Dallas, Texas 75202

Call for information: Admissions, 746-2311

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This publication prepared by the Dallas County Community College District Office of Public Information.

The Dallas County Community College District is an equal opportunity institution.

Academic Calendar for 1989-90

Summer Sessions, 1989

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

May 29 (M)	Memorial Day Holiday
May 31 (W)	Registration (Richland Only)
June 1 (R)	Registration (All Campuses)
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day
June 22 (R)	Last Day to Withdraw With a Grade of "W"
July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (M)	Grades Due in Registrar's Office by 10:00 a.m.

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

July 11 (T)	Registration (All Campuses)
July 12 (W)	Classes Begin
July 18 (T)	4th Class Day
August 3 (R)	Last Day to Withdraw With A Grade of "W"
August 15 (T)	Final Exams
August 15 (T)	Semester Closes
August 17 (R)	Grades Due in Registrar's Office by 10:00 a.m.

Fall Semester, 1989

August 21 (M)	Faculty Reports
August 21-24 (M-R)	Registration Period (Varies by Campus)
August 25 (F)	Faculty Professional Development
August 25 (F)	Friday <i>Only</i> Classes Begin
August 26 (S)	Saturday <i>Only</i> Classes Begin
August 28 (M-R)	Classes Begin (M-R) Classes
September 1 (F)	No Friday <i>Only</i> Classes
September 2 (S)	No Saturday <i>Only</i> Classes
September 4 (M)	Labor Day Holiday
September 9 (S)	12th Class Day
November 2 (R)	Last Day to Withdraw With A Grade of "W"
November 23 (R)	Thanksgiving Holidays Begin
November 27 (M)	Classes Resume
December 8 (F)	Final Exams for Friday <i>Only</i> Classes
December 9 (S)	Final Exams for Saturday <i>Only</i> Classes
December 11-14 (M-R)	Final Exams for M-R Classes
December 14 (R)	Semester Closes
December 18 (M)	Grades Due in Registrar's Office by 10 a.m.

Spring Semester, 1990

January 8 (M)	Faculty Reports
January 8-11 (M-R)	Registration Period (Varies by Campus)
January 12 (F)	Faculty Professional Development
January 12 (F)	Friday <i>Only</i> Classes Begin
January 13 (S)	Saturday <i>Only</i> Classes Begin
January 15 (M)	Classes Begin (M-R) Classes
January 25 (R)	12th Class Day
February 15 (R)	District Conference Day
February 16 (F)	No Friday <i>Only</i> Classes
February 17 (S)	No Saturday <i>Only</i> Classes
March 19 (M)	Spring Break Begins
March 23 (F)	Spring Holiday for All Employees
March 26 (M)	Classes Resume
March 29 (R)	Last Day to Withdraw With A Grade of "W"
April 13 (F)	Religious Holidays Begin
April 16 (M)	Classes Resume
May 4 (F)	Final Exams--Friday <i>Only</i> Classes
May 5 (S)	Final Exams--Saturday <i>Only</i> Classes
May 7-10 (M-R)	Final Exams for M-R Classes
May 10 (R)	Semester Closes
May 10 (F)	Graduation
May 14 (M)	Grades Due in Registrar's Office by 10 a.m.

Summer Sessions, 1990

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

May 28 (M)	Memorial Day Holiday
May 30 (W)	Registration (Richland Only)
May 31 (R)	Registration (All Campuses)
June 4 (M)	Classes Begin
June 7 (R)	4th Class Day
*June 8 (F)	Class Day (Only Friday Class Day)
June 21 (R)	Last Day to Withdraw With a Grade of "W"
July 4 (W)	Fourth of July Holiday
July 5 (R)	Final Exams
July 5 (R)	Semester Closes
July 9 (M)	Grades Due in Registrar's Office by 10:00 a.m.

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

July 11 (W)	Registration (All Campuses)
July 12 (R)	Classes Begin
*July 13 (F)	Class Day (Only Friday Class Day)
July 17 (T)	4th Class Day
August 2 (R)	Last Day to Withdraw With A Grade of "W"
August 14 (T)	Final Exams
August 14 (T)	Semester Closes
August 16 (R)	Grades Due in Registrar's Office by 10:00 a.m.

Dallas County Community College District Board of Trustees



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Chairman



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Vice Chairman



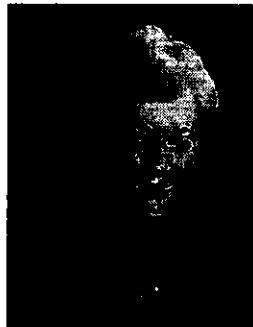
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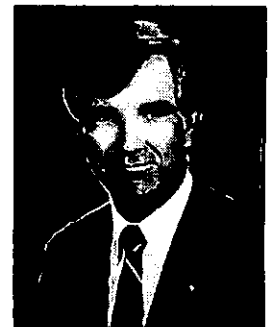
Kenneth M. Pace



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Chancellor

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Director of Technical Services	Paul Dumont

EL CENTRO COLLEGE

El Centro College opened its doors in 1966, the first campus of the Dallas County Community College District. Centrally located in downtown Dallas, El Centro shares the excitement and challenge offered by a vibrant urban setting and plays a vital role in the educational and cultural atmosphere of the area.

El Centro's convenient location allows students from all parts of Dallas County to take advantage of pre-professional courses transferable to four-year institutions, as well as career training in over 40 exciting fields. Students can also enjoy one of the college's non-credit continuing education courses, such as aerobics, physical conditioning, English-as-a Second-Language and many others.

El Centro offers people opportunities to meet a wide range of goals. There is no typical student at El Centro. Students are of all ages and come from all walks of life. Their common goal is to use the rich educational resources at El Centro to fulfill individual needs for growth.

El Centro is an exciting place to be. Offering theater, ballet and musical performances, lunch hour forums and lectures by visiting authors and celebrities of national renown, it is an integral part of the numerous cultural experiences available in downtown Dallas.

The Campus

El Centro College covers a two-square-block site in the West End Historic District of downtown Dallas. It is bounded by Main, Lamar, Elm and Market streets. The campus has gained international attention for making use of a nine-story, turn-of-the-century department store, renovated to accommodate classroom space, student center and administrative offices. Today, the campus architecturally combines the historic and the modern with a new wing that houses labs, arts facilities, a cafeteria, gymnasium and library. Nestled between the two wings is an inviting green space which has been commended for beautifying the downtown area.

Accreditation

The Southern Association of Colleges and Schools
Institutional Memberships

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

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

EL CENTRO COLLEGE ADMINISTRATION

President	Wright Lassiter, Jr.	746-2010
Vice President of Instruction	Curtis Ivery	746-2019
Vice President of Student Development	Bettie Tully	746-2017
Vice President of Student Development (8-21-89)	Joseph Sullivan	746-2017
Vice President of Business Services	Greg Lewis	746-2015
Administrative Assistant to the President	John Dvorak	746-2010
Dean of Career and Continuing Education	Ray Witherspoon	746-2023
Dean of Learning Resources	Ruth Watkins	746-2167
Dean of Health Occupations	Kay Eggleston	746-2269
Associate Dean, Career and Continuing Education	Judy Pouncey	746-2147
Associate Dean, Allied Health	Sondra Flemming	746-2271
Associate Dean, Nursing	Carol Speyerer	746-2269
Director of Admissions and Registrar	Robert Bennett	746-2311
Director of Business Operations	Curtis Castleberry	746-2044
Director of Counseling	Micheal Jackson	746-2067
Director of Financial Aid	Diane Girard	746-2199
Director of Health Center	Lelani Starks	746-2113
Director of Public Information	Janet James	746-2037
Director of Physical Plant	Bobby Hunt	746-2057
Director of Special Services	Jim Handy	746-2082
Director of Student Programs and Resources	Howard Finney	746-2137
Director of Testing	Velma Hargis	746-2178
Evening Administrator	Thelma Daniels	746-2419

DIVISION CHAIRPERSONS

Business	Joseph Dean	746-2202
Communications/Math/Developmental Studies	Georgia Francis	746-2247
Fine and Applied Arts	Betty Moran	746-2337
Health Occupations	Kay Eggleston	746-2269
Physical and Social Sciences	Robert Trotter	746-2392

EL CENTRO COLLEGE FACULTY & STAFF

Alexander, LaVerne E. AD Nursing
Tuskegee Institute, B.S.; Texas Women's Univ., M.S.

Altaro, Felicitas AD Nursing
Incarnate Word College, B.S.; Antioch College, M.Ed.

Alford, Marshall E. Counselor/Human Development
Baylor Univ., B.A.; East Texas State Univ., M.Ed.

Allen, Benja Biology
Baylor Univ., B.A.; North Texas State Univ., M.S., M.Ed.

Arnold-Roquemore, Brenda J. AD Nursing
Texas Woman's Univ., B.S., M.S.

Babcock, Rosa B. Library Resources Consultant
Smith College, B.A.; North Texas State Univ., M.L.S.

Barnhart, William G. Accounting
Lamar Univ., B.B.A.; Western State College of Colorado, M.A.

Beasley, Sharman Legal Assistant
Univ. of Texas at Austin, B.A.; Southern Meth. Univ., M.L.A., M.A.

Bell, Mildred J. Counselor/Human Development
Huston-Tillotson College, B.A.; Texas Southern Univ., M.Ed.;
Washington State Univ., Professional Counseling Certificate;
Nova Univ., Ed.D.

Bennett, Robert C. Director of Admissions/Registrar
Univ. of Colorado, B.A.; Univ. of Toronto, M.A.

Berry, John W. Management
Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.

Berryman, Kenneth Counselor/Human Development
East Texas State Univ., B.S., M.S.

Blackshear, Reba D. Law and Accounting
Troy State Univ., B.S.; Samford Univ., M.S.;
Southern Methodist Univ., M.L.A.

Bomman, Laura Vocational Nursing
Texas Woman's Univ., B.S., M.S.

Branson, Kaye Interior Design
North Texas State Univ., B.A.

Bread, Aubrey H. Radiologic Sciences
Parkland School of Radiographic Technology, R.T. (R), A.R.R.T.;
Ablene Christian Univ., B.S.; East Texas State Univ., M.S.

Bryant, Jan Diagnostic Medical Sonography
Univ. of Texas Health Science Center, B.S., R.T. (R), A.R.R.T.,
R.D.M.S.; North Texas State University, M.S.

Castleberry, Curtis Director of Business Services
University of Arkansas, B.S.B.A.

Cave, Linda A. AD Nursing
Univ. of North Colorado, B.S.; Univ. of Colorado Health Science
Center, M.S.

Chambers, Robert W. English
North Texas State Univ., B.A., M.A.

Chandler, Sandra AD Nursing
Northwestern State Univ., B.S.N.; Texas Woman's Univ., M.S.

Chapoton, Jean AD Nursing
Univ. of Maryland, B.S.N., M.S.N.

Chatman, Blossie AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.

Cheney, Bobby W. History
Southern Methodist Univ., B.A., M.A.

Childers-Anderson, Eva AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.

Claborn, Jo Carol AD Nursing
Odessa Junior College, A.D.N.; Texas Woman's Univ., B.S., M.S.

Clendenen, Kay Surgical Technology
Univ. of Texas Medical Branch, B.S.N.

Conine, Randy English
Univ. of Texas at Arlington, B.A., M.A.

Currier, Glenn Sociology
Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.

Daniels, Thelma T. Evening Administrator
Bishop College, A.B.; Univ. of Michigan, M.A.; Univ. of Oklahoma,
Ph.D.

David, Joe Library Resources Consultant
Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.

Davidson, Joy AD Nursing
Texas Woman's Univ., B.S., M.S.

Day, O.D. Parker Interior Design
Univ. of Texas at Arlington, B.F.A.; New York School of
Interior Design

Dean, Joseph F. Chairperson, Division of Business
Univ. of Texas at Arlington, A.S.E.E.; Texas Wesleyan, B.S.;
Pepperdine Univ., M.B.A.; Certified Educator, C.D.E.

Deen, Gary Developmental Writing
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed.

Detwiler, Cheryl AD Nursing
Univ. of Kansas, B.S.N.; Texas Woman's Univ., M.S.

deWit, Susan AD Nursing
El Centro College, A.A.S.; Southern Methodist Univ., B.A.;
Texas Woman's Univ., B.S.; Univ. of Texas at Arlington, M.S.N.

Dupree, Donn Refugee ESL
Univ. of Dallas, B.A., M.A.

Dvorak, John C. Assistant to the President
Marquette Univ., B.N.S.; Southern Methodist Univ., M.Th.

Eggleston, Kay Dean of Health Occupations
Mankato State Univ., B.S.; Texas Woman's Univ., M.S.N.

Fauley, Carlota Vocational Nursing
Washington Univ., School of Nursing, R.N.; East Texas State Univ.,
B.S., M.S.

Field, Barbara AD Nursing
Texas Woman's Univ., B.S., M.S.

Finney, W. Howard Director, Student Programs and Resources
East Texas State Univ., B.S., M.S.

First, Kiar AD Nursing
Texas Woman's Univ., B.S., M.S.N.

Fleming, Walter Lee, III Management
Univ. of Notre Dame, B.B.A.; Southern Methodist Univ., M.B.A.

Flemming, Sondra Associate Dean, Allied Health
Fort Hays Kansas State College, B.S.N.; Texas Woman's
Univ., M.S.

Flint, Juanita Zapata AD Nursing
Texas Woman's Univ., B.S., M.S.

Fowler, Wilton R. Counselor/Human Development
Stephen F. Austin State Univ., B.S., M.A.; Baylor Univ., Ed.D.

Francis, Georgia Chairperson, Communications/Math
Texas Christian Univ., B.A., M.S.; Florida State Univ., Ph.D.

Fusiller, Linda Continuing Education Program Director
Louisiana State Univ., B.A.

Galloway, Wende AD Nursing
Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.N.

Gewertz, Irving D. Architecture
Corpus Christi Junior College, Kansas City Art Institute, Texas A&M
Univ., B. of Arch.; East Texas State Univ., M.S.; Registered
Architect, State of Texas

Gillett, Grover Accounting and Economics
Texas Technological Univ., B.B.A.; Univ. of Texas at Austin, M.B.A.;
C.P.A., State of Texas

Girard, Diane R. Director of Financial Aid
Missouri Western Univ., Certificate in Financial Aid Administration

Gobar, Bernard A., Jr. Director of Media Services
Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.

Goering, James Food and Hospitality Services Institute
Culinary Institute of America, Certificate; Waldorf Astoria Hotel
Apprenticeship, Certificate

Goff, Larry Psychology
North Texas State Univ., B.S., M.S., Ph.D.

Gordon, Betty Vocational Nursing
Duke Univ., B.S.N., B.S.; Texas Woman's Univ., M.S.

Green, Charlotte AD Nursing
Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.

Grubbs, Sharon A. Counselor/Human Development
North Texas State Univ., B.A.; East Texas State Univ., M.S.

Grundy, Eddie Respiratory Therapy
Tarrant County Junior College, A.A.S.; Univ. of Texas Health
Science Center at Dallas, B.S., C.R.T.T., R.R.T., R.C.P.

- Hamm, Robert D.** Counselor/Human Development
East Texas State Univ., B.S., M.Ed.
- Handy, Jim** Director of Special Services
Univ. of Texas at Austin, B.A.; Univ. of Texas Health Science
Center at Dallas, M.S.
- Hardin, Carol L.** AD Nursing
Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.N.
- Hares, David R.** Developmental Mathematics
Southwestern Univ., B.A.; East Texas State Univ., M.S.
- Hargis, Velma F.** Director of Testing
Ball State University, B.S., Voc. Ed., M.A.
- Harman, Martha** Mathematics
North Texas State Univ., B.A.; Southern Methodist Univ., M.A.
- Harvey, James R.** Physical Education
Lamar Univ., B.B.A., M.B.A., M.S.; Louisiana State Univ., Ph.D.
- Henslee, Jimmie J.** Business and Accounting
East Texas State Univ., B.S., M.Ed.
- Hickman, Phillip L.** Respiratory Therapy
Tarrant County Junior College, A.A.S.; University of Texas Health
Science Center at Dallas, B.S.; R.R.T., C.R.T.T., C.P.F.T., R.C.P.
- Hitt, Frances F.** Food and Hospitality Services Institute
Auburn Univ., B.S.; Univ. of Alabama, M.S.; Texas Woman's
Univ., Ph.D.
- Holmes, Beverly J.** Director of Library Services
Barnard College, B.A.; Texas Woman's Univ., M.L.S.
- Hucks, Louise** Vocational Nursing
Columbia Hospital School of Nursing, R.N.
- Hunt, Bobby** Director of Physical Plant
- Ivery, Curtis L.** Vice President of Instruction
Texas A&I, B.S.; West Texas State Univ., M.A.; Univ. of
Arkansas, Ed.D.
- Jackson, Micheal** Director of Counseling
Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.
- James, Janet** Director of Public Information
Univ. of Texas at Austin, B.M.
- Jimenez, Hector** Counselor/Human Development
East Texas State Univ., B.S., M.Ed.
- Johnson, Barbara** AD Nursing
Texas Woman's Univ., B.S., M.S., Ph.D.; Univ. of Texas at Dallas,
M.S.
- Johnson, Rosa Lee** Physical Education
Prairie View A&M Univ., B.S.; North Texas State Univ., M.S.;
Texas Woman's Univ., Ph.D.; Univ. of Texas Health Science
Center at Dallas
- Jones, Jerry C.** Music Coordinator
Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.
- Katsigris, Costas** Director, Food and Hospitality Services Inst.
Columbia College, A.B.; Columbia Univ. Graduate School of
Business, M.S.
- Kelso, Genell O.** English and Speech
Univ. of Oklahoma, B.A., M.A.; Nova Univ., Ed.D.
- Knox, Dudley** Legal Assistant
Texas Christian Univ., B.S.; Southern Methodist Univ., M.L.A.;
Baylor Univ. Law School, J.D.
- Koepnick, Frances E.** Biology
Univ. of Dayton, Ohio, B.S.; Univ. of Kansas, M.A.
- Kusi-Mensah, Martina** Developmental Writing/English
Univ. of Science & Tech., Ghana, B.A., Univ. of Windsor, M.A.
- Larsen, Leonard R.** Criminal Justice
Abilene Christian Univ., B.S.; Univ. of Texas at Dallas, M.A.
- Lessiter, Wright L., Jr.** President
Alcorn State Univ., B.S.; Indiana Univ., M.B.A.; Auburn Univ., Ed.D.
- Litle, Marianne** Radiologic Sciences
Parkland School of Radiologic Technology, R.D.M.S., M.R.T.,
A.R.R.T.; Univ. of Texas Health Science Center, B.S.; East Texas
State Univ., M.Ed.
- Logan, Ralph H.** Chemistry
Univ. of North Dakota, B.S.; Univ. of Texas, M.S.
- Lucas, Patricia** AD Nursing
Texas Woman's Univ., B.S., M.S.
- Lunsford, Terry** Interior Design
Texas Tech Univ., B.A.A.D.; East Texas State Univ., M.S., Ed.D.
- McGown, Caroline** English
Texas Christian Univ., B.A.; Texas Woman's Univ., M.A.
- McLelland, Sue Annette** AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N., R.R.T., R.C.P.
- McPherson, M. LaCheeta** Medical Lab Technology
North Texas State Univ., B.S.; Baylor School of Medical
Technology, M.T.; East Texas State Univ., M.Ed., Ph.D., M.T.
(A.S.C.P.)
- Menchaca, Richard V.** Developmental Reading
North Texas State Univ., B.S., M.Ed.
- Michaels, Barbara** AD Nursing
Ohio State Univ., B.S.N.; Univ. of Texas at San Antonio, M.S.N.
- Mims, Robert L., Jr.** Geology/Physics
Univ. of Texas at El Paso, B.S., M.S.; E. Texas State Univ., Ed.D.
- Minnett, John** Respiratory Therapy
El Centro College, A.A.S.; Stephen F. Austin State Univ., B.S.,
C.R.T.T., R.R.T., R.C.P., E.M.T.
- Montgomery, Barbara** History
Univ. of Illinois, B.S.; California State Univ., M.A.; Loyola Univ. of
Chicago, Ph.D.; Fulbright Fellow
- Moore, Harris Paxton** English
Univ. of Texas at Austin, B.A.; Texas Christian Univ., M.A.
- Moore, John W., Jr.** Counselor/Human Development
Grambling Univ., B.S.; Prairie View A&M Univ., M.Ed.
- Moran, Betty W.** Chairperson, Fine and Applied Arts
North Texas State Univ., B.S.; Texas Tech Univ., M.Ed.; Texas
Woman's Univ., Ph.D.
- Morgan, Charlie R.** Counselor/Human Development
East Texas State Univ., B.S., M.S.
- Murray, Darrel** Interior Design Coordinator
Univ. of Oklahoma, B.A.; Parsons School of Design, New York
City, Certificate
- Myers, H. Wayne** Biology
Emporia State Univ., B.A., M.S.
- Neeley-Plog, Claudia** Computer Information
Texas A&I Univ., B.M., M.S.; Certificate of Data Processing,
E.C.P.I.; East Texas State Univ., M.S., Ed.D.
- Nelson, Elizabeth** AD Nursing
St. Olaf College, B.A.; Texas Woman's Univ., M.S.
- Norman, Lois** AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.
- Olson, Carole** Legal Assistant
Texas Tech Univ., B.S.; Southern Methodist Univ., M.A.; Univ. of
Houston Law Center, J.D.
- O'Neal, Kay** AD Nursing
Texas Christian Univ., B.S.N.; Univ. of Texas at Arlington, M.S.
- Page, Jean** Counselor/Human Development
North Texas State Univ., B.S., M.Ed., Ed.D.
- Paine, Diane S.** Respiratory Therapy
Temple Junior College, A.A.S.; Univ. of Texas Health Science
Ctr., B.S., C.R.T.T., R.R.T., R.C.P.; Texas Christian Univ., M.Ed.
- Park, Nancy** AD Nursing
Univ. of Iowa, B.S.N.; Texas Woman's Univ., M.S.
- Penn, Howard** Mathematics
Southeastern State College, B.S.; North Texas State Univ.,
M.S., Ph.D.
- Perdue, Beth** AD Nursing
West Texas State Univ., B.S.N.; Texas Woman's Univ., M.S.N.
- Phillips, Arbra M.** Developmental Mathematics
Paul Quinn College, B.S.; East Texas State Univ., M.Ed.
- Pollard, Jennie** Office Careers
Prairie View A&M Univ., B.S., M.S.
- Potter, Frances M.** Apparel Design
Southern Methodist Univ., Certificate in Costume Designing
El Centro College, A.A.A.
- Pouncey, Judy** Associate Dean of Continuing Education
North Texas State Univ., B.S.
- Pouncy, Gene E.** English
Southern Methodist Univ., B.F.A., M.L.A.
- Powers-Prather, Ann** AD Nursing
Paris Junior College, A.D.N.; Univ. of Texas at Arlington, B.S.N.,
M.S.N.; Univ. of North Texas, Ph.D.

Pritchett, Kathy AD Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.

Purnell, Melvin J. Dance Coordinator
Formerly with Arthur Hall Afro-American Dance Ensemble, Dance
Theatre of Harlem, Jacques d'Amboise's National Dance Institute

Ramsey, George E. Spanish
Southern Methodist Univ., B.A.; Texas Christian Univ., M.A.

Reding, Diana L. AD Nursing
Hartwick College, B.S.; East Texas State Univ., M.S.

Rippetoe, William L. Mathematics
East Central State College, B.S.; Southeastern State College, M.T.

Ripsey, Margaret Coordinator, Jail Education
Baylor Univ., B.A.; North Texas State Univ., M.A.

Robinson, Emily B. Office Careers
Abilene Christian Univ., B.S.E.; North Texas State Univ., M.B.E.

Robinson, Judith Christine Radiologic Sciences
Physicians and Surgeons, B.A., A.R.R.T., M.R.T.; Dallas Baptist
University, B.A.

Rodriguez, Joan Reading
Barry College, Florida, B.A., M.A.; New Mexico State, Ed.D.

Rountree, Rhuwan C. Government
East Texas State Univ., B.A., M.A.

Rouze, Pamela K. Developmental Reading
North Texas State Univ., B.A.; Texas Woman's Univ., M.Ed.

Rust, Tommy Respiratory Therapy
El Centro College, A.A.S.; Univ. of Texas Health Science Center,
B.S.; East Texas State Univ., M.Ed., C.R.T.T., R.R.T., R.C.P.

Samuel, John Computer Information
Univ. of Texas at Arlington, B.B.A., M.B.A.; American Production &
Inventory Control Society, Certified in Production and Inventory
Management, C.P.I.M.

Scardina, Patricia Computer Information
Baton Rouge Business School; Dallas Baptist College, B.C.A.

Schrup, John E. Art Coordinator
Univ. of Wisconsin, B.S., M.S., M.F.A.

Schuster, Patrick Criminal Justice
Univ. of Texas at Arlington, B.A.

Seaton, Norman Computer Information
Univ. of Plano, B.A.; Univ. of Dallas, M.B.A.

Simonetti-Arnold, Lucille Art
Hunter College, B.A.; Univ. of Dallas, M.A.; The Cooper Union,
Certificate of Art

Skibell, Leslie Program Director, Vocational Rehabilitation
Univ. of Texas at Dallas, B.S., M.S.

Smith, Laura V. Vocational Nursing
Oak Park Hospital School of Nursing, R.N.; East Texas State Univ.,
B.S., M.S.

Sonnier, Beth B. Food and Hospitality Services Institute
Culinary Institute of America, A.O.S., Univ. of North Texas, B.S.

Speyerer, Carol Associate Dean of Nursing
Incarnate Word College, B.S.; Texas Woman's Univ., M.S.; Nova
Univ., Ed.D.

Stahl, Dana AD Nursing
Oklahoma Baptist Univ., B.S.; Texas Woman's Univ., M.S.

Starks, Lelanl Director, Health Center
Metropolitan State College, R.N., B.S.

Steffen, Rosemarie AD Nursing
Texas Woman's Univ., B.S.N.; Univ. of Texas at Arlington, M.S.

Stiles, Janet Medical Transcription
Lille Jolly School of Nursing, R.N.; Univ. of Texas at
Arlington, B.S.N.

Stimson, Ronald Computer Information
Kent State University, B.S., M.Ed.

Stirman, Nan E. Dental Assisting
Dental Assisting National Board, C.D.A.; El Centro College, A.A.S.;
Dallas Baptist College, B.C.A.; East Texas State Univ., M.S.

Sullivan, Joseph R. Vice President of Student Development
Holy Cross College, B.A.; University of Wisconsin, M.S.

Thomas, Charles Edward Theatre and Humanities
West Texas State Univ., B.A., M.A.; Actor's Equity; Screen Actor's
Guild; American Guild of Variety Artists

Thomas, Joe P. Chemistry
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.

Tolentino, Albert E. Counselor/Human Development
New Mexico Highlands Univ., B.A., M.A.

Trammell, Deborah AD Nursing
Univ. of Virginia, B.S.N.; Univ. of Texas at Arlington, M.S.N.

Trotter, Robert S., Jr. Chairperson, Physical and Social Science
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.

Tubbs, Andy Assistant Director of Student Programs
Metropolitan State College, B.S.

Tully, Bettie L. Counselor/Human Development
Our Lady of the Lake College, B.A., M.Ed.; East Texas State
Univ., Ed.D.

Urday, Iris AD Nursing
Univ. of Southern Mississippi, B.S.N.

Varnell, Gayle M. AD Nursing
Univ. of Texas at Austin, B.S.N., M.S.N.

Watkins, Ruth Dean of Learning Resources
California State Univ. at Los Angeles, B.A., M.A.

Williams, Dianne J. Program Manager, CPTPC
Mississippi State Univ., B.S., M.S.

Wilson, Doris P. Office Careers
Prairie View A&M Univ., B.S.; Teachers College, Columbia
Univ., M.A.

Witherspoon, Joseph Ray Dean of Career and Continuing Education
North Texas State Univ., B.B.A.; Southern Methodist Univ., M.L.A.

Young, Lee Architecture Coordinator and Interior Design
Univ. of Oklahoma, B. Arch., M.B.A.

Zerwekh, JoAnn AD Nursing
Univ. of Arizona, B.S.N.; Univ. of Texas at Arlington, M.S.N.;
East Texas State Univ., Ed.D.

Zimmermann, George A. Computer Information
Fordham Univ., B.S.; Univ. of Texas at Dallas, M.A.S.

I. GENERAL INFORMATION

History of the Dallas County Community College District

The Dallas County Community College District comprises seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 75,000 students per semester and employ over 1,900 full-time faculty and staff members.

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

The voters of Dallas County approved the sale of an additional \$85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven-college master plan, opened in 1978. On December 10, 1987, the Dallas County Community College District broke ground for the \$7 million Bill J. Priest Institute for Economic Development near downtown Dallas. The complex is scheduled for occupancy in February, 1989. All District services to the business community will be available through this central location.

District Philosophy And Goals

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

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

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

who now sees the need for education in today's complex society. In short, there is a place for everyone.

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

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

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

District Responsibilities

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

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

League for Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 16 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, marital or parental status, race, color, religion, age, national origin, or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission, recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services, and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to high administrative authority are considered on the merits of the case.

Family Educational Rights And Privacy Act Of 1974

In compliance with the Family Educational Rights and Privacy Act of 1974, the College may release information classified as "directory information" to the general public without the written consent of the student. Directory information includes: (1) student name, (2) student address, (3) telephone number, (4) dates of attendance, (5) educational institution most recently attended, and (6) other information, including major field of study and degrees and awards received.

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

Student Consumer Information Services

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



Standard Of Conduct

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

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

II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

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

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

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

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

Credit: The numerical value assigned to a course (see "Credit Hours/Semester Hours.")

Credit Hours/Semester Hours: The unit of credit earned for course work. Each college course is worth a certain number of credit or semester hours. This number is determined by the type of class and the number of hours per week it meets. For example, a 3-credit-hour class (English, history, etc.) meets 3 hours per week during

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

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

DCCCD: Dallas County Community College District composed of Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland Colleges.

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

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

Electives: Courses that 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 that the college requires for services in addition to tuition charges.

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

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

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

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

Grade Points: See catalog section titled "Scholastic Standards."

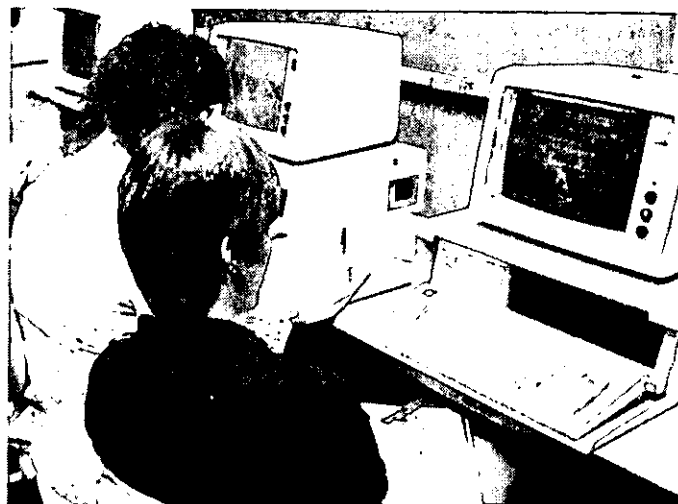
Grades: See catalog section titled "Scholastic Standards."

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

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

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

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



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

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

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

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

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

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

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

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

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

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

Transfer courses: Courses that 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, that does not mean it will apply toward a specific major or degree at a four-year college or university.

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

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

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

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

Admission Requirements

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

Beginning Freshmen

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

- Graduates from an accredited high school or those who have earned a General Education Diploma (G.E.D.), who are 18 years of age or older, and whose high school class has graduated.
- Graduates of an unaccredited high school who are 18 years of age or older.
- Persons who do not hold a high school diploma or G.E.D. (but who are 18 years of age or older and

whose high school class has graduated) may be admitted by giving evidence of an ability to profit from college instruction. Such admission will be on a probationary basis.

- High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The students are concurrently enrolled for a maximum of six hours of special study each semester, as long as the combined high school and college class load does not exceed sixteen (16) semester hours. (Each high school course is normally counted as the equivalent of one three-hour course.) Students must continue to make normal progress toward high school graduation.

Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Academic standing for transfer applicants is determined by the Registrar's Office according to standards established by the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval. Contact the Admissions Office for further information.

Former Students

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

Non-Credit Students

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

International Students

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

- complete a personal interview with the international student counselor and receive approval from the college,
- present TOEFL (Test of English as a Foreign Language) test scores of 525 or higher and take the DCCCD



assessment tests,

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



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

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

Contact the Admissions Office for information.

Application and Admission Procedures

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

Applicants must submit the following material to the

Admissions Office to have a complete admissions file:

- a. an official application, available from the Admissions Office.
- b. official transcripts: The following must be submitted: (1) for beginning college students an official transcript from the last high school attended; (2) for college transfer students, official transcripts for all previous college work attempted. The College accrediting agency requires transcripts, and the college uses them in program advisement.

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

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

Tuition

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

Additional Fees

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

Special Fees And Charges

Laboratory Fee: \$2 to \$8 a semester (per lab).

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

Physical Education Activity Fee: \$5 a semester.

Dance Activity Fee: \$5 a semester.

Bowling Class Fee: Student pays cost of lane rental.

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

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

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

Refund Policy: The refund policy of the District is based upon state regulations and on the fact that student tuition and fees provide only a fraction of the cost of offering

TUITION AND STUDENT SERVICES FEE Fall and Spring Sessions

Semester Credit Hours	Dallas County			Out-of-District			Out-of-State or Country		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$ 36	\$ 3	\$ 39	\$ 100	\$ 3	\$ 103	\$ 200	\$ 3	\$ 203
2	36	3	39	100	3	103	200	3	203
3	36	3	39	100	3	103	200	3	203
4	48	4	52	132	4	136	244	4	248
5	60	5	65	165	5	170	305	5	310
6	72	6	78	198	6	204	366	6	372
7	84	7	91	231	7	238	427	7	434
8	96	8	104	264	8	272	488	8	496
9	108	9	117	297	9	306	549	9	558
10	120	10	130	330	10	340	610	10	620
11	130	11	141	342	11	353	671	11	682
12	140	12	152	354	12	366	732	12	744
13	150	12	162	366	12	378	793	12	805
14	160	12	172	378	12	390	854	12	866
15	170	12	182	390	12	402	915	12	927
16	180	12	192	402	12	414	976	12	988
17	190	12	202	414	12	426	1037	12	1049
18	200	12	212	426	12	438	1098	12	1110
19	210	12	222	438	12	450	1159	12	1171
20	220	12	232	450	12	462	1220	12	1232

TUITION Summer Sessions

Semester Credit Hours	Dallas County		Out-of-District		Out-of-State or Country	
	Tuition		Tuition		Tuition	
1	\$ 36		\$100		\$200	
2	36		100		200	
3	42		138		200	
4	56		184		268	
5	70		230		335	
6	84		276		402	
7	92		286		469	
8	100		296		536	
9	108		306		603	

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***** \$12.00 per credit unit through ten credit units and \$10.00 for each additional credit unit over ten credit hours; minimum of \$36.00
- Out-of-District Residents*** \$33.00 per credit unit through ten credit units and \$12.00 for each additional credit unit over ten credit units; minimum of \$100.00
- Out-of-State Residents**** \$61.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$61.00 per credit unit; minimum of \$200.00

SUMMER SESSION

- Dallas County Residents***** \$14.00 per credit unit through six credit units and \$8.00 for each additional credit unit over six credit units; minimum of \$36.00
- Out-of-District Residents*** \$46.00 per credit unit through six credit units and \$10.00 for each additional credit unit over six credit units; minimum of \$100.00
- Out-of-State Residents**** \$67.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$67.00 per credit unit; minimum of \$200.00

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

*Provided he has established legal residence in the State of Texas, a student's county of residence is the county in which his legal guardian resides, if he is under 18 years of age and unmarried. Students 18 years of

age and older and all married students are deemed to be residents of the county in which they reside.

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

***A full-time District employee or his dependent who resides outside Dallas County is eligible for Dallas County tuition rates.

An individual who would have been classified as a resident for the first five of the six years immediately preceding registration but who resided in another state for all or part of the year immediately preceding registration shall be classified as a resident student.

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.

Pursuant to the authorization contained in the Texas Education Code Section 130.003, subsection (b)(4), the Board has waived the difference in the rate of tuition for non-resident and resident students for a person or his dependent, who owns property which is subject to ad valorem taxation by the District.

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.

educational opportunities. When students enroll in a class, they reserve places that cannot be made available to other students until they officially drop the class. In addition, the original enrollment of students represents a sizable cost to the District regardless of continuance in that class. Therefore, a refund is made only under the following conditions:

(1) Official withdrawal:

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

Fall and Spring Semesters

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

Summer Semesters

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

(2) Official drop of a course or courses:

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

Regular Session

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

Summer Session

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

* The first "class day" is to be counted as the officially published date when the semester begins.

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

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

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

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

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

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested.

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

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

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

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

Returned Checks

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

Assessment and Advisement Procedures

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

The assessment program includes the completion of a questionnaire that 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 or SAT results, previous college-level work or from scores on the standardized tests administered free of charge by the College.

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

The assessment program provides information needed in advisement. Academic advisement sessions provide a framework for informed decision-making on the part of students and advisors. Information on a student's skills, abilities, career plans, educational background, life experiences, and motivation is important in helping the student and advisor make selections from the many educational options available.

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

Change Of Schedule

Students should be careful in registering to schedule courses only for the days and hours they can attend.

Students requesting class changes should contact the Registrar's Office during the time specified in the current class schedule. No change is complete until it has been processed by the Registrar's Office.

Non-Credit Student (Audit)

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

Acceptance of Credit In Transfer

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

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

Address Changes And Social Security Number

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

TASP (Texas Academic Skills Program) Test

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

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

TASP scores may be utilized in place of the DCCCD Assessment Program. Students scoring below a certain level must follow the advice of a counselor or academic

advisor in developing a plan of action for courses. The successful completion of TASP may be a prerequisite to enrollment in some courses.

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

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



IV. ACADEMIC INFORMATION

Scholastic Standards: Grades And Grade Point Average

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

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

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a 3-hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the total grade

point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 2.93:

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

The student's transcript and grade reports will indicate two different G.P.A.'s. G.P.A.(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. G.P.A.(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a performance grade of A-F. G.P.A. (2) is utilized to determine eligibility for graduation; it is also the G.P.A. 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 completed in the District. When a student withdraws from a course being repeated, the cumulative grade point average is calculated by using the immediately preceding grade in the same course.

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

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

"I" is converted to a performance grade.

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

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

Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average 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 or better. Grade points and hours earned in courses numbered 99 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

Recommended Academic Load

The maximum academic load is 18 credit hours of course work per semester or five classes plus physical education. Students must receive permission of the appropriate college official to carry a heavier load. Employed students carrying a full load (12 credit hours or more) should not work more than 20 hours per week. Students working more hours should reduce their academic load proportionately. The recommended load limit for day or evening students who are employed full-time is 6 credit hours. The recommended load limit in a six-week summer session is 6 credit hours. A total of 14 credit hours 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:

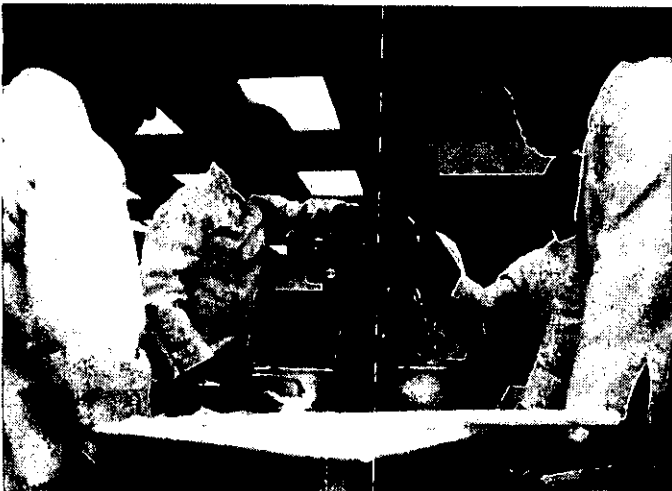
A student who has completed 30 or more credit hours.

Part-time:

A student carrying fewer than 12 credit hours in a given semester.

Full-time:

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



Class Attendance

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

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

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

Dropping A Course Or Withdrawing From College

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

Academic Recognition

Full-time students who complete at least 12 hours of 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 credit and average 3.8-4.0 are placed on the President's Honor Roll. Part-time students who take 6-11 credit hours and maintain a 3.5 or higher grade point average are placed on the Academic Recognition List.

Scholastic Probation And Scholastic Suspension

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

the Vice President of Student Development.

Grade Reports

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

DCCCD Transcript of Credit

The DCCCD transcript of credit is a chronological listing of college credit courses attempted within the seven-college system of the DCCCD. The transcript is official if the document is embossed with the College seal and imprinted with the signature of the Registrar.

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

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

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

Degree Requirements

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

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

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

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

The Common Learning Curriculum

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning that is common to all candidates for a degree.

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

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

Associate in Arts and Sciences Degree

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

- English 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT]
- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104)
- Humanities (3 credit hours) to be chosen from Art 104, a foreign language, Humanities 101, Literature, Music 104, Philosophy 102, OR Theatre 101
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)
- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 101 AND 102 (6 credit hours) (NOTE: Only three credit hours of History may be earned through credit-by-examination.)
- Government 201 AND 202 (6 credit hours)

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

- Business (3 credit hours) to be chosen from Business, Accounting, Management 136, Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements
- Electives (16 - 18 credit hours)

A maximum of 4 physical education activity hours may be counted as credit toward requirements for graduation. The G.P.A. for graduation is based on the credit earned for all DCCCD work completed and all transfer work. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199 and Theatre 199.

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

Associate in Applied Arts and Sciences Degree

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

- English 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT]
- A math course numbered 100 or above (3 credit hours) [A CORE COURSE REQUIREMENT]
- Six to eight credit hours chosen from TWO of the following clusters:
 - Laboratory Science: Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to count as a lab science, the student must successfully complete Astronomy 101 in combination with 103 and Astronomy 102 in combination with 104)
 - Behavioral/Social Science: Anthropology, Government, History, Human Development, Psychology, OR Sociology
 - Humanities: Art 103, a foreign language, Humanities 101, Music 104, Philosophy 102, Theatre 101, English 201, English 202, English 203, English 204, English 205, English 206, English 215, OR English 216
 - Business: Business, Accounting, Management 136, Computer Information Systems, or Economics. Cooperative Work Experience courses may not be used to meet Common Learning degree requirements

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of 4 physical education activity hours may be counted as credit toward graduation. The G.P.A. for an Applied Arts and Sciences Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

Certificate Career Programs

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

Procedure For Filing Degree And Certificate Plans And For Graduation

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

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

In addition to other graduation requirements, a student has five (5) years from the date of original enrollment in the college granting the degree to complete the specific course requirements detailed in the college catalog. If the student

does not fully complete the course requirements within five (5) years, the student must select a subsequent catalog year, provided the requisite courses are still being offered in the program.

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

Waiving Of Scholastic Deficiency

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

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES

Academic Transfer Programs

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

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 in Arts and Sciences Degree is designed specifically for those students who plan to transfer to a four-year institution. The A.A.S. Degree requires students to complete many of the core courses that will also be required by most senior institutions. The flexibility of this degree program also allows students to complete many of the introductory courses specifically related to their major field of study. Additional information regarding the A.A.S. Degree can be found elsewhere in this catalog or from a counselor or advisor.

There are many advantages to completing the Associate in Arts and Sciences Degree program prior to transferring to a four-year institution. In addition to completing

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

Choosing A Major And Developing An Educational Plan

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

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

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

- Accounting
- Advertising
- Agriculture
- American Studies
- Anthropology
- Architecture
- Art
- Biological Science
- Botany
- Business Administration
- Chemistry
- City/Regional Planning
- Computer Science
- Dance
- *Dentistry
- Dietetics
- Drama
- Economics
- Engineering
- English
- Entomology
- Finance
- Fine Arts
- Foreign Languages
- Forestry
- Geography
- Geology
- Health Sciences
- History
- Home Economics
- Industrial Arts
- Interior Design
- Journalism
- *Law
- Liberal Arts
- Life Sciences
- Management
- Marine Biology

- Marketing
- Mathematics
- Medical Technology
- *Medicine
- Meteorology
- Microbiology
- Music
- Music Education
- Nursing
- Occupational Therapy
- Oceanography
- Optometry
- Pharmacy
- Philosophy
- Photojournalism
- Physical Education
- Physical Science
- Physical Therapy
- Physics
- Political Science
- Psychology
- Public Relations
- Radio/TV/Film
- Recreation
- Social Work
- Sociology
- Speech Communication
- Speech Pathology
- Teacher Preparation
- *Telecommunications
- Theatre
- Veterinary Medicine
- Wildlife Management
- Zoology

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

College Resources For Transfer Students

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

The Counseling Center

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

The Counseling Center also maintains a number of guides, booklets, and other reference items designed for the transfer student. These materials are outlined below.

Course Selection Guides

Course Selection Guides offer a listing, in DCCCD course numbers, of courses necessary for a number



of majors at many institutions throughout Texas. Course Selection Guides are available for the following majors:

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

Although the information on these guides has been reviewed by officials at the various senior institutions, the content is subject to change, and it is the responsibility of

the student to verify with the institutions of their choice the applicability of this information. Counselors and academic advisors can also assist students with preparation for majors other than those listed above.

Equivalency Guides

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

Other Resources

The Counseling Center has several other resources to assist transfer students, including a large collection of senior institution catalogs and bulletins, senior college admission application forms, and other specialized brochures and information materials. 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 aptitudes, 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.

Choosing A Catalog Year

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

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

Other Things To Consider

During the time of study in the DCCCD, students should begin to determine the necessary steps for completing the transfer admission process. The process may require a great amount of preparation, and students should be certain that they understand all of the requirements for admission, such as application deadlines, minimum grade point average requirements, limitation on the number of credit hours that are acceptable in transfer, policies regarding acceptance of repeated courses, housing information, and financial aid application procedures. Students should also consider making a personal visit to

their 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.

Technical/Occupational Programs

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

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

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

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

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

Credit By Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Registrar's Office has knowledge of courses available through this method. The examination may be a section of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB), or a teacher-made test, depending on the course.

The student pays an examination fee for each course examination. This fee must be paid prior to taking the ex-

amination and is not refundable. The College's credit by examination program is coordinated with similar programs of four-year institutions. Final acceptance of credit by examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit by examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

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

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

Non-Traditional Learning

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

1. The student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
2. Credit for specific courses offered by the College may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course by course basis only. The student must be enrolled in the College that is assessing the learning experiences.
3. A student is required to complete at least 12 semester hours of course work with the District, 6 of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

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



High School Articulation/2+2 Agreements

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

Flexible Entry Courses

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

Telecourses

Students may take a variety of college-credit courses via television which are called "telecourses." Telecourses require the viewing of video programs on local cable systems, KDTN, Channel 2 or at campus Learning Resource Centers. Reading, writing and study guide assignments are required, as well as attendance at an on-campus orientation session. Three or four tests are administered on campus during each telecourse, and some courses require discussion meetings, laboratory sessions or field trips. Campus visits are scheduled for times convenient to students.

Content and credit for telecourses are equivalent to that of courses taken on campus. All telecourses are noted in the course description section of this catalog and their schedules included in the college class schedule. Telecourses may be taken in conjunction with on-campus classes, and students may enroll for them through normal registration processes. For more information, call the Telecourse Hotline: 324-7780.

Cooperative Work Experience

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

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

To enroll in a cooperative education course, students must:

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

major area of study,

- be approved by the instructor.

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

International Studies

Each year a number of summer-abroad, intensive courses combine learning experiences with foreign travel. Such intensive courses are under the direct supervision of faculty, and college credit may be earned by students who successfully meet the learning objectives established for these courses. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, Germany, Russia, Jamaica, Spain, and Italy. Most of these courses are offered during the summer, and a complete listing for 1989-90 can be secured from the District Office of Student and International Programs (746-2410).

There are several semester-abroad programs available in Aix-en-Provence, France, in Puebla, Mexico, and in London, England at colleges in those countries. Prior knowledge of French is not required for participation in the France programs, although students are expected to enroll in such language courses during their period of participation. Semester-abroad opportunities are designed for mature students with at least a 2.5 cumulative grade point average.

Human Development Courses

In human development courses, students can learn skills useful in everyday living to promote their personal growth. Much of the success and satisfaction in life is dependent on good interpersonal communication skills, making healthy adjustments to our changing society, and pursuing a satisfying career. The human development curriculum gives the student an opportunity to obtain and practice skills in these important areas.

These courses are taught by counselors and other qualified instructors. They offer academic credits which transfer to most four-year institutions. The courses in human development enhance the total curriculum and blend in with the total concept of the community college.

Campuses also offer special topics courses relevant to life issues. In addition, Speech Communications 101, a course combining aspects of interpersonal communications and public speaking, is required for DCCCD associate degrees.

Developmental Studies

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

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

Evening And Weekend College

In dynamic, growing communities such as those encompassing this college district, people have continuing educational needs, yet many of them have work schedules and personal involvements that make it impossible for them to attend college during normal daytime hours. For this reason, most courses offered during the day are also available in the evening and weekend college. Courses are offered both on campus and at selected community locations.

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

Learning Resources Center and Library Obligations

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

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

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

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

Servicemen's Opportunity College

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

Continuing Education Programs

Within the Dallas County Community College District, Continuing Education is an educational development process that creates an instructional delivery system that is

flexible, diverse, visionary, and responsive to the needs of its public, private, and corporate citizens. Continuing Education provides non-credit skills training, personal and professional courses, and programs for human, community, and economic development, and thus expands the available educational opportunities for all persons of all ages to participate in college programs.

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

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

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

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

Continuing Education Units (CEU's)

College credit may be awarded for some courses related to DCCCD vocational/technical/occupational programs. Special enrollment criteria and other restrictions apply before consideration can be given to student requests for Continuing Education/credit transfers. Inquire at the Continuing Education Office for more specific information. For those vocational/technical courses for which no college credit is awarded, Continuing Education Units (CEU's) are transcribed upon successful completion of the course. In all recognized educational circles, one CEU is equal to "ten contact hours of participation in an organized Continuing Education or extension experience under responsible sponsorship, capable direction, and qualified instruction." The CEU is a means of recording and accounting for Continuing Education activities and meeting the certification requirements of certain professional organizations.

The Business and Professional Institute

The Business and Professional Institute (B.P.I.) develops and delivers training programs and provides services to businesses, industries, government agencies, and professional associations. The Institute custom designs training or provides college credit programs on request to be

taught on any of the college campuses or on-site at an office or plant. The duration of training or services is adjusted to meet special requirements and is based on a per-hour contract cost. A B.P.I. office is located on each campus and is staffed with training experts to assist the business community in identifying needs, developing programs and delivering training requests. Other B.P.I. services include conference planning, fitness/wellness programs, teleconferencing, basic skills assessment, and small business development assistance.

The Edmund J. Kahn Job Training Center

The Edmund J. Kahn Job Training Center provides skill training and basic education instruction to unemployed and underemployed adults as well as youths who have dropped out of high school. Graduates from this program are ideally suited to be placed as employees of the Business Incubation Center tenants or placed in entry level positions with corporations with whom the BPI is contracting.

The Small Business Development Center (SBDC)

In addition to providing counseling, training, and resources to small businesses throughout Dallas County, the Small Business Development Center provides incubator tenants with free one-on-one counseling in business management concerns, training programs, and referrals to other business professionals and services in the community.

The Center For Government Contracting

The Center for Government Contracting provides assistance to small business owners who are interested in becoming contractors with governmental agencies or sub-contractors with large corporations who have government contracts. As a result of this assistance, if a contract is obtained, it usually means that additional employees are required. The Edmund J. Kahn Job Training Center can be a source for these employees. The Bid Assistance Center can serve the SBDC clients and can provide potential subcontracts for BPI clients.

The Business Incubation Center

The Business Incubation Center provides the same services as the Small Business Development Center but will also give new businesses a place to operate in a nurturing environment for one to three years. Services provided to incubator tenants, in addition to those services provided by the SBDC, will include the following:

- Accounting
- Child Care
- Conference Rooms
- Copier
- Financial Planning Assistance
- Mail
- Marketing & Advertising Consultancy
- Notary
- Parking
- Reception
- Secretary/Clerical
- Shipping & Receiving
- Teleconferencing Facilities
- Telephone Answering

Child Care Center

A Child Care Center is provided for the Bill J. Priest Institute for Economic Development and is a

support service for students in the Job Training Center and for tenants of the Business Incubation Center.

International Trade Resource Center

The International Trade Resource Center is a small business development center for businesses interested in export. Counseling, seminars, and referrals are all part of the services offered by the Center.

VI. STUDENT DEVELOPMENT

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

Student Programs and Resources

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

Counseling Center Services

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

1. Career counseling to explore possible vocational directions, occupational information, and self appraisals of interest, personality and abilities.
2. Academic advisement to develop and clarify educational plans and make appropriate choices of courses.
3. Confidential personal counseling to make adjustment and life decisions about personal concerns.
4. Small group discussions led by counselors focusing on such areas as interpersonal relationships, test anxiety, and assertiveness. Counselors will consider forming any type of group for which there is a demand.
5. Referral sources to provide in-depth assistance for such matters as legal concerns, financial aid, tutoring, job placement, medical problems, or emotional problems.

Tutoring Services

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



Testing/Appraisal Center

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

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

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

Health Center

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

Placement Services

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, and those in the process of enrolling. Staff members provide assistance by utilizing the computerized Career Planning and Placement System. This system contains lists of job openings in a variety of fields throughout the Metroplex. Staff members also provide assistance with establishing employment

contacts, pre-employment skills training, job interviewing, writing a resume and cover letter, and developing job search strategies leading to success.

Special Services

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

Student Organizations

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

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

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

Service organizations to promote student involvement in the community.

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

Intercollegiate Athletics

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



Intramural Sports

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

Housing

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

Campus Safety Department

Campus safety is provided within the framework of state law to "protect and police buildings and grounds of state institutions of higher learning." Because all laws of the state are applicable within the campus community, specially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Officers of the Campus Safety Department are licensed Peace Officers of the State of Texas. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

VII. FINANCIAL AID

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

How to Apply

All students must complete the Financial Aid Application and return it to the Financial Aid office of the DCCCD college the student plans to attend. The Financial Aid Form of the College Scholarship Service must be completed using data from the 1040 Income Tax Return. This form is used to provide an analysis of financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid office. The FAF is to be mailed directly to the College Scholarship Service with the required processing fee noted on the form. Allow 4 to 6 weeks for the processing. The student should mail the FAF at least one month before the priority deadline for the semesters for which the student is applying.

1. The Department of Education will randomly select some applicants and require that information reported on the FAF or PELL Grant application be verified for accuracy. If the student's application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded.
2. All eligible non-citizens must submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

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

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

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded.

Deadlines for Applying

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

Academic Year — July 1

Spring Only — November 1

Summer Sessions — May 1

Applications received after these dates will be processed as time and availability of funds permit. Late applicants need to be prepared to pay their own registration costs until action on their application can be completed.

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

Grants

Pell Grant

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

All students applying for financial assistance through the College must apply for a Pell Grant. This is generally done through the FAF application discussed earlier. Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid Office and in the counseling offices of most high schools. The application process takes approximately 8-10 weeks. In response to the Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct and bring all copies to the Financial Aid Office. The exact amount of the Pell Grant award will depend upon the aid index on the SAR and the number of hours for which the student enrolls. In order to be eligible, a student must enroll for at least 6 credit hours each semester. Students must apply each year.

Supplemental Educational Opportunity Grant (SEOG)

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

given to students receiving Pell Grant. Students must apply each year for the SEOG.

Texas Public Educational Grant (TPEG)

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

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must enroll for at least 6 credit hours per semester, make satisfactory academic progress toward their educational goal, and have financial need. The maximum grant for an academic year is \$2,500; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG.

Scholarships

DCCCD Foundation Scholarships

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

Miscellaneous Scholarships

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

Loans

Stafford Loans (formerly GSL)

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

The interest rate is set by Congress and is currently 8%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops to less than half-time enrollment.

1. After July 1, 1988, the interest rate for first time borrowers will increase from 8% to 10% in the fifth year of repayment. The minimum payment will be \$50 per month, and the loan must be repaid within 10 years. Lenders may charge a 5% loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.
2. Under the Supplemental Loans to Students (SLS) Program, independent undergraduate students may be eligible to borrow up to \$4,000 per academic year. Recent legislation requires an undergraduate to complete a needs analysis to determine whether there is Pell or GSL eligibility before an SLS loan can be completed, however. The loan maximum is \$20,000 for all the years of undergraduate study. The interest rate is variable, ranging from 9% to 12%. Repayment begins within 60 days after disbursement of the loan, except that the borrower is entitled to a deferment of the principal for at least half time enrollment. Most lenders will capitalize the interest if the payments are deferred. Under the PLUS Program, parents may now borrow up to \$4,000 per year for each dependent undergraduate student with the loan maximum for each eligible student of \$20,000.
3. The current interest rate is variable. Repayment of principal and interest begins within 60 days after disbursement of the loan.

Hinson-Hazelwood College Student Loan Program (HHCSLP)

The Hinson-Hazelwood Loan is a state-funded Guaranteed Student Loan Program for students who are attending Texas colleges and are eligible to pay Texas resident tuition rates. All Hinson-Hazelwood Loan applicants must demonstrate financial need before a loan can be approved. The loan limit has been raised to \$2,625 for the first two years of undergraduate study and a maximum of \$17,250 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition. A 5% loan origination fee and an insurance premium on the life of the student will be taken from the total amount of each loan. The interest rate currently is 7% per year simple interest. No interest or payments are paid by the student while enrolled at least half-time or during the six month grace period.

The interest rate will remain the same throughout the life of the loan. The minimum payment will be \$50 per month over a 5 to 10 year period depending on the total amount borrowed.

Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs to students. Loans are

usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan. A late fee of \$5 will be added for late payment. Delinquent loans are turned over to a collection agency for recovery, and the student must pay the entire cost of collection. Because there is heavy use of these short-term loan funds at registration, students should apply before registration if help from this program is needed.



Employment

College Work-Study Program (CWSP)

The College Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goals and are enrolled for at least 6 credit hours. The wage rate is \$4.25 per hour and most students work 15 to 20 hours per week. Students are paid on the last working day of the month. The amount students can earn in a school year is determined by the amount of financial need and other aid awarded as part of the financial aid package. The majority of the students are employed on campus; however, some off-campus employment is also available. Students must apply each year for College Work-Study.

Student Assistants Employment Program (Non-Work-Study)

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

Off-Campus Employment

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

Tuition Exemption Programs

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

for tuition exemption programs and the criteria for eligibility.

Vocational Rehabilitation

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

Bureau of Indian Affairs

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

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

Veteran's Benefits Program

The Veteran's Benefits Program is coordinated by the Veterans' Affairs Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans Administration loans, Veterans Administration work-study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. When testing indicates that a veteran should enroll in developmental courses such as reading, writing, or math, the student may pursue these courses with no charge to his or her benefits. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of some of the Veterans Administration guidelines. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

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

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

Hazlewood Act

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

Academic Progress Requirements

Federal law requires that students must be making satisfactory progress in their course of study in order to receive financial aid. DCCCD policy requires the following:

The Grade Point Average (G.P.A.) Requirement:

1. A student must maintain a 2.0 G.P.A. for each semester or the combined summer sessions for which an award is approved.
2. A new applicant must have a cumulative 2.0 G.P.A. on all credit hours earned from District colleges prior to the semester for which aid is requested.
3. A transfer student from a college outside the District must have a cumulative 2.0 G.P.A. as evidenced by an academic transcript. If no academic transcript is available at the time of the award, aid may be awarded on a probationary basis for one semester only.

Completion Requirement:

1. A student enrolled full-time (12 credit hours or more) must complete a minimum of 9 credit hours for any semester or the combined summer sessions for which funding is received.
2. A student enrolled three-quarter time (9-11 credit hours) or half-time (6-8 credit hours) must complete a minimum of 6 credit hours for any semester or the combined summer sessions for which funding is received.

Failure to Meet the Standards of Academic Progress:

In these provisions, probation or suspension means financial aid probation or suspension, not academic probation or suspension.

1. Following the first semester in which the above standards of academic progress are not met, the student will be placed on probation for the duration of the next semester of funding.
2. A new applicant with less than a cumulative 2.0 G.P.A. will not have met the standards of academic progress; however, financial aid may be awarded on a probationary basis for one semester only.
3. 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 or combined summer session.
4. During the first period of suspension, the student must enroll at least half-time for one semester at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.
5. If failure to meet satisfactory progress results in a second suspension from financial aid, the student must

enroll at least half-time for the equivalent of two semesters at a District college, pay the expenses related to that enrollment and maintain the standards of academic progress before eligibility for financial aid will be reestablished.

6. Following any period of suspension, the student will again be eligible for funding on a probationary basis for one semester or combined summer session.
7. If failure to meet satisfactory progress results in a third suspension from financial aid, no additional aid will be awarded.
8. The colleges of the District shall enforce probation or suspension status of any student who transfers from one college to another within the District.

Notification:

A student who is placed on probation or suspension will be notified in writing of the student's status.

Incremental Measurement of Progress:

Academic progress of recipients will be measured three times a year following the Fall and Spring semesters and Summer II session for the entire summer enrollment.

Maximum Time Period for Completion of Educational Objective:

1. Each student receiving financial aid funds will be expected to complete his or her educational objective or course of study within a reasonable period of time. The maximum hour limit for the District is 75 credit hours.
2. Funding beyond the maximum hour limit may be approved by the Director of Financial Aid due to mitigating circumstances.

Appeal Process

1. A student who has been denied financial aid because of a failure to meet any of the criteria of the standards of academic progress may petition the Director of Financial Aid to consider mitigating circumstances.
2. A student who has been denied financial aid may make written appeal of the Financial Aid Director's decision to the Vice President of Student Development. The President of the college shall be the final appeal authority.

Effects on Funding:

1. Certain courses not considered for funding are:
 - a. courses taken by audit; and
 - b. courses taken outside the degree plan; however, developmental course, if required as a prerequisite to enable a student to successfully complete a student's educational goal, will be considered for funding.
2. Credit hours earned by a placement test will not be considered for funding.
3. Courses for which an "I" (incomplete), "WX" or "W" (withdrawal) grade is received will not be treated as completed courses.
4. Repeated courses will be considered for funding.

CODE OF STUDENT CONDUCT

1. PURPOSE

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

2. POLICIES, RULES, AND REGULATION

a. Interpretation of Regulations

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

b. Inherent Authority

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

c. Student Participation

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

d. Standards of Due Process

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

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

e. Prohibited Conduct

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

f. Definitions In this code:

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

- (4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
- (5) "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
- (6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- (7) "complaint" means a written summary of essential facts which constitute an alleged violation of published college regulation or policy.
- (8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.
- (9) "distribution" means sale or exchange for personal profit.
- (10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- (11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
- (12) "hazing" is defined in Appendix B of this code.
- (13) "intentionally" means conduct that one desires to engage in or one's conscious objective.
- (14) "organization" means a number of persons who have complied with college requirements for registration.
- (15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.
- (16) "published college regulation or policy" means standards of conduct or requirements located in the:
 - (a) College Catalog
 - (b) Board of Trustees Policies and Administrative Procedures Manual
 - (c) Student Handbook
 - (d) Any other official publication
- (17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities.
- (18) "sanctions" means any or all of the punitive actions described in Appendix A of this code.
- (19) "student" means a person who has paid fees and is taking or auditing courses through the Dallas County Community College District.
- (20) "violation" means an act or omission which is contrary to a published college regulation or policy.

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

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

g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

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

tionally or recklessly causing reasonable apprehension of such harm or hazing.

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

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

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

courses within the El Centro food service program.

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

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

3. DISCIPLINARY PROCEEDINGS

a. Administrative Disposition

(1) Investigation, Conference and Complaint.

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

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

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

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

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

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

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

(2) Summons

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

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

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

(3) Disposition

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

(i) If a student accepts the administrative disposition, the student shall sign a statement that he or she understands the charges, his or her right to a hearing or to waive same, the penalty or penalties imposed, and that he or she waives the right to appeal. The student shall return the signed form by 5:00 p.m. of the day following administrative disposition.

(ii) If a student refuses administrative disposition of the alleged violation, the student is entitled to a hearing as provided herein. The VPSD shall note the date of refusal in writing and the student shall acknowledge in writing such date.

Administrative disposition means:

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

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

b. Student Discipline Committee

(1) Composition: Organization

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

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

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

(d) The VPSD shall represent the college before the Student Discipline Committee and present evidence

to support any allegations of violations.

(2) Notice

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

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

(c) The notice shall advise the student of the following rights:

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

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

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

(3) Preliminary Matters

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

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

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

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

(4) Procedure

- (a) The hearing shall be conducted by the chairman who shall provide opportunities for witnesses to be heard. The college will be represented by legal counsel if the student is represented by legal counsel in a hearing where the student is subject to expulsion or suspension.
- (b) If a hearing may result in expulsion or suspension of a student, the college will have a court reporter present to transcribe the proceedings. If a hearing will not result in expulsion or suspension of a student, legal representation is not permitted and recording of the hearing by any means is not permitted unless authorized by law.
- (c) If the hearing is a private hearing, the committee shall proceed generally as follows:
 - (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired.
 - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
 - (iii) The VPSD shall read the complaint;
 - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
 - (v) The VPSD shall present the college's case;
 - (vi) The student may present his or her defense;
 - (vii) The VPSD and the student may present rebuttal evidence and argument.
 - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
 - (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
 - (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.
- (d) If the hearing is a public hearing, the committee shall proceed generally as follows:
 - (i) Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - * Faculty Association
 - * College Newspaper
 - * PresidentOther persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities.
 - (ii) Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
 - (iii) The VPSD shall read the complaint;
 - (iv) The VPSD shall inform the student of his or her rights, as stated in the notice of hearing;
 - (v) The VPSD shall present the college's case;
 - (vi) The student may present his or her defense;
 - (vii) The VPSD and the student may present rebuttal evidence and argument;
 - (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
 - (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the

student in the same manner as the notice of hearing.

- (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.

(5) Evidence

- (a) Legal rules of evidence shall not apply to hearings under this code. Evidence that is commonly accepted by reasonable persons in the conduct of their affairs is admissible. Irrelevant, immaterial, and unduly repetitious evidence may be excluded.
- (b) The committee shall recognize as privileged communications between a student and a member of the professional staff of the Health Center, Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.
- (c) The committee shall presume a student innocent of the alleged violation until there is a preponderance of evidence, presented by the VPSD, that the student violated a published college regulation or policy.
- (d) All evidence shall be offered to the committee during the hearing.
- (e) A student defendant may choose not to testify against himself or herself. The committee will make a determination based on the evidence presented.

(6) Record

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

(7) Petition for Administrative Review

- (a) A student is entitled to appeal in writing to the President who may alter, modify, or rescind the finding of the committee and/or the penalty imposed by the committee. A student is ineligible to appeal if the penalty imposed is less than suspension or expulsion. The President shall automatically review every penalty of expulsion. Sanctions will not be imposed while appeal is pending.
- (b) A student is entitled to appeal in writing to the Board of Trustees through the President, the Chancellor, and the Chairman of the Board. An appeal from the Student Discipline Committee is by review of the record (not de novo).
- (c) A petition for review is informal but shall contain, in addition to the information required, the date of the Student Discipline Committee's action and the student's reasons for disagreeing with the committee's action. A student shall file his or her petition with the President on or before the third working day after the day the Discipline committee determines the penalty. If the President rejects the petition, and the student wishes to petition the Chancellor, he or she shall file the petition with the

Chancellor, he or she shall file the petition with the Chancellor on or before the third working day after the President rejects the petition in writing. If the Chancellor rejects the petition, and the student appellant wishes to petition the Board of Trustees, he or she shall file the petition with the Chairman of the Board on or before the third working day after the day the Chancellor rejects the petition in writing.

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

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

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

APPENDIX A - SANCTIONS

1. Authorized Disciplinary Penalties:

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

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

2. Definitions:

The following definitions apply to the penalties provided above:

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

oath of residency. The penalty terminates on payment of the debt or the final disposition of the case or payment of proper tuition.

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

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

APPENDIX B - HAZING

1. Personal Hazing Offense

- a. A person commits an offense if the person:
 - (1) engages in hazing;
 - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
 - (3) intentionally, knowingly, or recklessly permits hazing to occur; or
 - (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing inci-

dent has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.

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

2. Organization Hazing Offense

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

3. Consent Not a Defense

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

4. Immunity from Prosecution

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

5. Definition

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

- a. any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- b. any type of physical activity, such as sleep deprivation, exposure to the elements, confinement in a small place, calisthenics, or any other activity that subjects the student to an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student.

- c. any activity involving consumption of a food, liquid, alcoholic beverage, liquor, drug, or any other substance which subjects the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student.
- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

Student Grievance Procedure

1. Definition

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

2. Scope

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

3. Limitations

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

4. Procedures

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

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

5. Exception To Procedures

Sexual Harassment:

All students and employees shall report complaints of sexual

harassment to the VPSD or college President. A complaint includes sexual harassment that a student may suffer from another student or employee, or that an employee may suffer from a student.

6. Appeal Committee

Procedures:

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

CAMPUS PARKING AND DRIVING REGULATIONS

General Provisions

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

c. Permits:

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

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

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

able against students, employees of the District and visitors.

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

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
 - b. **Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.**
 - c. **Driving the wrong way on a one-way street or lane.**
 - d. **Driving on the wrong side of the roadway.**
 - e. **Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.**
 - f. **Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, hand-capped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.**
 - g. **Parking trailers or boats on campus.**
 - h. **Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.**
 - i. **Failure to display a parking permit.**
 - j. **Collision with another vehicle, a person, sign or immovable object.**
 - k. **Reckless driving.**
 - l. **Failure to yield the right-of-way to pedestrians in designated crosswalks.**
 - m. **Violation of any state law regulating vehicular traffic.**
- ## 3. Tow-away Areas: A vehicle may be towed if parked without authority in the following areas:
- a. **Handicapped parking.**
 - b. **Fire lanes.**
 - c. **Courtyards.**
 - d. **"No Parking" zones.**
 - e. **Areas other than those designated for vehicular traffic.**
 - f. **Other unauthorized areas as designated by sign.**

4. Citations:

- a. **Types:** Citations shall be of two types:
 - (1) **Campus Citations:** A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.
 - (2) **Court Citations:** A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec. 51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.
- b. **Disposition**
 - (1) **Campus Citation:** A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college

business office.

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

RECIPROCAL TUITION AGREEMENT

DCCCD PROGRAMS

The following programs offered by the Dallas County Community College District may be taken by Tarrant County residents at in-county tuition rates:

Program	Campus
Advertising Art	BHC
Animal Medical Technology	CVC
Apparel Design	ECC
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Electrical Technology	NLC
Commercial Music	CVC
Diesel Mechanics	NLC
Engineering Technology	RLC
Food and Hospitality Service	ECC
Human Services	EFC
Interior Design	ECC
Machine Shop	MVC
Pattern Design	ECC
Physical Fitness Technology	NLC
Social Work Associate	EFC
Vocational Nursing	ECC

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

1989-90 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs

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

Career Education Programs

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

BHC — Brookhaven College
CVC — Cedar Valley College

EFC — Eastfield College
ECC — El Centro College

MVC — Mountain View College
NLC — North Lake College

RLC — Richland College

*North Lake College will offer this pending Coordinating Board approval.

ACCOUNTING ASSOCIATE

Offered at all seven campuses

(Associate Degree)

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

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

	CREDIT HOURS
SEMESTER I	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics	3
OFC 160 Office Calculating Machines	3
	15
SEMESTER II	
ACC 202 Principles of Accounting II	3
ENG 102 Composition II	3
CIS 103 Introduction to Computer Information	
Systems	3
MGT 136 Principles of Management	3
OFC 172 Beginning Typing*	3
SC 101 Introduction to Speech	
Communication	3
	18
SEMESTER III	
ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting	3
ACC 250 Microcomputer-Based Accounting	
Applications	3
ECO 201 Principles of Economics I	3
+ Elective	3
ACC 703 Cooperative Work Experience or	
ACC 704 Cooperative Work Experience or	
+++ Elective	3-4
	18-19
SEMESTER IV	
ACC 238 Cost Accounting or	
ACC 239 Income Tax Accounting	3
BUS 234 Business Law	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3
++ Elective	3
	15

Minimum Hours Required 66

+ Elective--must be selected from the following:

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

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

ART 104	Art Appreciation	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

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

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

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

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

APPAREL DESIGN

El Centro only

(Associate Degree)

The apparel designer converts the design idea into an industrial paper pattern used in the mass production of clothing. New style trends each season demand individual creative thinking to develop saleable designs. Upon successful completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the design department.

	CREDIT HOURS
SEMESTER I	
DES 128 Introduction to Mass Production and Apparel	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
DES 110 Basic Color Theory and Application (1st 8 weeks)	3
PDD 151 Pattern Drafting I (2nd 8 weeks)	3
ENG 101 Composition I	3
	15
SEMESTER II	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 weeks)	3
PDD 153 Pattern Drafting III (2nd 8 weeks)	3
SC 101 Introduction to Speech Communication	3
	18
SEMESTER III	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 8 weeks)	3
PDD 255 Pattern Drafting V (2nd 8 weeks)	3
APP 232 Design Development I	3
APP 237 Style Trends and Research I	2
MTH 139 Applied Mathematics	3
	17
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)	3
APP 233 Design Development II	3
APP 238 Style Trends and Research II	2
DES 140 Draping or	(1)
PDD 702 Cooperative Work Experience or	(2)
PDD 703 Cooperative Work Experience or	(3)
PDD 704 Cooperative Work Experience	4
+ Elective	3
++ Elective	3
	18-21
Minimum Hours Required	68



+ Elective--must be selected from the following:

HD 105	Basic Processes of Interpersonal Relationships ...	3
HUM 101	Introduction to the Humanities	3
PSY 101	Introduction to Psychology	3

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

BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems ...	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.

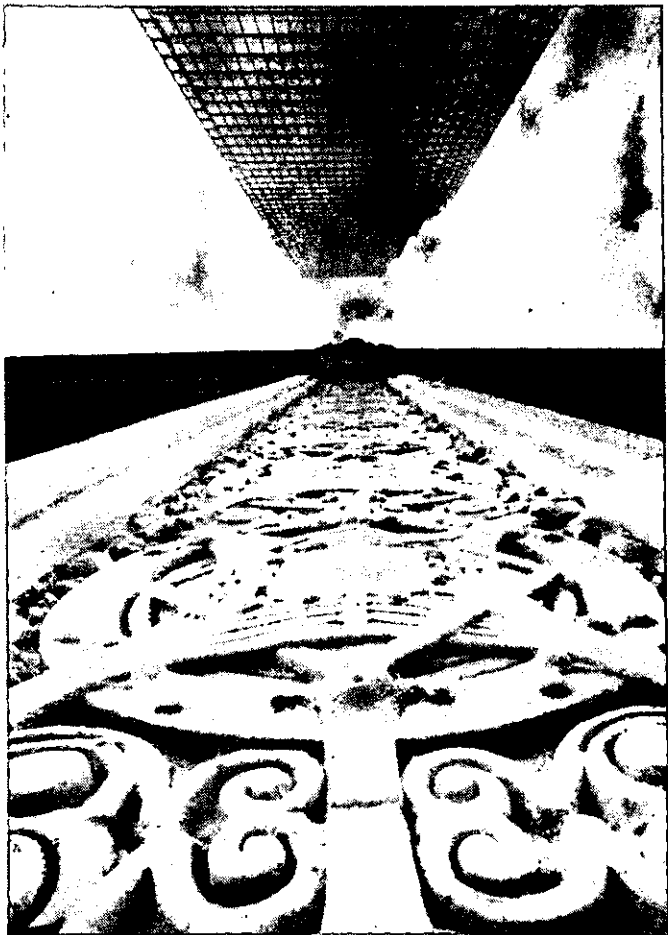
ARCHITECTURAL TECHNOLOGY

El Centro only

(Associate Degree)

This program is designed to provide flexibility for student employment within the construction industry in an architect's office, engineer or contractor's office, material supplier's office or for the student who wishes to continue the study of architecture or environmental design at a senior institution.

	CREDIT HOURS
SEMESTER I	
ARC 130 Architectural Graphics I	3
ARC 151 Materials & Methods of Construction	3
ARC 161 Architectural Design I	3
ENG 101 Composition I	3
MTH 195 Technical Mathematics I or	
MTH 116 College Mathematics II	3
	15
SEMESTER II	
ARC 133 Architectural Graphics II	3
ARC 134 Freehand Drawing I	3
ARC 153 Construction Drawings I - Wood	
Frame	3
ARC 162 Architectural Design II	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER III	
ARC 230 History of Modern Architecture	3
ARC 240 Media Skills I	3
ARC 261 Architectural Design III	3
ARC 271 Basic Structural Design	3
CIS 103 Introduction to Computer Information	
Systems	3
	15
SEMESTER IV	
ARC 257 Computer Graphics	3
PSY 131 Applied Psychology & Human Relations	3
+ Architectural Electives	9
	15
Minimum Hours Required	60



+ Architectural electives:

ARC 232	Basic Architectural Photography	3
ARC 233	History of Architecture Survey to 1850	3
ARC 241	Media Skills II	3
ARC 245	Design Sketching	3
ARC 251	Construction Drawings - Heavy Construction	3
ARC 252	Specifications & Office Practice	3
ARC 254	Construction Drawings - Steel Frame	3
ARC 256	Construction Drawings IV - Detailing	3
ARC 262	Architectural Design IV	3
ARC 272	Building Equipment	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.

ASSOCIATE DEGREE NURSING

El Centro and Brookhaven only

(Associate Degree)

The Associate Degree Nursing Program is a two-year, 70 credit hour program, leading to the Associate Degree in Applied Arts and Sciences. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, and the National League for Nursing.

The program combines classroom and skills laboratory experience with hospital clinical experience. Students are required to be covered by professional liability insurance.

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

ADMISSION TO THE PROGRAM

Students Must:

1. Fulfill all requirements for admission to both the college and the Associate Degree Nursing Program.
2. Attend a pre-admission orientation session and complete the designated assessment testing process.
3. Complete the prerequisite English and Biology courses with a grade of "C" or better.

(August Admission - El Centro and Brookhaven)

	CREDIT HOURS
SEMESTER I - Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
	<u>7</u>
SEMESTER I	
NUR 144 Nursing I	8
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
PSY 101 Introduction to Psychology	3
	<u>18</u>

SEMESTER II

NUR 146	Nursing II	9
BIO 216	General Microbiology	4
PSY 201	Developmental Psychology	3
		<u>16</u>

SUMMER SESSION

NUR 244	Nursing III	4
		<u>4</u>

SEMESTER III

NUR 250	Nursing IV	9
SC 101	Introduction to Speech Communication	3
		<u>12</u>

SEMESTER IV

NUR 258	Nursing V	9
NUR 259	Nursing V-A	1
+ Elective		3
		<u>13</u>

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

+ Electives— must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Setting	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3
Any other course above the 100 level in humanities or business.		

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

(January Admission - El Centro only)

SEMESTER I - Prerequisites to Program Admission

BIO 120	Introduction to Human Anatomy and Physiology* or	
BIO 221	Anatomy and Physiology I	4
ENG 101	Composition I	3
		<u>7</u>

SEMESTER I

NUR 144	Nursing I	8
BIO 121	Introduction to Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology II	4
PSY 101	Introduction to Psychology	3
MTH 139	Applied Mathematics or	
MTH 101	College Algebra	3
		<u>18</u>

SEMESTER II

NUR 146	Nursing II	9
BIO 216	General Microbiology	4
PSY 201	Developmental Psychology	3
		<u>16</u>

SEMESTER III

NUR 250	Nursing IV	9
SC 101	Introduction to Speech Communication	3
		<hr/> 12

SUMMER SESSION

NUR 244	Nursing III	4
		<hr/> 4

SEMESTER IV

NUR 258	Nursing V	9
NUR 259	Nursing V-A	1
++ Elective	3
		<hr/> 13

Minimum Hours Required 70

*Biology 115 recommended prior to Biology 120 if no previous high school biology.

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

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Settings	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3
Any other course above the 100 level in humanities or business.		

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

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



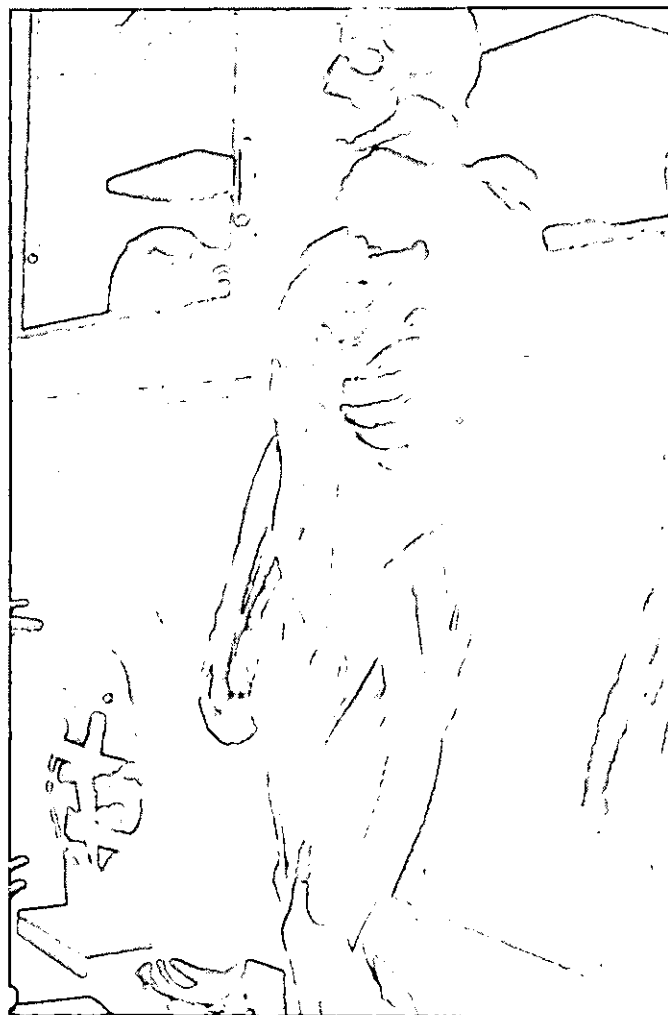
ASSOCIATE DEGREE NURSING -- LVN OPTION

El Centro only

(Associate Degree)

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

	CREDIT HOURS
Prerequisites to Program Admission	
BIO 120 Introduction to Human Anatomy and Physiology* or	
BIO 221 Anatomy and Physiology I	4
ENG 101 Composition I	3
BIO 121 Introduction to Human Anatomy and Physiology or	
BIO 222 Anatomy and Physiology II	4
MTH 139 Applied Mathematics or	
MTH 101 College Algebra	3
PSY 101 Introduction to Psychology	3
BIO 216 General Microbiology	4
PSY 201 Developmental Psychology	3
	<u>24</u>
SEMESTER I	
NUR 147 Nursing II A**	5
	<u>5</u>
SUMMER SESSION	
NUR 244 Nursing III	4
	<u>4</u>
SEMESTER II	
NUR 250 Nursing IV	9
SC 101 Introduction to Speech Communication	3
	<u>12</u>
SEMESTER III	
NUR 258 Nursing V	9
NUR 259 Nursing V-A	1
+ Elective	3
	<u>13</u>
Minimum Hours Required	70



*Biology 115 recommended prior to Biology 120 if no previous high school biology.

**Upon successful completion of Nursing IIA, 17 hours equivalency credit for Nursing 144 and 146 is awarded in addition to the 5 credit hours earned for Nursing IIA.

+ Electives--must be selected from the following:

NUR 101	Basic Pharmacology	3
NUR 102	Introduction to Pathophysiology	3
NUR 201	Special Topics: Applied Management in Health Care Settings	3
NUR 202	Special Topics: Geriatric Care	3
NUR 203	Practicum: Care of the Psychiatric Patient	3
NUR 204	Special Topics: Home Health Care Nursing	3
SOC 101	Introduction to Sociology	3
Any other course above the 100 level in humanities or business		

A "C" grade is required in all courses. Support courses may be completed before but not after the semester indicated.

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

COMPUTER INFORMATION SYSTEMS - BUSINESS COMPUTER ASSISTANT

El Centro only

(Certificate)

This one-year certificate program is designed to develop skills and knowledge related to the use of personal computers for business. The graduate will be qualified to be a trainee in any number of categories: personal computer operator/software package user, data entry specialist, or information processing assistant. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 108 PC Software Applications	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
CIS 111 Data Entry Applications and Concepts	3
	<u>13</u>
SEMESTER II	
CIS 160 Data Communications	3
CIS 118 Text Processing Applications	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
CIS 116 Operations I	4
CIS 114 Problem Solving with the Computer ...	<u>4</u>
	17
Minimum Hours Required	30

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

CIS 210 or CS 211
CIS 172 or CS 122
CIS 103 or CS 111
CIS 173 or CS 112



COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

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

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

+ Elective--must be selected from the following:

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

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

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

+ + + Recommended Electives

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

Any 200 level accounting course not listed.

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

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 118	Text Processing Applications	3
CIS 167	C Programming	4
CIS 169	4th Generation Languages	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 218	Spreadsheet Applications	4

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

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

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

COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER PROGRAMMER

Offered at all seven campuses

(Associate Degree)

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



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

+ Electives--must be selected from the following:

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

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

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

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

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

CIS 108	PC Software Applications	4
CIS 114	Problem Solving With the Computer	4
CIS 118	Text Processing Applications	3
CIS 167	C Programming	4
CIS 169	4th Generation Languages	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	PASCAL Programming for Business	3
CIS 218	Spreadsheet Applications	4
Any 200 level CIS course		3-4

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

*MTH 111 or MTH 130 may be substituted

**PSY 101 may be substituted

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

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

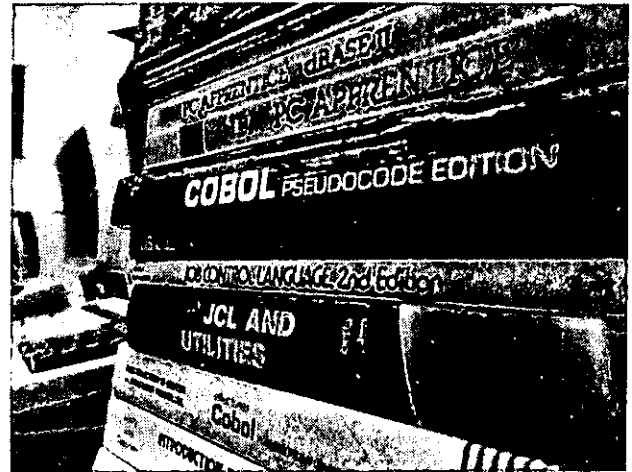
COMPUTER INFORMATION SYSTEMS -- COMPUTER CENTER SPECIALIST

El Centro only

(Associate Degree)

With the tremendous growth of computer technology there is an increased need for people who can function in programmer/analyst/operator positions within a small mainframe shop. This option is intended to prepare students for such employment. It may also serve as a career path for those completing the operations certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
CIS 116 Operations I	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
ACC 131 Bookkeeping I*	3
	16
SEMESTER II	
CIS 126 Operations II	4
CIS 205 JCL and Operating Systems	4
CIS 160 Data Communications	3
CIS 108 PC Software Applications	4
CIS 701 Cooperative Work Experience	1
	16
SEMESTER III	
CIS 162 COBOL Programming I	4
MTH 115 College Mathematics I**	3
CIS 150 Computer Program Logic and Design	3
ENG 101 Composition I	3
++ Elective	3
	16
SEMESTER IV	
CIS 256 Computer Center Management	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology	3
+ Elective	3
++ Elective	3-4
	12-13
Minimum Hours Required	60



+ Elective --must be selected from the following:

ART 104	Art Appreciation	3
ENG 102	Composition II	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
ENG 210	Technical Writing	3
HUM 101	Introduction to the Humanities	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

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

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

BUS 234	Business Law	3
MGT 237	Organizational Behavior	3
ECO 201	Principles of Economics I	3
ECO 202	Principles of Economics II	3
MKT 206	Principles of Marketing	3
Other 200 level accounting courses		

*ACC 201 may be substituted for ACC 131.

**MTH 111, MTH 130 or an equivalent business mathematics course.

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

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 -- COMPUTER OPERATIONS TECHNICIAN

El Centro only

(Certificate)

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any mainframe business data processing environment. The graduate will be qualified to be an operator-trainee in any of a number of categories: RJE terminal operator, microcomputer operator, mini computer operator, I/O or peripheral device operator, or junior computer operator. A touch typing speed of 20 words per minute is suggested for most CIS courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
SEMESTER I	
CIS 103 Introduction to Computer Information Systems	3
CIS 116 Operations I	4
BUS 105 Introduction to Business	3
SC 101 Introduction to Speech Communication	3
ACC 131 Bookkeeping I*	3
	<u>16</u>
SEMESTER II	
CIS 126 Operations II	4
CIS 205 JCL and Operating Systems	4
CIS 160 Data Communications	3
CIS 108 PC Software Applications	4
CIS 701 Cooperative Work Experience	1
	<u>16</u>
Minimum Hours Required	32

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

CIS 172 or CS 122
CIS 210 or CS 211
CIS 103 or CS 111
CIS 173 or CS 112

*ACC 201 may be substituted for ACC 131.

COMPUTER INFORMATION SYSTEMS

-- PERSONAL COMPUTER SUPPORT

El Centro, Mountain View, and Richland only

(Associate Degree)

This program includes education/training to qualify students to provide support for personal computer users; to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware, matching company standards to product specifics; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development of training courses, providing training for users.

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

	CREDIT HOURS
SEMESTER I	
CIS 108 PC Software Applications	4
BUS 105 Introduction to Business or	
MGT 136 Principles of Management	3
ENG 101 Composition I	3
MTH 115 College Mathematics I*	3
PSY 131 Applied Psychology and Human	
Relations**	3
	<u>16</u>
SEMESTER II	
CIS 114 Problem Solving With the Computer ...	4
CIS 118 Text Processing Applications	3
CIS 160 Data Communications	3
ACC 201 Principles of Accounting I	3
SC 101 Introduction to Speech	
Communication	3
	<u>16</u>
SEMESTER III	
CIS 218 Spreadsheet Applications	4
CIS 221 PC Operating Systems and Utilities ...	4
CIS 223 PC Hardware	3
OFC 231 Business Communications	3
+ Elective	3
	<u>17</u>
SEMESTER IV	
CIS 228 Database Applications	4
CIS 239 User Documentation and Training	3
CIS 280 Applied Studies	3
CIS XXX Any PC Programming Language	3-4
++ CIS Elective	3-4
	<u>16-18</u>
Minimum Hours Required	65

+ Elective to be selected from the following:

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

+ + CIS elective to be selected from any CIS course offered.

*Mathematics 111 or 130 may be substituted.

**PSY 101 may be substituted.

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

CRIMINAL JUSTICE

El Centro only

(Associate Degree)

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	
CJ 130 Fundamentals of Criminal Law	3
CJ 140 Introduction to Criminal Justice	3
ENG 101 Composition I	3
PSY 101 Introduction to Psychology	3
MTH 101 College Algebra or	
MTH 115 College Mathematics I	3
	<u>15</u>
SEMESTER II	
CJ 132 Courts and Criminal Procedure	3
CJ 139 Crime in America	3
ENG 102 Composition II	3
SC 101 Introduction to Speech Communication	3
SOC 101 Introduction to Sociology	3
	<u>15</u>
SUMMER SESSION	
+ Electives	6
	<u>6</u>
SEMESTER III	
GVT 201 American Government	3
++ Required Support Courses	6
+++ Criminal Justice Electives	6
	<u>15</u>
SEMESTER IV	
PSY 205 Psychology of Personality or	
HD 105 Basic Processes of Interpersonal Relationships or	
SOC 102 Social Problems	3
++ Required Support Course	3
+++ Criminal Justice Elective	3-4
	<u>9-10</u>
Minimum Hours Required	60

+ Electives—must be selected from the following:

Anthropology
Business
Humanities
Literature
Theatre

+ + Required Support Courses – must be chosen from the following:

CJ 240	Criminal Investigation3
CJ 247	Legal Aspects of Law Enforcement3
CJ 248	Police Systems and Practices3
CJ 250	Correctional Systems and Practices3
CJ 251	Community Resources in Corrections3

+ + + Criminal Justice Electives – must be chosen from the following:

CJ 143	Practical Spanish for Public Service Personnel3
CJ 144	Practical Spanish for Public Service Personnel3
CJ 147	Texas Peace Officers Law2
CJ 149	Texas Peace Officer Procedures2
CJ 231	Texas Peace Officer Skills2
CJ 242	Juvenile Procedures3
CJ 244	Traffic Planning and Administration3

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.

DENTAL ASSISTING TECHNOLOGY

El Centro only

(Certificate Program - August Admission Only)

The Dental Assisting Technology program is a one year course of study. A certificate is granted upon completion of the program, and the student is eligible to apply for the certification examination offered by the Dental Assisting National Board, Inc.

The program combines classroom and laboratory skills with clinical experiences in dental offices, dental clinics and hospitals in the Dallas area. The program includes a well balanced curriculum of general education and dental courses.

The Dental Assisting program is accredited by the Commission on Accreditation of Dental and Dental Auxiliary Educational Programs of the Council on Dental Education of the American Dental Association.

	CREDIT HOURS
SEMESTER I	
DA 138 General and Dental Anatomy and Physiology	3
DA 142 Dental Assisting I	3
DA 147 Dental Microbiology, Sterilization and Pathology	3
DA 148 Dental Materials	3
DA 149 Dental Roentgenology I	4
ENG 101 Composition I	3
	<u>19</u>
SEMESTER II	
DA 150 Dental Roentgenology II	3
DA 152 Dental Assisting II	3
DA 158 Preventive Dentistry	3
DA 161 Dental Internship I	3
DA 171 Dental Seminar I	2
HD 105 Interpersonal Relations	3
	<u>17</u>
SUMMER SESSION I	
DA 162 Dental Internship II	2
DA 172 Dental Seminar II	1
DA 175 Office Administration	4
	<u>7</u>
SUMMER SESSION II	
DA 163 Dental Internship III	4
DA 173 Dental Seminar III	1
	<u>5</u>
Minimum Hours Required	48

FIRE PROTECTION TECHNOLOGY

El Centro only

(Associate Degree)

The curriculum is primarily designed to provide professional training for firemen. Students who do not work for a fire department may be admitted to the program after a review of their backgrounds by the FPT consultant, the FPT counselor or the Physical and Social Science Division Chairperson. Three courses are offered each long semester at night on the "flip-flop" basis to accommodate work shift changes. The following curriculum guide is designed for full-time students; those attending part-time will find the program takes considerably longer. The sequence of FPT courses through 1989 may be obtained by contacting the Physical and Social Science Division. Students may enter the sequence at the beginning of any long semester. The sequence is designed to cycle the student through the entire program.

	CREDIT HOURS
SEMESTER I	
FPT 131 Fundamentals of Fire Protection	3
FPT 132 Fire Prevention	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
+ Elective	3
	<u>15</u>
SEMESTER II	
FPT 135 Fire Administration I	3
FPT 136 Fire and Arson Investigation	3
SC 101 Introduction to Speech Communication	3
GVT 201 American Government	3
+ Elective	3
	<u>15</u>
SEMESTER III	
FPT 140 Fire Fighting Tactics and Strategy	3
FPT 231 Building Codes and Construction	3
CHM 115 Chemical Sciences	4
	<u>10</u>
SEMESTER IV	
FPT 232 Industrial Fire Protection I	3
FPT 137 Hazardous Materials I	3
CHM 116 Chemical Sciences	4
	<u>10</u>
SEMESTER V	
FPT 233 Fire Protection Systems	3
FPT 234 Industrial Fire Protection II	3
++ Elective	3
	<u>9</u>
SEMESTER VI	
FPT 235 Fire Administration II	3
FPT 243 Technical Writing for Firefighters	3
++ Elective	3
	<u>9</u>
Minimum Hours Required	68

+ Electives--must be selected from the following:

FPT 236	Legal Aspects of Fire Protection	3
FPT 237	Hazardous Materials II	3
FPT 238	Fire Safety Education	3
FPT 239	Fire Service Communications	3
FPT 240	Fire Insurance Fundamentals	3
FPT 241	Advanced Fire Loss Statistical Systems	3
FPT 242	Urban Fire Problem Analysis	3

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

HD 105	Basic Processes of Interpersonal Relationships . . .	3
PSY 101	Introduction to Psychology	3
SOC 101	Introduction to Sociology	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.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate Degree)

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

CREDIT HOURS

SEMESTER I

FHS 110	Principles of Food and Beverage Administration* or	
FHS 112	Organization and Management* or	
FHS 115	Principles of Hotel Administration*	3
FHS 119	Food Service Equipment	3
FHS 120	Basic Food Preparation	3
FHS 124	Food Service Sanitation and Safety	3
COM 131	Applied Communications or	
ENG 101	Composition I	3
MTH 130	Business Math	3
		<u>18</u>

SEMESTER II

FHS 116	Supervision for Hospitality Services	3
FHS 122	Advanced Food Preparation	3
FHS 132	Food Purchasing, Handling and Storage	3
FHS 135	Nutrition and Menu Planning	3
SC 101	Introduction to Speech Communication	3
		<u>15</u>

SEMESTER III

FHS 220	Quantity Food Preparation and Service	4
FHS 233	Food Marketing** or	
FHS 248	Advanced Nutrition and Dietetics** or	
FHS 249	Child Nutrition** or	
FHS 210	Hotel-Motel Sales Development**	3
FHS 704	Cooperative Work Experience	4
+ Elective	3
++ Elective	3
		<u>17</u>

SEMESTER IV

FHS 138	Food Service Cost Control	3
FHS 222	Advanced Quantity Food Preparation and Service	4
FHS 714	Cooperative Work Experience	4
PSY 131	Applied Psychology and Human Relations or	
PSY 101	Introduction to Psychology or	
HD 105	Basic Processes of Interpersonal Relationships	3
+ Elective	3
		<u>17</u>

Minimum Hours Required 67

+ Electives--must be selected from the following:

FHS 114	Front Office Procedures	3
FHS 140	Elementary Bakery Training	3
FHS 201	Hotel-Restaurant-Institution-Special Topics	1
FHS 202	Hotel-Restaurant-Institution-Special Topics	2
FHS 203	Hotel-Restaurant-Institution-Special Topics	3
FHS 214	Hotel-Motel Law	3
FHS 233	Food Marketing	3
FHS 238	Garde-Mange Training	3
FHS 239	Saucier Training	3
FHS 245	Advanced Pastry Shop Training	3
FHS 247	Beverage Operations and Service	3
FHS 248	Advanced Nutrition and Dietetics	3
FHS 249	Child Nutrition	3
ACC 201	Principles of Accounting I	3
BUS 234	Business Law	3
ECO 105	Economics of Contemporary Social Issues	3
ECO 201	Principles of Economics I	3

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

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

*FHS 110 is recommended for those interested in Commercial Food Service - such as restaurants.

*FHS 112 is recommended for those interested in Institutional Food Service - such as school, hospitals.

*FHS 115 is recommended for those interested in Hotel- Motel Management.

**FHS 233 is suggested for those interested in Restaurant Management.

**FHS 248 is suggested for those interested in the areas of hospital dietetics.

**FHS 249 is suggested for those interested in the fields of child nutrition.

**FHS 210 is suggested for those interested in Hotel and Motel Sales.

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

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

This certificate program prepares the student to function as a hospitality services worker. All credits earned in this program may be applied toward the Associate Degree in Food and Hospitality Service.

	CREDIT HOURS
SEMESTER I	
FHS 110 Principles of Food and Beverage Administration or	
FHS 112 Organization and Management or	
FHS 115 Principles of Hotel Administration	3
FHS 119 Food Service Equipment	3
FHS 120 Basic Food Preparation	3
FHS 124 Food Service Sanitation and Safety	3
MTH 130 Business Math	3
	<u>15</u>
SEMESTER II	
FHS 116 Supervision for Hospitality Services	3
FHS 122 Advanced Food Preparation	3
FHS 135 Nutrition and Menu Planning	3
FHS 138 Food Service Cost Control	3
FHS 233 Food Marketing or	
FHS 248 Advanced Nutrition and Dietetics or	
FHS 249 Child Nutrition and Dietetics or	
FHS 210 Hotel-Motel Sales Development	3
	<u>15</u>
Minimum Hours Required	30

INTERIOR DESIGN

El Centro only

(Professional Certificate in Interior Design)

(Associate Degree)

The interior designer provides design solutions for environmental spaces of public structures and private residences. In the designer's presentation, the needs of the client are met by shaping the physical environment. A knowledge of construction and materials, both structural and decorative, is essential for the planning of aesthetic yet functional spaces.

The program consists of six semesters of study in interior design and related courses. A professional certificate is awarded upon successful completion of all courses identified in the six semester curriculum. The student is required to complete at least six semesters of interior design education and three years of apprenticeship after graduation to apply to take the national examination, National Council for Interior Design Qualification (NCIDQ). The certificate in interior design qualifies the graduate to enter the profession of interior design as a beginning professional.

This program is fully accredited by F.I.D.E.R. (Foundation for Interior Design Education Research).

	CREDIT HOURS
SEMESTER I	
ART 165 Fundamental Design Studio I	4
INT 171 Drafting for Interior Designers	3
ART 105 Survey of Art History	3
ENG 101 Composition I or	
COM 131 Applied Communications	3
MTH 116 College Mathematics II	3
	16
SEMESTER II	
INT 164 Color Theory and Applications for Interior Designers	3
INT 166 Interior Design Studio II	4
INT 176 Perspective Drawing for Interior Designers	2
ART 106 Survey of Art History	3
ART 114 Drawing	3
SC 101 Introduction to Speech Communication	3
	18

(All Interior Design courses must be successfully completed before a student will be admitted into the second year of study.)

SEMESTER III

INT 261	Interior Design Studio III	3
INT 273	Construction Drawings for Interior Designers	3
INT 281	Textiles for Interior Design	3
INT 291	History of the Interior Arts	3
ARC 245	Design Sketching	3
		15

SEMESTER IV

INT 262	Interior Design Studio IV	3
INT 276	Delineation Techniques for Interior Designers	3
INT 283	Materials for Interior Design	3
INT 284	Lighting Design	3
INT 292	Comparative Survey of Styles	3
ACC 131	Bookkeeping I or	
ACC 201	Accounting I	3
		18

(All Interior Design courses must be successfully completed before a student will be admitted into the third year of study.)

SEMESTER V

INT 363	Interior Design Studio V	3
INT 385	Professional Practice for Interior Designers	3
INT 391	History of Modern Design	3
INT 395	Restoration and Preservation	3
	Art Studio Electives	3
		15

SEMESTER VI

INT 364	Interior Design Studio VI	3
ARC 257	Computer Graphics	3
INT 702	Cooperative Work Experience	2
HD 105	Basic Processes of Interpersonal Relationships or	
PSY 101	Introduction to Psychology or	
PSY 131	Applied Psychology and Human Relations	3
	Art Studio Elective	3
		14

Minimum Hours Required For Professional
Certificate 96

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.

LEGAL ASSISTANT

El Centro only

(Associate Degree)

The Legal Assistant Program is an associate degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. The program was developed at the request of and in conjunction with the Dallas Bar Association. The four semester curriculum consists of legal technology courses combined with liberal arts and business courses.

	CREDIT HOURS
SEMESTER I	
LA 131 Introduction to Legal Technology	3
LA 135 Texas Legal Systems	3
GVT 201 American Government	3
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
	<u>15</u>
SEMESTER II	
LA 133 Law of Real Property and Real Estate Transactions	3
LA 134 Principles of Family Law	3
LA 139 Legal Research and Drafting	2
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
ACC 201 Principles of Accounting I	3
	<u>17</u>
SEMESTER III	
LA 225 Business Organizations	3
LA 227 Civil Litigation I	3
LA 231 Wills, Trusts and Probate Administration	3
ACC 202 Principles of Accounting II	3
+ Elective	3-4
	<u>15-16</u>
SEMESTER IV	
LA 232 Tort and Insurance Law and Claims Investigation	3
LA 234 Personal Property, Sales and Credit Transactions	3
LA 235 Techniques of Legal Practice and Procedure	4
+ Elective	3-4
++ Elective	3
	<u>16-17</u>
Minimum Hours Required	62

+ Electives—must be selected from the following:

LA 233	Income Taxation and Legal Accounting	3
LA 236	Legal Office Management	2
LA 248	Constitutional and Criminal Law	3
LA 251	Civil Litigation II	3
LA 255	Oil and Gas Law	3
LA 703	Cooperative Work Experience	3
LA 704	Cooperative Work Experience	4
LA 713	Cooperative Work Experience	3
LA 714	Cooperative Work Experience	4

++ Elective —must be selected from the following:

BUS 234	Business Law	3
CIS 103	Introduction to Computer Information Systems ...	3
CJ 132	The Courts and Criminal Justice	3
ECO 105	Economics of Contemporary Social Issues	3
ECO 201	Principles of Economics	3
GVT 202	American Government	3
OFC 172	Beginning Typewriting	3
OFC 173	Intermediate Typewriting	3
OFC 190	Principles of Word Processing	4
OFC 231	Business Communications	3
SOC 101	Introduction to Sociology	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 CAREERS-- ADMINISTRATIVE MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
SEMESTER I	
MGT 136 Principles of Management	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics	3
+ Elective	3
	15
SEMESTER II	
MKT 206 Principles of Marketing	3
ACC 201 Principles of Accounting I	3
ENG 102 Composition II	3
CIS 103 Introduction to Computer Information Systems	3
++ Elective	3
	15
SEMESTER III	
ACC 202 Principles of Accounting II	3
BUS 234 Business Law	3
ECO 201 Principles of Economics I	3
PSY 131 Applied Psychology and Human Relations	3
SC 101 Introduction to Speech Communication	3
	15
SEMESTER IV	
MGT 242 Personnel Administration	3
MGT 237 Organizational Behavior	3
ECO 202 Principles of Economics II	3
OFC 231 Business Communications	3
++ Elective	3
+++ Elective	3
	18
Minimum Hours Required:	63

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
	Foreign Language	

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

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

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

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

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

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

MANAGEMENT CAREERS-- MID-MANAGEMENT OPTION

Offered at all seven campuses

(Associate Degree)

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

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

+ Elective--must be selected from the following:

ART 104	Art Appreciation	3
HUM 101	Introduction to the Humanities	3
ENG 201	British Literature	3
ENG 202	British Literature	3
ENG 203	World Literature	3
ENG 204	World Literature	3
ENG 205	American Literature	3
ENG 206	American Literature	3
MUS 104	Music Appreciation	3
PHI 102	Introduction to Philosophy	3
THE 101	Introduction to the Theatre	3
Foreign Language		

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

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

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

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

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate Degree)

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education.

Upon completion of the program, the student is awarded an Associate Degree in Applied Arts and Sciences.

	CREDIT HOURS
SEMESTER I - FALL	
BIO 221 Anatomy and Physiology	4
CHM 101 General Chemistry	4
MLT 133 Hematology	4
MLT 130 Introduction Seminar	1
MLT 134 Instrumentation	2
	<u>15</u>
SEMESTER II - SPRING	
BIO 222 Anatomy and Physiology	4
CHM 102 General Chemistry	4
ENG 101 Composition I	3
MLT 136 Immunology/Serology	3
MLT 137 Immunohematology	3
	<u>17</u>
SUMMER SESSION (12 weeks)	
MLT 140 Clinical Practice I	8
	<u>8</u>
SEMESTER III - FALL	
MTH 101 College Algebra*	3
CHM 203 Quantitative Analysis	4
MLT 229 Medical Microbiology I	4
MLT 225 Urinalysis & Body Fluids	3
	<u>14</u>
SEMESTER IV - SPRING	
PSY 105 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal	
Skills	3
SC 101 Introduction to Speech Communication	3
MLT 231 Clinical Chemistry	4
MLT 236 Medical Microbiology II	4
CIS 103 Introduction to Computer Information	
Systems	3
	<u>15</u>
SUMMER SESSION (12 weeks)	
MLT 240 Clinical Practice II	8
	<u>8</u>
Minimum Hours Required	79

*Students without two years of high school Algebra will take Mathematics 093 before Mathematics 101.

NOTE: MLT designated courses available daytime only, other courses available at night.

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.

MEDICAL TRANSCRIPTION

El Centro only

(Certificate)

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

	CREDIT HOURS
SEMESTER I	
BIO 123 Applied Anatomy and Physiology	4
OFC 273 Advanced Typing Applications	2
MA 151 Medical Terminology	4
MA 152 Medical Law and Ethics	2
MA 154 Introduction to Medical Transcription	2
ENG 101 Composition I	3
	<u>17</u>
SEMESTER II	
MA 160 Medical Transcription	4
MA 161 Medical Office Administrative and Management Procedures	3
MA 166 Introduction to Medical Word Processing	2
MA 704 Cooperative Work Experience	4
ENG 102 Composition II	3
	<u>16</u>
Minimum Hours Required	33

OFFICE CAREERS

Offered at all seven campuses

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

	CREDIT HOURS
CORE CURRICULUM	
(For all first year students in Office Careers)	
SEMESTER I	
ENG 101 Composition I	3
MTH 130 Business Mathematics	3
OFC 150 Automated Filing Procedures	3
** OFC 160 Office Calculating Machines	3
** OFC 172 Beginning Typing*	3
BUS 105 Introduction to Business	3
	<u>18</u>
SEMESTER II	
ENG 102 Composition II	3
OFC 162 Office Procedures	3
OFC 173 Intermediate Typing*	3
ACC 131 Bookkeeping I or ACC 201 Principles of Accounting	3
CIS 103 Introduction to Computer Information Systems	3
** OFC 179 Office Information Systems Concepts	2
** OFC 182 Introduction to Word Processing Equipment	1
	<u>18</u>
Minimum Hours Required	36

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

**NOTE: OFC 172 Equivalent to 176, 177 and 178

OFC 160 Equivalent to 192, 193 and 194

OFC 190 Equivalent to 179, 182 and 185

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

OFFICE CAREERS-- ADMINISTRATIVE ASSISTANT OPTION

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
SEMESTERS I and II	
Core Curriculum	36
	36
SEMESTER III	
OFC 231 Business Communications	3
SC 101 Introduction to Speech Communication	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships	3
.. OFC 185 Basic Machine Transcription	1
OFC 282 Word Processing Applications	1
* OFC 273 Advanced Typing Applications	2
OFC 159 Beginning Shorthand or	
OFC 103 Speedwriting	4
	17
SEMESTER IV	
HUM 101 Introduction to the Humanities	3
OFC 283 Specialized Software	1
MGT 136 Principles of Management or	
MGT 237 Organizational Behavior	3
OFC 166 Intermediate Shorthand or	
OFC 106 Speedwriting Dictation and Transcription	4
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience	3-4
	14-15

Minimum Hours Required: 67

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

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

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

OFFICE CAREERS-- LEGAL SECRETARY OPTION

Offered at all seven campuses

(Associate Degree)

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

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

Minimum Hours Required: 65

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

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

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

OFFICE CAREERS--GENERAL OFFICE

Offered at all seven campuses

(Certificate)

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

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

Minimum Hours Required: 34

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

**NOTE: OFC 172 Equivalent to 176, 177 and 178
OFC 160 Equivalent to 192, 193 and 194
OFC 190 Equivalent to 179, 182 and 185

OFFICE INFORMATION SYSTEMS SPECIALIST

Offered at all seven campuses

(Associate Degree)

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

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

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

SEMESTER IV	
OFC 256 Office Management	3
CIS 160 Data Communications	3
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience or	
Elective(s)	3-4
+ Electives	3
++ Electives	3
	<u>15-16</u>

Minimum Hours Required: 63

+ Electives—must be selected from the following:

OFC 143 Contemporary Topics in Office Careers	1
OFC 182 Introduction to Word Processing Equipment*** ..	1
OFC 282 Word Processing Applications***	1
OFC 283 Specialized Software***	1

+ + Electives—must be selected from the following:

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

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

**Note: OFC 160 Equivalent to 192, 193, and 194

OFC 172 Equivalent to 176, 177 and 178

OFC 190 Equivalent to 179, 182 and 185

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

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.

PATTERN DESIGN

El Centro only

(Associate Degree)

The pattern designer converts the fashion sketch or original garment into an industrial paper pattern used in the mass production of clothing. Drafting is the skill of developing a flat pattern with measurements. Draping is the skill of developing a pattern by placing cloth over a dress form. Upon completion of the program, the student enters a women's wear or children's wear manufacturing company as an assistant in the pattern department.

	CREDIT HOURS
SEMESTER I	
DES 110 Basic Color Theory and Application (1st 8 weeks)	3
DES 128 Introduction to Mass Production and Apparel	2
DES 129 Industrial Garment Construction (1st 8 weeks)	1
DES 234 History of Costume	3
PDD 151 Pattern Drafting I (2nd 8 weeks)	3
ENG 101 Composition I	3
	15
SEMESTER II	
DES 135 Textiles	3
DES 136 Fashion Sketching	3
DES 235 History of Costume	3
PDD 152 Pattern Drafting II (1st 8 weeks)	3
PDD 153 Pattern Drafting III (2nd 8 weeks)	3
SC 101 Introduction to Speech Communication	3
	18
SEMESTER III	
DES 229 Advanced Garment Construction	3
PDD 254 Pattern Drafting IV (1st 8 weeks)	3
PDD 255 Pattern Drafting V (2nd 8 weeks)	3
PSY 101 Introduction to Psychology or	
HD 105 Basic Processes of Interpersonal Relationships	3
MTH 139 Applied Mathematics	3
	15
SEMESTER IV	
PDD 256 Pattern Drafting VI (1st 8 weeks)	3
PDD 257 Pattern Drafting VII (2nd 8 weeks)	3
DES 141 Grading or	(1)
PDD 702 Cooperative Work Experience or	(2)
PDD 703 Cooperative Work Experience or	(3)
PDD 704 Cooperative Work Experience	4
+ Elective	3
++ Elective	3
	13-16
Minimum Hours Required	61



+ Elective--must be selected from the following:

GVT 201	American Government	3
HUM 101	Introduction to the Humanities	3

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

BUS 105	Introduction to Business	3
CIS 103	Introduction to Computer Information Systems	3

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

RADIOLOGIC SCIENCES

El Centro only

(Associate Degree)

The Radiologic Sciences freshman student is provided a core curriculum of study related to the delivery of health care. The basic health core, along with the general education courses, enables the student to enter a specialized track of either Radiographic Technology or Diagnostic Medical Sonography. Each program track offers didactic and clinical education designed to meet the essentials for certification as specified by each accrediting agency. Upon completion, an Associate In Applied Arts and Sciences Degree is awarded.

	CREDIT HOURS
*CORE CURRICULUM	
SEMESTER I	
RAD 104 Introduction to Radiologic Sciences I	3
BIO 120 Introduction to Human Anatomy and Physiology	4
MTH 139 Applied Mathematics	3
ENG 101 Composition I	3
HD 105 Basic Processes of Interpersonal Relationships or	
PSY 101 Introduction to Psychology	3
	<u>16</u>
SEMESTER II	
RAD 106 Introduction to Radiologic Sciences II	3
BIO 121 Introduction to Human Anatomy and Physiology	4
PHY 118 Concepts in Physics	4
SC 101 Introduction to Speech Communication	3
CIS 103 Introduction to Computer Information Systems	3
	<u>17</u>
Minimum Hours Required	33

* For all first year students in Radiologic Sciences.

Upon successful completion of the academic requirements of the Core Curriculum, the student will begin the selected speciality track.

RADIOLOGIC SCIENCES-- DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate Degree)

The Diagnostic Medical Sonography program prepares the student to function as a Diagnostic Medical Sonographer.

The diagnostic medical sonographer performs sonography examinations using high frequency sound waves to visualize soft tissue structures, including the gall bladder, kidneys, pregnant uterus and other organs as requested by the physician.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Educational Programs in Diagnostic Medical Sonography (JRCEPDMS).

	CREDIT HOURS
SEMESTERS I AND II	
Core Curriculum	33
	<u>33</u>
FALL SESSION III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	3
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	<u>17</u>
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardization	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	<u>17</u>
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	<u>5</u>
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	<u>5</u>
Minimum Hours Required	77

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

RADIOLOGIC SCIENCES-- DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate Only)

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated Allied Health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in Anatomy and Physiology, Math and Physics. Upon completion, a Certificate will be awarded.

	CREDIT HOURS
FALL SEMESTER III	
DMS 210 Accoustical Physics	3
DMS 208 Cross Sectional Anatomy	3
DMS 216 Ultrasound Science I	2
DMS 218 Clinical Medicine I	4
DMS 219 Clinical Education I	5
	<u>17</u>
SPRING SEMESTER IV	
DMS 220 Instrumentation/Standardlization	3
DMS 222 Pathophysiology	3
DMS 225 Clinical Medicine II	4
DMS 226 Clinical Education II	7
	<u>17</u>
SUMMER SESSION III	
DMS 233 Clinical Education III	4
DMS 237 Clinical Medicine III	1
	<u>5</u>
SUMMER SESSION IV	
DMS 240 Clinical Education IV	4
DMS 242 Clinical Medicine IV	1
	<u>5</u>
Minimum Hours Required	44

RADIOLOGIC SCIENCES-- RADIOGRAPHY TECHNOLOGY

El Centro only

(Associate Degree)

The Radiography Technology program prepares the student for a career as a medical radiographer (X-ray technologist).

The medical radiographer assists the radiologist and other physicians in the use of radiographs to examine patients for broken bones, ulcers, tumors, disease or malfunctioning of various body organs. The radiographer positions the patient and operates radiographic equipment.

This program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education in Radiologic Technology (JRCERT).

CREDIT HOURS

SEMESTERS I AND II

Core Curriculum	33
	<u>33</u>

SUMMER SESSION I

RAD 103	Radiographic Positioning and Osteology I	2
RAD 105	Principles of Radiographic Exposure I	1
RAD 107	Applied Physics I	1
RAD 108	Clinical Education Orientation I	1
		<u>5</u>

SUMMER SESSION II

RAD 111	Radiographic Positioning and Osteology II	2
RAD 113	Principles of Radiographic Exposure II	1
RAD 115	Applied Physics II	1
RAD 116	Clinical Education Orientation II	1
		<u>5</u>

SEMESTER III

RAD 201	Clinical Education I	6
RAD 206	Radiographic Positioning and Osteology III	3
RAD 228	Principles of Radiologic Exposure III	3
RAD 251	Radiation Protection and Radiation Biology	2
		<u>14</u>

SEMESTER IV

RAD 207	Clinical Education II	8
RAD 209	Radiographic Pathology	2
RAD 229	Special Procedures	1
		<u>11</u>



SUMMER SESSION III

RAD 215	Clinical Education III (Externship)	5
		<u>5</u>

SUMMER SESSION IV

RAD 217	Clinical Education IV (Externship)	5
		<u>5</u>

Minimum Hours Required 78

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.

RESPIRATORY CARE PROGRAM - LEVEL I

El Centro only

(Certificate)

The Respiratory Care Program - Level I prepares individuals with entry-level skills for care of patients with pulmonary diseases. Diagnostic, technical and therapeutic procedures are taught to prepare students for entry into the field of Respiratory Care.

A Certificate of Completion is awarded for successful completion of the courses outlined below. This Certificate enables the graduate to apply for the Entry-Level Credentialing Examination of the National Board for Respiratory Care (NBRC). In order to be eligible to write this examination, a student must comply with the minimum standards for testing as required by the NBRC.

Upon successful completion of this program, the student is eligible to enroll in the Respiratory Care Program - Level II.

The Respiratory Care Program - Level I is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

CREDIT
HOURS

PREREQUISITES TO PROGRAM ADMISSION:

MTH 139	Applied Mathematics or	
MTH 101	College Algebra	3
CHM 115	Chemical Sciences or	
CHM 101	General Chemistry	4
BIO 120	Human Anatomy and Physiology or	
BIO 221	Anatomy and Physiology I	4
		<u>11</u>

SEMESTER I

RES 159	Structure and Function of the Cardiopulmonary System	3
RES 161	Technology I	5
CHM 116	Chemical Science or	
CHM 102	General Chemistry	4
BIO 121	Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology	4
		<u>16</u>

SEMESTER II

RES 165	Pathology I	3
RES 163	Technology II	7
RES 166	Pharmacology I	3
ENG 101	Composition I	3
		<u>16</u>

SUMMER I (SEMESTER III) (5 WEEKS)

RES 167	Technology III	3
		<u>3</u>



SUMMER II (SEMESTER IV) (5 WEEKS)

RES 168	Technology IV	3
		<u>3</u>

Minimum Hours Required 49

RESPIRATORY CARE PROGRAM - LEVEL II

El Centro only

(Associate Degree)

The Respiratory Care Program - Level II prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories.

The Associate in Applied Arts and Sciences degree is awarded for successful completion of the program outlined below. A Certificate of Completion is also awarded to enable the graduate to apply for the Advanced Practitioner Examination of the National Board for Respiratory Care (NBRC).

In order to be eligible to write the Advanced Practitioner Examination, a student must comply with the minimum standards for testing as required by the National Board for Respiratory Care (NBRC).

The Respiratory Care Program - Level II is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

PREREQUISITES FOR PROGRAM ADMISSION:

Successful completion of all course requirements of the Respiratory Care Program - Level I:

Respiratory Care - Level I Program Prerequisites . . .	11
Respiratory Care - Level I	38
	<hr/> 49

or

Certification as a Respiratory Therapy Technician (CRTT) by the National Board for Respiratory Care (NBRC) and successful completion of the following prerequisite courses:

MTH 139	Applied Mathematics or	
MTH 101	College Algebra	3
CHM 115	Chemical Sciences or	
CHM 101	General Chemistry	4
CHM 116	Chemical Sciences or	
CHM 102	General Chemistry	4
BIO 120	Human Anatomy and Physiology or	
BIO 221	Anatomy and Physiology I	4
BIO 121	Human Anatomy and Physiology or	
BIO 222	Anatomy and Physiology II	4
ENG 101	Composition I	3
		<hr/> 22

SEMESTER III

BIO 216	General Microbiology	4
RES 266	Technology V	7
RES 267	Pathology II	3
RES 268	Pharmacology II	2
		<hr/> 16



SEMESTER IV

SC 101	Introduction to Speech Communication	3
RES 272	Technology VI	8
RES 273	Pathology III	2
HD 105	Basic Processes of Interpersonal Relationships	3
		<hr/> 16

Minimum Hours Required 81

SURGICAL TECHNOLOGY

El Centro only

(Certificate)

The one year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room supervisor. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Committee on Allied Health Education and Accreditation (CAHEA) in cooperation with the Joint Review Committee on Education for the Surgical Technologist (JRCEST).

	CREDIT HOURS
SEMESTER I	
ENG 101 Composition I or	
COM 131 Applied Communications	3
BIO 123 Applied Anatomy and Physiology or	
BIO 120 Introduction to Human Anatomy and	
Physiology	4
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
SGT 155 Surgical Pharmacology	2
	<u>19</u>
SEMESTER II	
BIO 121 Introduction to Human Anatomy and	
Physiology*	4
HD 105 Basic Processes of Interpersonal	
Relationships or	
HD 106 Personal and Social Growth	3
SGT 152 Surgical Procedures	8
	<u>15</u>
SUMMER I (9 weeks)	
SGT 156 Clinical Procedures	6
SGT 157 Seminar	1
	<u>7</u>
Minimum Hours Required	42

*BIO 120 is taken in the Fall. BIO 121 must be taken in the Spring semester.

SURGICAL TECHNOLOGY OPTION FOR GRADUATE REGISTERED NURSES

El Centro only

(Certificate)

The one year Surgical Option for Registered Nurses teaches the R.N. principles of surgical asepsis, patient care and use of surgical supplies. Ethical-Legal aspects and perioperative role responsibilities are emphasized. A certificate is awarded upon completion of the program.

Nurses enrolled in this option must hold a current license from the Board of Nurse Examiners for the State of Texas.

	CREDIT HOURS
SEMESTER I	
SGT 140 Medical Terminology	2
SGT 141 Surgical Techniques	8
	<u>10</u>
SEMESTER II	
HD 105 Basic Processes of Interpersonal	
Relationships	3
SGT 160 Surgical Procedures for	
Registered Nurses	8
	<u>11</u>
Minimum Hours Required	21

VOCATIONAL NURSING

El Centro only

(Certificate)

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas. Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

FALL ADMISSION		CREDIT HOURS
SEMESTER I		
DM 064	Developmental Mathematics Nursing*	(1)
DM 065	Developmental Mathematics Nursing*	(1)
BIO 123	Applied Anatomy and Physiology*	4
HD 100	Study Skills*	1
VN 144	Health Maintenance through the Life Cycle	3
VN 145	Nursing Process I	3
VN 152	Nursing Practice I	6
		17
SEMESTER II		
VN 156	Nursing Process II	10
VN 157	Nursing Practice II	7
		17
SEMESTER III (Summer 12 Weeks)		
VN 153	Maternal Child Health	8
VN 158	Maternal Child Health Clinical	4
		12

Minimum Hours Required 46

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

SPRING ADMISSION		CREDIT HOURS
SEMESTER I		
DM 064	Developmental Mathematics Nursing*	(1)
DM 065	Developmental Mathematics Nursing*	(1)
BIO 123	Applied Anatomy and Physiology*	4
HD 100	Study Skills*	1
VN 144	Health Maintenance through the Life Cycle	3
VN 145	Nursing Process I	3
VN 152	Nursing Practice I	6
		17
SEMESTER II (Summer 12 Weeks)		
VN 153	Maternal Child Health	8
VN 158	Maternal Child Health Clinical	4
		12
SEMESTER III		
VN 156	Nursing Process II	10
VN 157	Nursing Practice II	7
		17

Minimum Hours Required 46

*DM 064, 065, HD 100, and BIO 123 may be completed prior to entering the program. DM 064 and 065 are developmental and do not apply toward credit hours.

A grade of "C" or better is required in all courses.

Course Descriptions

Including General Education and Career Program Courses

- All courses listed in the District catalog are not available at every college. The District catalog contains descriptions of both General Education courses and Technical/Occupational courses offered collectively by the seven colleges of the Dallas County Community College District. The listing is alphabetical by course subject title.
- Each campus within the District publishes a catalog which reflects courses and programs that are offered on that campus.
- All courses listed in this catalog may not be offered during the current year. It is suggested that students plan their schedules with the help of a college counselor well in advance of registration.

Understanding The Course Descriptions

Abbreviation on the general program area name (in this case, "Biology").

Course Number

Name of the Course

Credit Hours - When you complete a course, you are awarded a certain number of credit hours. If you are in a degree program, a specified number of credit hours is required for graduation. Counselors are available to help you determine your course and credit hour requirements.

Prerequisite - A course that must be successfully completed or a requirement such as related life experiences that must be met before enrolling in this course.

(BIO) 221 Anatomy And Physiology I (4)

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

A brief paragraph describing the course.

Laboratory Fee - A charge for equipment or services in addition to tuition.

Lecture/Lab - The number of hours that you will spend in a classroom (Lecture) and/or Laboratory each week during the semester. In this example, you would spend three hours in the classroom and three hours in the lab each week. Some course descriptions show the total number of "contact hours" for the entire semester. *Contact hours* are the number of hours you are in contact with the instructor or on-the-job supervisor during the entire semester.

In the following course descriptions, the number of credit hours for each course is indicated in parenthesis opposite the course number and title. Courses numbered 100 (except Music 199, Art 199 and Theater 199) or above may be applied to requirements for associate degrees. Courses numbered below 100 are developmental in nature and may not be applied to degree requirements. Students are urged to consult their counselors or specific college catalogs for information about transferability of courses to four-year institutions. Course prerequisites may be waived only by the appropriate division chairperson.

ACCOUNTING

(ACC) 131 Bookkeeping I (3)

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

(ACC) 132 Bookkeeping II (3)

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

(ACC) 201 Principles Of Accounting I (3)

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



(ACC) 202 Principles Of Accounting II (3)

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

(ACC) 203 Intermediate Accounting I (3)

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

(ACC) 204 Managerial Accounting (3)

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

(ACC) 205 Business Finance (3)

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

(ACC) 207 Intermediate Accounting II (3)

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

(ACC) 238 Cost Accounting (3)

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

(ACC) 239 Income Tax Accounting (3)

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

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

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

(ACC) 703 Cooperative Work Experience (3) •

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

(ACC) 704 Cooperative Work Experience (4)

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

(ACC) 713 Cooperative Work Experience (3)

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

(ACC) 714 Cooperative Work Experience (4)

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

ANTHROPOLOGY**(ANT) 100 Introduction To Anthropology (3)**

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

(ANT) 101 Cultural Anthropology (3)

Cultures of the world are surveyed, and emphasis is given to those of North America. Included are the concepts of culture, social and political organization, language, religion and magic, and elementary anthropological theory. (This course is offered on campus and may be offered via television.) (3 Lec.)

**APPAREL DESIGN****(APP) 232 Design Development I (3)**

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 237 or demonstrated competence approved by the instructor. The principles of good design for mass produced apparel are studied, especially as they apply to structural and decorative design. Careful attention is given to fabric selection and trimming that are appropriate for current styles. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 233 Design Development II (3)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 238 or demonstrated competence approved by the instructor. This is a continuation of developing design principles. The garment cost and construction techniques are emphasized along with selection of fabric and trimming. Laboratory fee. (2 Lec., 4 Lab.)

(APP) 237 Style Trends And Research I (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 232 or demonstrated competence approved by the instructor. This course is a study of current trends in the apparel industry. The student develops workroom sketches of designs for children, junior petite, junior, active sportswear, misses, and suits. (2 Lec.)

(APP) 238 Style Trends And Research II (2)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 233 or demonstrated competence approved by the instructor. This course is a continuation of the current trends in the apparel industry. The student develops sketches of designs for half sizes, dressy dresses, and lingerie. The student selects one size range for a complete research report. (2 Lec.)

ARCHITECTURE**(ARC) 130 Architectural Graphics I (3)**

Orthographic projection, isometric and oblique drawing, shade and shadow are studied. Linework and lettering in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 133 Architectural Graphics II (3)

Perspective drawing, shade and shadow are presented. Emphasis is on the theory of drawing, linework and lettering in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 134 Freehand Drawing I (3)

This course covers pencil drawing with emphasis on eye-to-hand coordination. Principles of light, shade, scale, proportion, line, and tonal quality using both pencil and conte crayon are included. Exercises use book references, human models, and indoor-outdoor sketching. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 151 Materials And Methods Of Construction (3)

An introduction to the nature of materials used in construction including their application in various building systems. Structural systems, building codes, and construction specifications are introduced, along with basic mechanical equipment requirements. (3 Lec.)

(ARC) 153 Construction Drawings-Wood Frame (3)

Prerequisite: Architecture 130 or demonstrated competence approved by the instructor. Construction drawings are introduced. Wood frame construction is studied. The relationship with design and specifications is included. Emphasis is on the total concept of construction documents and detailing. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 161 Architectural Design I (3)

Basic concepts of design are explored via two-dimensional and three-dimensional abstract design exercises. Emphasis is on architectonic explorations of geometric forms, with projects investigating rhythm, balance, harmony, proportion, and other principles of design. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 162 Architectural Design II (3)

Prerequisites: Architecture 130, 161, and concurrent enrollment in Architecture 133. The application of design principles studied in Architecture 161 is explored. Analysis, schematic study, and the development of spatial problems relating to human occupancy and needs are studied. Emphasis is placed on the development of integration of skills needed to formulate and communicate design concepts. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 230 History Of Modern Architecture (3)

Prerequisite: Sophomore standing. The influences and architectural expressions of man are examined. The time period spans the Industrial Revolution to the present day. (3 Lec.)

(ARC) 232 Basic Architectural Photography (3)

Prerequisites: Architecture 162, Photography 110, and sophomore standing. Emphasis is on successful presentation of interior, exterior, and detailed architectural areas and using photography as the visual medium. Equipment and techniques necessary to become proficient in these areas are studied. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 233 History Of Architecture Survey To 1850 (3)

This course surveys architecture and influences upon its development to the time of the Industrial Revolution. (3 Lec.)

(ARC) 240 Media Skills I (3)

This course introduces various media used in presentations. Pencil, water color, pen and ink, colored pencil, and felt tip markers are used on assorted materials in a variety of techniques. (2 Lec., 4 Lab.)

(ARC) 241 Media Skills II (3)

Additional media techniques are presented. Pastel, carbon pencil, tempera, and transparent and opaque water color are included. (2 Lec., 4 Lab.)

(ARC) 245 Design Sketching (3)

Prerequisite: Architecture 133 or Interior Design 176 or Art 115 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of graphic skills needed to formulate and communicate design concepts. Study and practice of visualization and freehand perspective drawing of the students own design are emphasized. Concepts in various media are the main activities covered. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 251 Building Technology II-Heavy Construction (3)

Prerequisite: Architecture 151. This course includes the study of construction materials, systems, and techniques used in heavy construction, with emphasis on steel and concrete. A general overview of mechanical and electrical systems and their requirements is provided. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 252 Building Technology III-Specifications and Office Practice (3)

Prerequisites: Architecture 151 and Architecture 153 or demonstrated competence approved by the instructor. Introduction and practice are provided in specification writing and construction estimating. Exploration is made of the organization of the construction process including the organization of an architect's office, administration of construction contracts, and governmental requirements. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 254 Construction Drawings II-Steel Frame (3)

Prerequisites: Architecture 151 and Architecture 153 or demonstrated competence approved by the instructor. Steel frame construction is studied. Introduction to commercial construction drawings is provided, including plans, elevations, sections, structural drawings, details, and schedules for steel frame buildings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 256 Construction Drawings IV-Detailing (3)

Prerequisite: Architecture 153. Study is made of the concept of detailing, viewed as a means of controlling the total building process. Detailing subjects include structural, stairs, door and window, interior finish, roof-to-wall, and cabinets. Emphasis is placed upon technique, accuracy, and the ability to solve architectural detail problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 257 Computer Graphics (3)

Prerequisite: Architecture 153 or demonstrated competence approved in writing by the program coordinator prior to enrollment in the course. Schematic, presentation, and construction drawings are produced using Computer Assisted Design/Drafting (CADD) equipment. Emphasis is on the development of professional level drawings. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 261 Architectural Design III (3)

Prerequisites: Architecture 133, Architecture 151, Architecture 153, and Architecture 162. The principles studied in Architecture 162 are expanded in developing solutions to architectural problems. Emphasis is on functional and aesthetic values through three-dimensional problem solving studies. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 262 Architectural Design IV (3)

Prerequisites: Architecture 240, Architecture 261, and Architecture 271. The principles studied in Architecture 261 are expanded involving ever more complex architectural problems. Laboratory fee. (2 Lec., 4 Lab.)

(ARC) 271 Basic Structural Design (3)

Prerequisites: Mathematics 195 or Mathematics 116 and Architecture 151. Elementary structural analysis is investigated, including basic statics and applied mechanics. Characteristics of structural properties of common building materials is explored. (3 Lec.)

(ARC) 272 Building Equipment (3)

Prerequisite: Architecture 130. Elementary analysis of building equipment systems is investigated, including plumbing, electrical, and mechanical equipment. (3 Lec.)

ART**(ART) 104 Art Appreciation (3)**

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

(ART) 105 Survey Of Art History (3)

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

(ART) 106 Survey Of Art History (3)

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

(ART) 110 Design I (3)

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

(ART) 111 Design II (3)

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

(ART) 114 Drawing I (3)

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

(ART) 115 Drawing II (3)

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. (2 Lec., 4 Lab.)

(ART) 116 Jewelry Design And Construction (3)

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.)

(ART) 117 Advanced Jewelry Design And Construction (3)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 118 Creative Photography For The Artist I (3)

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 119 Creative Photography For The Artist II (3)

Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 165 Fundamental Design Studio I (4)

Prerequisites: Interior Design program acceptance (major) and concurrent enrollment in Interior Design 171. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)

(ART) 199 Problems In Contemporary Art (1)

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.)

(ART) 201 Drawing III (3)

Prerequisites: Art 110, Art 111, Art 115, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 202 Drawing IV (3)

Prerequisites: Art 201, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 203 Art History (3)

Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(ART) 204 Art History (3)

Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(ART) 205 Painting I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(ART) 206 Painting II (3)

Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(ART) 208 Sculpture I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 209 Sculpture II (3)

Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 210 Commercial Art I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 215 Ceramics I (3)

Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 216 Ceramics II (3)

Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 217 Watercolor I (3)

Prerequisites: Art 110, Art 111, and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. (2 Lec., 4 Lab.)

(ART) 218 Watercolor II (3)

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(ART) 220 Printmaking I (3)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 222 Printmaking II (3)

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 227 Design III (3)

Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 229 Design IV (3)

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(ART) 232 Fibers I (3)

Prerequisites: Art 110, 111, 114, and 115. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(ART) 233 Fibers II (3)

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)



BIOLOGY

(BIO) 101 General Biology (4)

This course is intended for students majoring and minoring in biology and related disciplines. It is a prerequisite for all higher level biology courses. Topics include the scientific method, fundamental general and biological chemistry, cell structure and function including membrane transport, cell reproduction, cell energetics and homeostatic mechanisms. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 102 General Biology (4)

This course is a continuation of Biology 101 and is intended for students majoring and minoring in biology and related disciplines. Topics include Mendelian and molecular genetics, developmental biology, evolution and the diversity of life, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 110 Introductory Botany (4)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 115 Biological Science (4)

Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 116 Biological Science (4)

Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 120 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 121 Introduction To Human Anatomy And Physiology (4)

Prerequisite: Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 123 Applied Anatomy And Physiology (4)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

(BIO) 216 General Microbiology (4)

Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(BIO) 221 Anatomy And Physiology I (4)

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 222 Anatomy And Physiology II (4)


Prerequisite: Biology 221 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the inter relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(BIO) 235 Comparative Anatomy Of The Vertebrates (4)

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

BUSINESS

(BUS) 105 Introduction To Business (3)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (This course is offered on campus and may be offered via television.) 

(BUS) 143 Personal Finance (3)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(BUS) 234 Business Law (3)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

CHEMISTRY

(CHM) 101 General Chemistry (4)

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 102 General Chemistry (4)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 115 Chemical Science (4)

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 116 Chemical Science (4)

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(CHM) 170 Chemistry Of Flammable Materials (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(CHM) 201 Organic Chemistry I (4)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereochemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 202 Organic Chemistry II (4)

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(CHM) 203 Quantitative Analysis (4)

Prerequisite: Chemistry 102, Mathematics 101. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(CHM) 205 Chemical Calculations (2)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(CHM) 234 Instrumental Analysis (4)

Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

COLLEGE LEARNING SKILLS**(CLS) 100 College Learning Skills (1)**

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. (1 Lec.)

COMMUNICATIONS**(COM) 131 Applied Communications (3)**

This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

**COMPUTER INFORMATION SYSTEMS****(CIS) 103 Introduction To Computer Information Systems (3)**

This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (This course is offered on campus and may be offered via television.) (3 Lec., 1 Lab.)

**(CIS) 108 PC Software Applications (4)**

This course surveys the use of the microcomputer in conducting professional activities and solving business problems. Topics include the study of hardware and software components of a microcomputer, the function of operating systems and the study and use of contemporary software application packages. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 111 Data Entry Applications And Concepts (3)

Prerequisite: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

(CIS) 114 Problem Solving With The Computer (4)

Prerequisites: Business 105 or Management 136 and Computer Information Systems 103 or Computer Information Systems 108, or demonstrated proficiency approved by instructor. This course explores methods of solving business problems with the use of a microcomputer. Analysis and design methods are studied and applied to practical situations involving various business functions. Data security and privacy issues are also considered. (3 Lec., 2 Lab.)

(CIS) 116 Operations I (4)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 103 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel are covered. Topics include the role of personnel in computer operations, data entry, scheduling, data control, and librarian functions, the importance of job documentation, standards manuals, error logs, operating procedures, job control language, and the flow of data between the user and the data processing department. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 118 Text Processing Applications (3)

Prerequisite: Computer Information Systems 103 or 108 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desktop publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (2 Lec., 3 Lab.)

(CIS) 126 Operations II (4)

Prerequisites: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. Concepts and functions of an operating system in a multi-processing environment are presented. Topics include system commands, interpretation of messages and codes, maintaining data and physical security, and an introduction to data communications, data base management systems, and query languages used on mainframes and microcomputer systems. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 150 Computer Program Logic And Design (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course presents basic logic needed for problem solving with the computer. Topics include structured design tools and their application to general business problems. (3 Lec.)

(CIS) 160 Data Communications (3)

Prerequisite: Computer Information Systems 103 or 108. This course provides an introduction to data communications vocabulary, concepts, and uses. Topics include data communications hardware, software, networks, and protocols. (3 Lec.)

(CIS) 162 COBOL Programming I (4)

Prerequisites: Computer Information Systems 103, credit or concurrent enrollment in Computer Information Systems 150, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 164 COBOL Programming II (4)

Prerequisites: Computer Information Systems 150 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 167 C Programming (4)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 169 4th Generation Languages (4)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course presents an introduction to 4th generation languages and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 170 RPG Programming (3)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course introduces programming skills using the RPG II language. Topics include basic listings with levels of totals, multi-record input, exception reporting, look-ahead feature, and multi-file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 172 BASIC Programming (3)

Prerequisite: Computer Information Systems 103 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 173 Pascal Programming For Business (3)

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 205 JCL And Operating Systems (4)

Prerequisite: Computer Information Systems 162 or 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 210 Assembly Language I (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 215 Micro Assembly Language (4)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 218 Spreadsheet Applications (4)

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 220 Assembly Language II (4)

Prerequisite: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current mainframe assembler language. Topics include advanced fixed point operations, indexing, disk file organization and maintenance, advanced table concepts, data and bit manipulation techniques, macro writing, sub-program linkages, advanced problem analysis, debugging techniques, and introduction to floating point operations. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 221 PC Operating Systems And Utilities (4)

Prerequisites: Computer Information Systems 108 and 160. This course covers operation of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, troubleshoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (3 Lec., 3 Lab.)

(CIS) 223 PC Hardware (3)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 221. This course presents a function systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, and prepare and modify short assembler language programs. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 225 Systems Analysis And Design (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

(CIS) 228 Database Applications (4)

Prerequisites: Computer Information Systems 108 and 114 or demonstrated competence approved by the instructor. This course covers microcomputer database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 239 User Documentation And Training (3)

Prerequisites: Speech Communication 101, Office Careers 231, and Computer Information Systems 118 or comparable word processing course or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desktop publishing, and presentation graphics. (3 Lec.)

(CIS) 254 Data Base Systems (4)

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include discussion and application of data structures, indexed and direct file organizations, data analysis, design, implementation, and data management. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 256 Computer Center Management (3)

Prerequisites: Computer Information Systems 103 and 116 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include introduction to management theory, personnel management, production, scheduling, and processing within a computer center. Methods for computer selection and evaluation are also presented. (3 Lec.)

(CIS) 258 On-Line Applications (4)

Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course covers teleprocessing monitors and introduces the concepts required to program on-line applications. Topics include on-line applications design, the functions of a teleprocessing monitor, program coding techniques, testing methods, and file handling. The CICS Command Level interface to the COBOL language will be used. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 260 Contemporary Topics In Computer Information Systems (1)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

(CIS) 262 Contemporary Topics In Computer Information Systems (3)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

(CIS) 263 Special Topics In Computer Information Systems (3)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 265 Special Topics In Computer Information Systems (4)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

(CIS) 272 Advanced BASIC Techniques (3)

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Laboratory fee. (2 Lec., 2 Lab.)

(CIS) 280 Applied Studies (3)

Prerequisites: Computer Information Systems 223 and twelve additional credit hours from this option or demonstrated competence approved by instructor. This course applies PC analyst skills to real world situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (3 Lec.)

(CIS) 701 Cooperative Work Experience (1)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

(CIS) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

(CIS) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

(CIS) 713 Cooperative Work Experience (3)

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

(CIS) 714 Cooperative Work Experience (4)

Prerequisite: Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

COMPUTER SCIENCE**(CS) 111 Computing Science I (3)**

Prerequisite: Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. Topics covered include computer organization and storage, number systems, and problem-solving using structured programming in Pascal. Laboratory fee. (3 Lec.)

(CS) 112 Computing Science II (3)

Prerequisites: Computer Science 111 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 111 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. (2 Lec., 2 Lab.)

(CS) 121 Introduction To FORTRAN Programming (3)

Prerequisite: Math 102 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 122 Introduction To BASIC Programming (3)

Prerequisite: Developmental Math 093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 123 Introduction To PL/I Programming (3)

Prerequisites: Developmental Math 093 and Computer Science 111 or Computer Information Systems 103 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.)

(CS) 211 Assembly Language (3)

Prerequisite: Computer Science 112 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. (2 Lec., 2 Lab.)

(CS) 221 Introduction To Computer Organization (3)

Prerequisite: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

(CS) 222 Introduction To File Processing (3)

Prerequisite: Computer Science 112 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

CRIMINAL JUSTICE**(CJ) 130 Fundamentals Of Criminal Law (3)**

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.)

(CJ) 132 The Courts And Criminal Justice (3)

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.)

(CJ) 139 Crime In America (3)

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.)

(CJ) 140 Introduction To Criminal Justice (3)

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.)

(CJ) 143 Practical Spanish For Public Service Personnel (3)

This course is primarily for police officers. It focuses on communication skills with the Spanish-speaking community. Skills in understanding, speaking, and listening to the Spanish of the local area are included. Emphasis is on a highly specialized vocabulary taught in English and Spanish. Extensive conversational drills in Spanish are included. (3 Lec.)

(CJ) 144 Practical Spanish For Public Service Personnel (3)

Prerequisite: Criminal Justice 143. This course is a continuation of Criminal Justice 143. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

(CJ) 147 Texas Peace Officers Law (2)

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. (5 Lab.)

(CJ) 149 Texas Peace Officer Procedures (2)

Prerequisite: Criminal Justice 147 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, notetaking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (5 Lab.)

(CJ) 231 Texas Peace Officer Skills (2)

Prerequisites: Criminal Justice 147 and 149 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. (6 Lab.)

(CJ) 240 Criminal Investigation (3)

Prerequisite: Criminal Justice 140. 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.)

(CJ) 242 Juvenile Procedures (3)

Prerequisite: Criminal Justice 140. 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.)

(CJ) 244 Traffic Planning And Administration (3)

Prerequisite: Criminal Justice 140. 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.)

(CJ) 247 Legal Aspects of Law Enforcement (3)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(CJ) 248 Police Systems and Practices (3)

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.)

(CJ) 250 Correctional Systems And Practices (3)

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.)

(CJ) 251 Community Resources In Corrections (3)

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.)

DANCE

(DAN) 116 Rehearsal and Performance (1)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(DAN) 155 Jazz I (1)

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.)

(DAN) 156 Jazz II (1)

Prerequisite: Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(DAN) 160 Introduction to Dance History (3)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(DAN) 161 Beginning Ballet I (2)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and centre floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 163 Beginning Ballet II (2)

Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at centre are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 165 Beginning Contemporary Dance I (2)

This course explores basic contemporary techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 166 Beginning Contemporary Dance II (2)

Prerequisite: Dance 165. This course continues and further develops an exploration of Dance 165. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 200 Rehearsal and Performance (1)

Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(DAN) 252 Coaching and Repertoire (1)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 253 Improvisation (1)

Prerequisite: Dance 156 or 163. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(DAN) 255 Jazz III (1)

Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(DAN) 256 Jazz IV (1)

Prerequisite: Dance 255. This course is a further exploration of Dance 255. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(DAN) 258 Intermediate Ballet I (2)

Prerequisite: Dance 163. The development of ballet techniques is continued. More complicated exercises at the barre and centre floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 260 Intermediate Ballet II (2)

Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 265 Intermediate Contemporary Dance I (2)

Prerequisite: Dance 166. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. Laboratory fee. (1 Lec., 3 Lab.)

(DAN) 266 Intermediate Contemporary Dance II (2)

Prerequisite: Dance 265. This course is a further exploration of Dance 265. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

DENTAL ASSISTING

(DA) 138 General And Dental Anatomy And Physiology (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. This course is designed to give an overview of the human body and its related structures. Study will focus on the head, mouth, and neck. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 142 Dental Assisting I (3)

The function of the dental assistant in chairside assisting is studied. Topics include terminology, safety rules and regulations, care and preparation of equipment and operatories, and seating the patient. The identification and use of dental instruments are covered, including use of high-velocity suction apparatus. Four-handed sit-down dentistry is also covered, including different methods of passing instruments. The application and removal of rubber dam, application of topical anesthetics, preparation of local anesthetics, and different methods of charting the oral cavity findings are also covered. Laboratory fee. (2 Lec., 4 Lab.)

(DA) 147 Dental Microbiology, Sterilization And Pathology (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester courses or demonstrated competence approved by the program coordinator. This course focuses on microbiology, relating to methods of sterilization and disinfectants used in caring for dental instruments, equipment, and operatories. Oral pathology is studied, including signs and symptoms of diseases of the hard and soft dental tissues and of the oral cavity. Terminology relating to this course is covered. Laboratory fee. (2 Lec., 2 Lab.)

(DA) 148 Dental Materials (3)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study the history, terminology, structure, and properties of dental materials. A wide variety of dental materials currently used in a dental operatory are discussed. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 149 Dental Roentgenology I (4)

Prerequisites: Admission to the Dental Assisting Program and concurrent enrollment in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study the history, terminology, and theory of roentgenology. Application and care of equipment, safety measures, and mounting of various x-rays will be discussed. The students will develop skills in how to expose an x-ray using the open cone bisecting angle technique. Laboratory fee. (3 Lec., 3 Lab.)

(DA) 150 Dental Roentgenology II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will continue to study dental x-ray procedures, with an introduction to long cone, parallel techniques, occlusal films, extraoral films, and panoramic procedures. Laboratory fee. (2 Lec., 3 Lab.)

(DA) 152 Dental Assisting II (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will study all eight dental specialties, along with the required instrumentation for each specialty. Vital signs and related patient care skills will be demonstrated and practiced. Laboratory fee. (3 Lec., 2 Lab.)

(DA) 158 Preventive Dentistry (3)

Prerequisite: Minimum grade of "C" in first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. This course focuses on a variety of topics related to preventive dentistry, including oral hygiene, diet and nutrition, and use of a phase microscope to prepare dental plaque smears. Pharmacology and drug and prescription laws applying to the dental office are also presented. (3 Lec.)

(DA) 161 Dental Internship I (3)

Prerequisite: Minimum grade of "C" in all first semester Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (10 Lab.)

(DA) 162 Dental Internship II (2)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. This course is a continuation of Dental Internship I. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (16 Lab.)

(DA) 163 Dental Internship III (4)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. The student will receive practical dental assisting experience in either a private dental office or other health agency. The focus of the practicum will be to increase skills in chairside assisting and front desk procedures. (28 Lab.)

(DA) 171 Dental Seminar I (2)

Prerequisite: Minimum grade of "C" or above in all first semester Dental Assisting courses, concurrent enrollment in Dental Assisting 142 or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 172 Dental Seminar II (1)

Prerequisite: Minimum grade of "C" or above in all previous Dental Assisting courses, concurrent enrollment in Dental Assisting 162 or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 173 Dental Seminar III (1)

Prerequisite: Minimum grade of "C" in all previous Dental Assisting courses or demonstrated competence approved by the program coordinator. Integration of theoretical, laboratory and clinical instruction and experience is the main focus of this course. Opportunity is provided for the student to present individual clinical experiences. (2 Lec.)

(DA) 175 Office Administration (4)

Prerequisite: Admission to the Dental Assisting Program or demonstrated competence approved by the program coordinator. This course provides a detailed study of office management procedures commonly associated with a modern day dental practice. Topics include dental team responsibilities, telephone procedures, appointment control, and financial management procedures. (10 Lec.)

DESIGN

(DES) 110 Basic Color Theory And Application (3)

The principles of color theory are studied using a selected color system. The effect of light on color and the psychological impact of color are explored. Color pigment is mixed in opaque media. The content of the course is applied to the student's discipline. Laboratory fee. (2 Lec., 4 Lab.)

(DES) 128 Introduction To Mass Production Apparel (2)

Mass production in the fashion industry is analyzed. (2 Lec.)

(DES) 129 Industrial Garment Construction (1)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

(DES) 135 Textiles (3)

This course focuses on fibers, yarns, fabrics, and finishing processes. Included are the identification and analysis of all types of construction methods and their application in industry. The history of traditional textiles is described. Comparisons are made with contemporary developments. A guided design systems approach is used. (2 Lec., 2 Lab.)

(DES) 136 Fashion Sketching (3)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

(DES) 140 Draping (1)

Prerequisite: Pattern Design 153. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

(DES) 141 Grading (1)

Prerequisite: Pattern Design 153. The standard production pattern is emphasized. Both large and small sizing is included. Laboratory fee. (2 Lab.)

(DES) 229 Advanced Clothing Construction (3)

Prerequisite: Design 129. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

(DES) 234 History Of Costume (3)

Prerequisite: Design 135. This course traces the development of garments from the earliest times through the 18th Century. Emphasis is on the customs which affect styles. (3 Lec.)

(DES) 235 History Of Costume (3)

Prerequisite: Design 234 or demonstrated competence approved by the instructor. This course traces the development of garments from the 18th century to the present day. Emphasis is on the customs which affect styles. (3 Lec.)

DEVELOPMENTAL COMMUNICATIONS

(DC) 095 Communication Skills (3)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(DC) 120 Communication Skills (3)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

DEVELOPMENTAL LEARNING**(DL) 094 Learning Skills Improvement (1)**

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

(DM) 060 Basic Mathematics I (1)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(DM) 061 Basic Mathematics II (1)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(DM) 062 Pre Business (1)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)

(DM) 063 Pre Algebra (1)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(DM) 064 Mathematics For Nursing I (1)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(DM) 065 Mathematics For Nursing II (1)

Prerequisite: Developmental Mathematics 064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)

(DM) 070 Elementary Algebra I (1)

Prerequisites: Developmental Mathematics 090, 063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(DM) 071 Elementary Algebra II (1)

Prerequisite: Developmental Mathematics 070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(DM) 072 Elementary Algebra III (1)

Prerequisite: Developmental Mathematics 071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)

(DM) 073 Introduction To Geometry (1)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(DM) 080 Intermediate Algebra I (1)

Prerequisites: Developmental Mathematics 071, 091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(DM) 081 Intermediate Algebra II (1)

Prerequisite: Developmental Mathematics 080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

(DM) 082 Intermediate Algebra III (1)

Prerequisite: Developmental Mathematics 081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)

(DM) 090 Pre Algebra Mathematics (3)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(DM) 091 Elementary Algebra (3)

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(DM) 093 Intermediate Algebra (3)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

DEVELOPMENTAL READING

Students can improve their performance in English courses by enrolling in Developmental Reading courses. Developmental Reading 090 and 091 are valuable skill development courses for English 101. Reading 101 is especially helpful in courses that require a considerable amount of college-level reading. See the catalog descriptions in reading for full course content.

(DR) 090 Basic Reading Skills (3)

Development of comprehension and vocabulary skills, based on individual needs, is the focus of this course. Basic study skills are introduced. A score of 12 to 19 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

(DR) 091 Preparation For College Reading (3)

This course emphasizes development of comprehension and vocabulary skills, according to individual needs. Also included are critical reading, rate flexibility, and basic study skills. A score of 20 to 27 on the Descriptive Test of Language Skills Reading Comprehension Test would indicate that a student has the reading skills needed for this course. (3 Lec.)

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for one to three hours of credit.

(DW) 090 Developmental Writing (3)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 091 Developmental Writing (3)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(DW) 092 Developmental Writing (1)

This course is a writing workshop designed to support students enrolled in English 101 and other courses requiring writing. (3 Lab.)

DIAGNOSTIC MEDICAL SONOGRAPHY

(See RADIOLOGIC SCIENCES)

ECONOMICS**(ECO) 105 Economics Of Contemporary Social Issues (3)**

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is not intended for economics or business administration majors. (3 Lec.)

(ECO) 201 Principles Of Economics I (3)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (This course is offered on campus and may be offered via television.) (3 Lec.)

**(ECO) 202 Principles Of Economics II (3)**

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (This course is offered on campus and may be offered via television.) (3 Lec.)



ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

(ENG) 101 Composition I (3)

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (This course is offered on campus and may be offered via television.) (3 Lec.)



(ENG) 102 Composition II (3)

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (This course is offered on campus and may be offered via television.) (3 Lec.)



English In The Sophomore Year

English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each, from which any combination of two will be selected to satisfy degree requirements in sophomore English.

(ENG) 201 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(ENG) 202 British Literature (3)

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(ENG) 203 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(ENG) 204 World Literature (3)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(ENG) 205 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(ENG) 206 American Literature (3)

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(ENG) 209 Creative Writing (3)

Prerequisite: English 102. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(ENG) 210 Technical Writing (3)

Prerequisites: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(ENG) 215 Studies In Literature (3)

Prerequisite: English 102. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(ENG) 216 Studies In Literature (3)

Prerequisite: English 102. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

ENGLISH AS A SECOND LANGUAGE

The English-as-a-Second Language (ESL) credit curriculum is designed to develop students' language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of thirteen courses divided into three skill areas and four levels (Listening-Conversation, Reading, and Writing). The student enters the program by taking the Michigan Test of English Language Proficiency (MTELP). (The Michigan Test of Aural Comprehension, the MTAC, is used optionally on each campus.) The credit ESL curriculum is designed to interface both with Continuing Education ESL programs and with developmental studies or college level programs on each campus.

(ESL) 031-034 (Listening-Conversation)

These courses prepare students to communicate orally in English. They can (but do not necessarily) precede the Reading (ESL 041-044) and Writing (ESL 051-054, ESL 063) courses.

(ESL) 031 ESL Conversation--Listening (3)

This course is designed to develop academic and social skills needed to speak and understand English more effectively in school, in the market place, and in social situations. (3 Lec.)

(ESL) 032 ESL Conversation--Listening (3)

This course strengthens competencies initiated in ESL 031. Special emphasis is placed on academic listening and speaking skills. (3 Lec.)

(ESL) 033 ESL Conversation--Listening (3)

This course is designed to improve formal and informal conversation skills including listening comprehension, note-taking, oral reporting, and class discussion techniques. (3 Lec.)

(ESL) 034 ESL Conversation--Listening (3)

This course develops academic, professional, and social aural/oral skills. Emphasis is placed on analysis and critical thinking in English. (3 Lec.)

(ESL) 041-044 (Reading)

These courses prepare a student for reading English in daily life and for reading college textbooks. ESL students needing additional academic preparation should enroll for regular Developmental Reading courses upon completion of the ESL-Reading program.

(ESL) 041 ESL Reading (3)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary, and word recognition. (3 Lec.)

(ESL) 042 ESL Reading (3)

This course is designed for students needing more practice in the skills and information introduced in ESL 041. Topics include reading comprehension, vocabulary development, word recognition, language and culture. (3 Lec.)

(ESL) 043 ESL Reading (3)

This course covers pre-reading strategy, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and use of the dictionary and library. (3 Lec.)

(ESL) 044 ESL Reading (3)

This course is designed for students needing more practice in the skills and information introduced in ESL 043. Topics include pre-reading strategies, specific reading comprehension skills, critical reading skills, vocabulary development, idioms, and use of the dictionary and library. (3 Lec.)

(ESL) 051-054/(ESL) 063 (Writing-Grammar)

These courses are designed to prepare a student for English 101. There are three courses in syntax (grammar) development (ESL 051, ESL 052, ESL 063) and two courses in principles of composition (ESL 053 and ESL 054). Following these courses, each ESL student will be assessed to determine readiness for other composition courses.

(ESL) 051 ESL Writing--Grammar (3)

This course emphasizes correct formation of basic sentences with particular attention to specific grammatical points. These basic sentence structures will also be reinforced in writing exercises. (3 Lec.)

(ESL) 052 ESL Writing--Grammar (3)

This course strengthens English grammar skills introduced in ESL 051. Students will learn to produce compound and complex sentence structures. (3 Lec.)

(ESL) 053 ESL Writing--Grammar (3)

This course introduces principles of composition and emphasizes the processes of paragraph formation. Concurrent enrollment in ESL 063 is recommended. (3 Lec.)

(ESL) 054 ESL Writing--Grammar (3)

This course emphasizes improving skills in expository writing. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. (3 Lec.)

(ESL) 063 ESL Writing--Grammar (3)

This course includes an intensive grammar review of major points covered in ESL 051 and ESL 052 as well as an exploration of the more complex points of English grammar. Concurrent enrollment in ESL 053 is recommended. (3 Lec.)

INGLES-COM-SEGUNDO-IDIOMA

El programa de credito de Ingles-Como-Segundo-Idioma (ESL) esta disenado para proporcionar al estudiante la habilidad de ser diestro en el desarrollo del idioma Ingles en las areas de escuchar, conversar, leer y escribir. El plan de estudio consiste de Trece cursos divididos en tres secciones y cuatro niveles: escuchar-conversar, leer y escribir. El estudiante inicia el programa tomando un examen llamado Michigan Test of English Language Proficiency (MTELP) (Examen Michigan para la evaluacion de la destreza en el idioma Ingles). (El examen Michigan para la evaluacion de la comprension auditiva (MTAC) es utilizado opcionalmente por cada uno de los colegios). El programa de ESL se entrelaza con los programas de Educacion Continua (Continuing Education) y con los programas de Desarrollo o de nivel de educacion superior en cada uno de los colegios.

(ESL) 031-034 (Escuchar y Conversar)

Estos cursos preparan al estudiante a comunicarse oralmente en ingles. Estas pueden (pero no necesariamente) preceder a los cursos de Lectura (ESL 041-044) y Escritura (ESL 051-054, ESL 063).

(ESL) 041-044 (Lectura)

Estos cursos preparan al estudiante en la lectura del ingles en la vida diaria y a leer libros de texto en nivel de educacion superior. Por lo tanto los estudiantes que necesiten preparacion academica adicional se les recomienda inscribirse en cursos regulares de Desarrollo de la Lectura (Developmental Reading) una vez concluidos los cursos de Lectura de ESL (ESL-Reading).

(ESL) 051-054/(ESL) 063 (Escritura-Gramatica)

Estos cursos estan disenados para preparar al estudiante para pasar a la clase de Ingles 101 (English 101). Estas clases tienen tres cursos de desarrollo en la sintaxis (ESL 051, ESL 052, ESL 063) y dos cursos en principios de la composicion (ESL 053 y ESL 054). Terminando estos cursos, el estudiante sera asesorado para asi determinar su nivel de preparacion para subsiguientes cursos de composicion.

FIRE PROTECTION

(FPT) 131 Fundamentals Of Fire Protection (3)

The history and philosophy of fire protection are studied. Statistics on fire losses are reviewed and agencies involved in fire protection are introduced. Other topics include legislative developments, career orientation, recruitment and training for fire departments, position classification and pay plans, and employee organizations. Current and future problems are also reviewed. (3 Lec.)

(FPT) 132 Fire Prevention (3)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of the fire hazards, insurance problems, and legal aspects. Local, state, and national codes on fire prevention are reviewed. Relationships between building inspection agencies and fire prevention organizations are described. Engineering is presented as a solution to fire hazards. (3 Lec.)

(FPT) 135 Fire Administration I (3)

This course focuses on the organization and management of a fire department. Topics include budgeting, maintenance of records and reports, and management of fire department officers. Personnel administration, distribution of equipment and personnel, and relations with various government agencies are also included. Fire service leadership is viewed from the company officer's position. (3 Lec.)

(FPT) 136 Fire And Arson Investigation (3)

The detection and investigation of arson are studied. Topics include investigation techniques, case histories, gathering and preserving evidence, and preparing for a court case. Also included is a selected discussion of laws, decisions, and opinions. Kinds of arsonists, interrogation procedures, and cooperation between fire fighters and arson investigators are also covered. (3 Lec.)

(FPT) 137 Hazardous Materials I (3)

Prerequisite: Chemistry 116. Characteristics and behavior of various materials that burn or react violently are studied. Flammable liquids, combustible solids, and gases are included. Storage, transportation, and handling are covered. Emphasis is on emergency situations and methods of control. (3 Lec.)

(FPT) 140 Fire Fighting Tactics And Strategy (3)

This course examines the nature of fire and the process of determining requirements to fight a fire. The effective use of personnel and equipment are covered. Emphasis is on preplanning, study of conflagration problems, problem-solving, decision-making, and attack tactics and strategy. The use of mutual aid and large scale command problems are also included. (3 Lec.)

(FPT) 231 Building Codes And Construction (3)

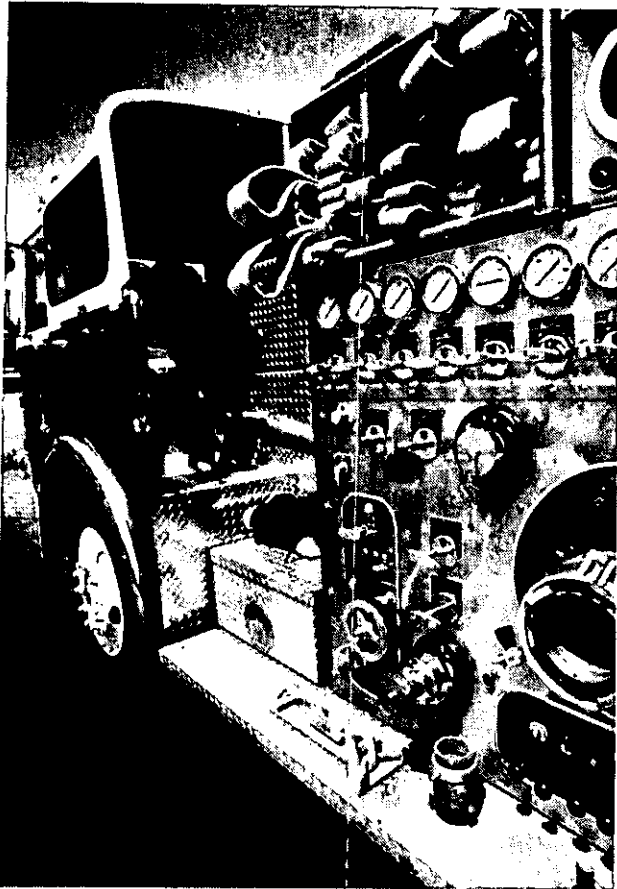
The fire resistance of building construction is considered. Included are building materials, assemblies, and exposures. Both local and national laws and guidelines are reviewed. Model building codes and the life safety code are also studied. (3 Lec.)

(FPT) 232 Industrial Fire Protection I (3)

Safeguards for business and industrial organizations are presented. Topics include plant lay-out, fire prevention programs, extinguishing factors and techniques, hazards, and prevention methods. The organization and development of an industrial fire brigade are described. Gaining cooperation between the public and private fire department organization is also covered. (3 Lec.)

(FPT) 233 Fire Protection Systems (3)

This course examines fire protection systems. Topics include standards for water supply, special hazards protection systems, automatic sprinklers and special extinguishing systems, and automatic signaling and detection systems. Rating organizations and underwriting agencies are also described. (3 Lec.)



(FPT) 234 Industrial Fire Protection II (3)

Prerequisite: Fire Protection 232. The study of industrial fire protection is continued. Fire and safety organizations in industry are described, and relations between private and public fire protection organizations are examined. Current trends, deficiencies, and possible solutions for industrial fire problems are discussed. The role of insurance and other special organizations is covered. Other topics cover industrial processes, equipment, facilities, and work practices. Both hazards and techniques to control hazards are included. Field trips to selected plants and demonstrations of new techniques, equipment, and innovations are also included. (3 Lec.)

(FPT) 235 Fire Administration II (3)

Prerequisite: Fire Protection 135. Various aspects of the operations of a fire department are covered. Topics include insurance rates and ratings, budgets, training, city water requirements, and fire alarm and communication systems. The importance of public relations, report writing, and record keeping are stressed. Measurement of results, use of records to improve procedures, legal aspects of fire prevention and fire protection, and the design and construction of fire department buildings are also covered. (3 Lec.)

(FPT) 236 Legal Aspects Of Fire Protection (3)

This course focuses on legal rights and duties. Liability of the fire department is included. Other topics include civil and criminal law, the Texas and federal judicial structure, and cities' liability for acts of the fire department and fire prevention bureaus. (3 Lec.)

(FPT) 237 Hazardous Materials II (3)

Prerequisite: Chemistry 170. Hazardous materials are studied. Included are the storage, handling, laws, standards, and fire fighting techniques associated with hazardous materials. The materials include chemicals, gases, flammable liquids, corrosives, poisons, explosives, rocket propellants and exotic fuel, and radioactive substances. The formation of toxic fumes and health hazards is also stressed. Ignition and combustion characteristics of gases, liquids, and solids are covered. Special attention is given to radiological instruments, human exposure to radiation, decontamination procedures, common uses of radioactive materials, and operational procedures. (3 Lec.)

(FPT) 238 Fire Safety Education (3)

Physical, chemical, and electrical hazards are surveyed and related to loss of property and life. Codes, laws, problems, and cases are studied. The physical and psychological aspects of casualties are examined. Safe storage, transportation, and handling techniques are stressed to eliminate or control potential risks. (3 Lec.)

(FPT) 239 Fire Service Communications (3)

This course presents various communication and fire alarm systems. The installation, operation, and testing of the most common systems are included. Receiving, dispatching, and radio communication procedures are also included. Other topics cover regulations, the fire alarm operations office, mutual aid systems, fire station communications and facilities, response and fire ground procedures, emergency operations, code and numbering systems, required records and reports, and technological advances. (3 Lec.)

(FPT) 240 Fire Insurance Fundamentals (3)

The relationships among fire defenses, fire losses, and insurance rates are studied. Basic insurance principles, fire loss experience, loss ratios, state regulations of fire insurance, key rate system, the I.S.O. grading schedule, and other topics are stressed. Also covered are the relationship of insurance to modern business, principles of property and casualty insurance contracts, and the corporate structure of insurance companies. (3 Lec.)

(FPT) 241 Advanced Fire Loss Statistical Systems (3)

This course is a study of computerized systems used for storing and retrieving fire loss statistics. Techniques for programming records and reports are covered. New systems of microfilming, including the modern technology of COM (computer output microfilm) and microfiche, are presented. Standards for uniform coding for fire protection are reviewed. (3 Lec.)

(FPT) 242 Urban Fire Problem Analysis (3)

The urban fire problem is explored. Problems from lack of zoning and other land use laws are described. Research techniques and systems engineering are used to analyze water supply and fire alarm methods. Socio-economic and management factors are related to city planning. Environment problems are studied. (3 Lec.)

(FPT) 243 Technical Writing For Firefighters (3)

Prerequisite: English 101. This course focuses on advanced writing in technical, scientific, and business fields. Included are reports, proposals, papers, and correspondence. Emphasis is on collecting, organizing, and presenting materials. (3 Lec.)

FOOD AND HOSPITALITY SERVICE**(FHS) 110 Principles Of Food And Beverage Administration (3)**

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. (3 Lec.)

(FHS) 112 Organization And Management (3)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec.)

(FHS) 114 Front Office Procedures (3)

This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. (3 Lec.)

(FHS) 115 Principles Of Hotel-Motel Administration (3)

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. (3 Lec.)

(FHS) 116 Supervision For Hospitality Services (3)

Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvements are included. (3 Lec.)

(FHS) 119 Food Service Equipment (3)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and clean-up is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. (3 Lec.)

(FHS) 120 Basic Food Preparation (3)

Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 122 Advanced Food Preparation (3)

Prerequisite: Food and Hospitality Service 120. This course is a continuation of Food and Hospitality Service 120. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 124 Food Service Sanitation And Safety (3)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. (3 Lec.)

(FHS) 132 Food Purchasing, Handling And Storage (3)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. (3 Lec.)

(FHS) 135 Nutrition And Menu Planning (3)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. (3 Lec.)

(FHS) 138 Food Service Cost Control (3)

Prerequisite: Mathematics 130. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. (3 Lec.)

(FHS) 140 Elementary Bakery Training (3)

This course covers the work of the baker. Doughs, breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorations and frostings. The use of proper flours and the handling of the pastry bag are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 201 Hotel-Restaurant-Institutions-Special Topics (1)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (1 Lec.)

(FHS) 202 Hotel-Restaurant-Institutions-Special Topics (2)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (2 Lec.)

(FHS) 203 Hotel-Restaurant-Institutions-Special Topics (3)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. (3 Lec.)

(FHS) 210 Hotel-Motel Sales Development (3)

The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. (3 Lec.)

(FHS) 214 Hotel-Motel Law (3)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. (3 Lec.)

(FHS) 220 Quantity Food Preparation And Service (4)

Prerequisite: Food and Hospitality Service 122. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 222 Advanced Quantity Food Preparation And Service (4)

Prerequisite: Food and Hospitality Service 220. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

(FHS) 233 Food Marketing (3)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. (3 Lec.)

(FHS) 238 Garde-Manger-Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper set-up of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 239 Saucier Training (3)

Prerequisite: Food and Hospitality Service 122. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper set-up of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 245 Advanced Pastry Shop Training (3)

Prerequisite: Food and Hospitality Service 140. This course covers the operation of the pastry shop. Topics include French pastry, hot and cold desserts, pastillage, ice creams, and ices, sugar fantasies, chocolate work, and decorations with cornet. Emphasis is on advance techniques in continental pastries. Laboratory fee. (2 Lec., 4 Lab.)

(FHS) 247 Beverage Operations And Service (3)

This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. (3 Lec.)

(FHS) 248 Advanced Nutrition And Dietetics (3)

Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. (3 Lec.)

(FHS) 249 Child Nutrition (3)

Prerequisite: Food and Hospitality Service 135. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. (3 Lec.)

(FHS) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include outside reading in professional journals and books. Other topics include employment guidance in resume writing, security and holding interviews, and building a professional outlook. (1 Lec., 20 Lab.)

(FHS) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The weekly seminar consists of discussions with industry leaders on management/supervisory styles, marketing strategies, and procurement problems. Students will be involved concurrently in outside readings on topics of special interest in the food and hospitality industry. (1 Lec., 20 Lab.)

FRENCH**(FR) 101 Beginning French (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 102 Beginning French (4)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(FR) 201 Intermediate French (3)

Prerequisite: French 102 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(FR) 202 Intermediate French (3)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

GEOLOGY**(GEO) 101 Physical Geology (4)**

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.)

(GEO) 102 Historical Geology (4)

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.)

(GEO) 103 Introduction To Oceanography (3)

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land are investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(GEO) 201 Introduction To Rocks And Mineral Identification (4)

Prerequisites: Geology 101 and 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(GEO) 205 Field Geology (4)

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.)

(GEO) 207 Geologic Field Methods (4)

Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(GEO) 209 Mineralogy (4)

Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

GOVERNMENT

(GVT) 201 American Government (3)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (This course is offered on campus and may be offered via television.) (3 Lec.)



(GVT) 202 American Government (3)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (This course is offered on campus and may be offered via television.) (3 Lec.)



(GVT) 211 Introduction To Comparative Politics (3)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

HISTORY

(HST) 101 History Of The United States (3)

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (This course is offered on campus and may be offered via television.) (3 Lec.)



(HST) 102 History Of The United States (3)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (This course is offered on campus and may be offered via television.) (3 Lec.)



(HST) 103 World Civilizations (3)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(HST) 104 World Civilizations (3)

This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(HST) 105 Western Civilization (3)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(HST) 106 Western Civilization (3)

This course is a continuation of History 105. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(HST) 110 The Heritage Of Mexico (3)

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

(HST) 112 Latin American History (3)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(HST) 120 Afro-American History (3)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

(HST) 204 American Minorities (3)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(HST) 205 Advanced Historical Studies (3)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. (3 Lec.)

HUMAN DEVELOPMENT

(HD) 100 Educational Alternatives (1)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(HD) 104 Educational And Career Planning (3)

This course is designed to teach students the on-going process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

(HD) 105 Basic Processes Of Interpersonal Relationships (3)

This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and non-verbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

(HD) 106 Personal And Social Growth (3)

This course focuses on the interactions between the individual and the social structures in which he lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

(HD) 107 Developing Leadership Behavior (3)

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

(HD) 110 Assessment Of Prior Learning (1)

Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HUMANITIES

(HUM) 101 Introduction To The Humanities (3)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (This course is offered on campus and may be offered via television. Laboratory fee required for television course.) (3 Lec.)



(HUM) 102 Advanced Humanities (3)

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, filmmakers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

INTERIOR DESIGN

(INT) 164 Color Theory And Application For Interior Designers (3)

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 166. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 166 Interior Design Studio II (4)

Prerequisites: Art 165, Interior Design 171 and concurrent enrollment in Interior Design 164 and 176. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Laboratory fee. (2 Lec., 5 Lab.)



(INT) 171 Drafting For Interior Designers (3)

Prerequisites: Interior Design major and concurrent enrollment in Art 165. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 176 Perspective Drawing For Interior Designers (2)

Prerequisites: Art 165 and Interior Design 171, and concurrent enrollment in Interior Design 166 and 164. This course introduces the student to the principles of one- and two-point perspective construction. The "office method" of mechanical plotting will be utilized to teach basic perspective vocabulary. The "grid system" and perspective charts will be employed to teach speed and aesthetic values in interior spaces. Perspective shades and shadows will also be included. Laboratory fee. (6 Lab.)

(INT) 261 Interior Design Studio III (3)

Prerequisites: Interior Design 166, 164, and 176. The principles studied in Interior Design 164 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 262 Interior Design Studio IV (3)

Prerequisites: Interior Design 261, 273, 281, and 291. The principles studied in Interior Design 261 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of millwork and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 273 Construction Drawings For Interior Designers (3)

Prerequisite: Interior Design 171. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 276 Delineation Techniques for Interior Designers (3)

Prerequisites: Interior Design 171 and 176. This course introduces the student to basic delineation techniques to render two- and three- dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. Media applied include graphite pencil, pen and ink, color pencil, markers, opaque media, and mixed media techniques of presentation. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 281 Textiles For Interior Design (3)

This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

(INT) 283 Materials For Interior Design (3)

Prerequisites: Interior Design 281. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (2 Lec., 4 Lab.)

(INT) 284 Lighting Design (3)

Prerequisites: Interior Design 164 and 273. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 291 History Of Interior Arts (3)

Prerequisites: Art 105 and Art 106. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 292 Comparative Survey Of Styles (3)

Prerequisite: Interior Design 291. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec.)

(INT) 363 Interior Design Studio V (3)

Prerequisites: Interior Design 262, 276, 283, 284, and 292. The principles studied in Interior Design 262 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 364 Interior Design Studio VI (3)

Prerequisites: Interior Design 363, 385, 391, and 395. The principles studied in Interior Design 363 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (2 Lec., 4 Lab.)

(INT) 385 Professional Practice For Interior Designers (3)

Prerequisite: Interior Design 262. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

(INT) 391 History Of Modern Design (3)

Prerequisite: Interior Design 292. This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

(INT) 395 Restoration And Preservation (3)

Prerequisites: Interior Design 292 and concurrent enrollment in Interior Design 363 and 391. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

(INT) 701 Cooperative Work Experience (1)

Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the workplace. (1 Lec., 5 Lab.)

(INT) 702 Cooperative Work Experience (2)

Prerequisites: All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the workplace. (1 Lec., 10 Lab.)

LEGAL ASSISTANT**(LA) 131 Introduction To Legal Technology (3)**

Prerequisite: Concurrent enrollment in Legal Assistant 135. Legal technology is introduced. Topics include the legal technician concept, the legal profession and unauthorized practice, legal ethics and the "new profession" concept. The history and areas of American law, are also included. Legal research, bibliography, legal drafting, and writing are also covered. (3 Lec.)

(LA) 133 Law Of Real Property And Real Estate Transaction (3)

Prerequisites: Legal Assistant 131, 135, and English 101. The law of real property and common real estate transactions are studied. Topics include contracts, leases, and deeds of trust. Problems involved in the drafting of these instruments are examined. The system of recording and the search of public documents are also covered. (3 Lec.)

(LA) 134 Principles Of Family Law (3)

Prerequisites: Legal Assistant 131, 135, and English 101. Family law is surveyed. Divorce, separation, custody, legitimacy, adoption, change of name, guardianship, support, domestic relations court procedures, and separation agreements are studied. (3 Lec.)



(LA) 135 Texas Legal Systems (3)

Prerequisite: Concurrent enrollment in Legal Assistant 131. The court system of Texas is studied. Legal practices related to the courts and principles of court administration are examined. The federal court system is reviewed. (3 Lec.)

(LA) 139 Legal Research And Drafting (2)

Prerequisites: Legal Assistant 131, 135, and English 101. This course familiarizes the beginning legal assistant student with the use of a law library and the various research materials and tools contained in a standard law library and provides the student with a more comprehensive vocabulary of legal terminology. Research techniques for case reports, federal and state statutes and constitutions, secondary research materials and Shepard's Citators are studied. Basic citation form for all resource materials is discussed. Students are given opportunities to research rudimentary legal problems and to write short memoranda. Laboratory fee. (1 Lec., 2 Lab.)

(LA) 225 Business Organizations (3)

Prerequisites: Legal Assistant 131, 135, and English 101. This course is a study of the practical aspects of the law of business organizations, including a "how-to-do-it" approach, with explanation of the legal principles which must be observed in counseling and enterprise. This course covers the common law principles of proprietorships and reviews the Uniform Partnership Act, the Uniform Limited Partnership Act, and the Model Business Corporation Act as they have been used and adopted in Texas law. (3 Lec.)

(LA) 227 Civil Litigation I (3)

Prerequisites: Legal Assistant 131, 135, English 101 or demonstrated competence approved by the instructor. This course is an overview of civil litigation in both state and federal courts with particular emphasis on the areas in which a legal assistant can assist the trial attorney. Particular attention is paid to preparation for litigation (interviewing client and witnesses, reviewing public information), discovery proceedings (interrogatories, requests for admissions, depositions and document production), pre-trial proceedings (motions to dismiss, motions for summary judgment, pre-trial orders), and trial (witnesses and exhibits). Attention is also devoted to practical techniques required to cope with protracted or complex litigation, including organization of pleadings, documents and depositions; preparation of summaries, chronologies and indices; and maintaining a complex file in an orderly manner. Mention is made of the legal theories involved in complex litigation (e.g., product liability, civil rights, securities, and antitrust). Principal emphasis is on procedural techniques rather than substantive areas of law. (3 Lec.)

(LA) 231 Wills, Trusts, And Probate Administration (3)

Prerequisites: Legal Assistant 133, 135, or demonstrated competence approved by the instructor. The forms and principles of law for wills and trusts are covered. The

organization and jurisdiction of the Texas Probate Court are studied. The administration of estates under the Texas Probate Law is analyzed, and estate and inheritance taxes are reviewed. (3 Lec.)

(LA) 232 Tort And Insurance Law And Claims Investigation (3)

Prerequisites: Legal Assistant 131, 135, and English 101 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. The techniques of investigation involved in tort and insurance claims are considered, and the various forms of pleadings for making the claims are studied. (3 Lec.)

(LA) 233 Income Taxation And Legal Accounting (3)

Prerequisites: Legal Assistant 131 and 135, or demonstrated competence approved by the instructor. This course is a study of federal, state and local income taxation. Individuals and taxpaying entities such as estates, trusts, and corporations are all included. Emphasis is on the preparation of basic tax returns and other tax-related documents. Accounting related to legal problems is also introduced. (3 Lec.)

(LA) 234 Personal Property, Sales And Credit Transactions (3)

Prerequisites: Legal Assistant 131, 135, and English 101 or demonstrated competence approved by the instructor. The law of personal property and contracts is presented. Included are the special forms related to the law of sales and credit transactions and special drafting problems of various instruments and legal research projects. The Uniform Commercial Code and its effect are also included. (3 Lec.)

(LA) 235 Techniques Of Legal Practice And Procedures (4)

Prerequisites: Legal Assistant 131, 133, 135, and 231 and English 101. This course provides training in the preparation of legal documents. Topics include the statute of limitations, client interviews and interview forms, complaints, interrogatories, depositions, answers, motions, and orders to show cause. Also included are third-party practice, orders, medical records, judgments, pre-trials, settlements, and releases. Laboratory fee. (3 Lec., 3 Lab.)

(LA) 236 Legal Office Management (2)

Prerequisites: Legal Assistant 231 and 233. All aspects of law office management are covered. Topics include ethics, office organization, bookkeeping and accounting, fees and billing procedures, scheduling and calendaring, and legal research. Management of personnel, proofreading, investigations, file preparation, legal drafting, and procedures for specialized areas of law are also included. Trust accounts, law office forms, check list and files, and disbursement on behalf of clients are covered. (2 Lec.)

(LA) 248 Constitutional And Criminal Law (3)

Prerequisites: Legal Assistant 131 and 135 and English 101. This course covers freedom of communication and religion, individual privacy, private property and contractual rights, and criminal justice. Also studied are

procedural due process and discrimination, rights and privileges of citizenship, states' powers and limitations, theories of federal government and its powers, congressional powers, the presidency, and the courts system and judicial review of constitutional issues. (3 Lec.)

(LA) 251 Civil Litigation II (3)

Prerequisite: Legal Assistant 227. This course is a study coordinated with other legal technology courses at an advanced level. It includes specialized study and training in the preparation for and procedures of advanced litigation, including discovery and pre-trial procedures, and specialized study of the basic legal concepts of antitrust and securities law, as well as the practical application of those concepts as the predominant topics of advanced litigation. (3 Lec.)

(LA) 255 Oil And Gas Law (3)

Prerequisite: Legal Assistant 133 or demonstrated competence approved by the instructor. Oil and gas law's history, terminology, and principle instruments are examined. Litigation of oil and gas matters, title determination, division of interest, and major regulatory agencies are also discussed. (3 Lec.)

(LA) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, job application and interview techniques, organizational skills and building self-esteem. (1 Lec., 15 Lab.)

(LA) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include preparation of resumes, job application and interview techniques, organizational skills and building self-esteem. (1 Lec., 20 Lab.)

(LA) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job site interpersonal relations, employer expectations of employees, analysis of job market research and changing jobs. (1 Lec., 15 Lab.)

(LA) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Legal Assistant program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar consists of topics which include job site interpersonal relations, employer expectations of employees, analysis of job market research and changing jobs. (1 Lec., 20 Lab.)

LIBRARY SKILLS

(LS) 101 Introduction To Library Research (3)

In this course the student explores the various types of print and non-print sources of information and learns to document research. Emphasis is on practical skills with a great deal of hands-on experience. The course skills consist of lectures as well as the following learning experiences: (1) examination of the specific materials covered in the lecture, (2) completion of appropriate exercises designed to build basic skills used in research, and (3) conferences with each student to determine rate of progress and to provide guidance on an individual basis. (3 Lec.)

MANAGEMENT

(MGT) 136 Principles Of Management (3)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (This course is offered on campus and may be offered via television.) (3 Lec.)



(MGT) 160 Principles Of Purchasing (3)

An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price and source. (3 Lec.)

(MGT) 171 Introduction To Supervision (3)

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

(MGT) 212 Special Problems In Business (1)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

(MGT) 237 Organizational Behavior (3)

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

(MGT) 242 Human Resources Management (3)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

(MGT) 244 Problem Solving And Decision-Making (3)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

(MGT) 814 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

(MGT) 275 International Business And Trade (3)

The techniques for entering the International marketplace are covered. Topics include the impact of socio-cultural, demographic, economic, legal, technological, and political factors upon the development of international marketing strategies. Market behavior and trends, forecasting, pricing, and distribution are also included. (3 Lec.)

(MGT) 276 International Marketing Management (3)

Opportunities for international trade are explored. Topics include patterns of world trade, the foreign trade environment, internationalization of the firm, and the development of international export/import marketing and financial plan. (3 Lec.)

(MGT) 277 Comparative Management (3)

Cross-cultural comparisons of management practices are made. Emphasis is placed upon geographic distinctions and cultural antecedents that affect behavior and the effects of socio-cultural, economic, and political environments upon communication and decision making. (3 Lec.)

(MGT) 704 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

(MGT) 714 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

(MGT) 804 Cooperative Work Experience (4)

Prerequisite: Previous credit in or concurrent enrollment in Management Careers 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

(MTH) 101 College Algebra (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(MTH) 102 Plane Trigonometry (3)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(MTH) 109 Precalculus Mathematics (4)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(MTH) 111 Mathematics For Business And Economics I (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(MTH) 112 Mathematics For Business And Economics II (3)

Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(MTH) 115 College Mathematics I (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(MTH) 116 College Mathematics II (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(MTH) 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(MTH) 121 Analytic Geometry (3)

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(MTH) 124 Calculus I (5)

Prerequisite: Mathematics 109 or 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(MTH) 130 Business Mathematics (3)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

(MTH) 139 Applied Mathematics (3)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

(MTH) 195 Technical Mathematics I (3)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

(MTH) 196 Technical Mathematics II (3)

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

(MTH) 202 Introductory Statistics (3)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(MTH) 215 Discrete Mathematics (3)

Prerequisites: Mathematics 124 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(MTH) 221 Linear Algebra (3)

Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(MTH) 225 Calculus II (4)

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(MTH) 226 Calculus III (3)

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(MTH) 230 Differential Equations (3)

Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(MTH) 297 Technical Mathematics III (3)

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

MEDICAL ASSISTING TECHNOLOGY

(MA) 151 Medical Terminology (4)

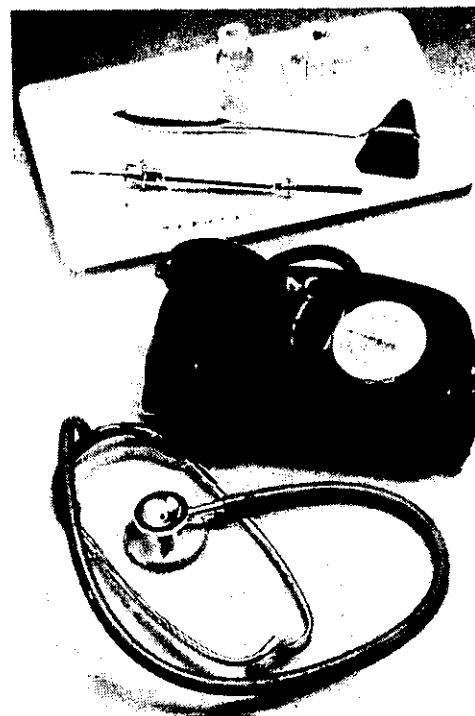
Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program with concurrent enrollment in Biology 123 or demonstrated competence approved by the instructor. This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms, and plurals. Emphasis is on pronunciation, spelling, and definition. Exercises in the use of the medical dictionary are also included. (4 Lec.)

(MA) 152 Medical Law And Ethics (2)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. The principles of medical ethics and ethical behavior of the physician and patient are introduced. Topics include contracts, professional liability, malpractice, and the medical practice acts. The legal relationship of the medical assistant-transcriptionist is examined in regard to the physician's legal responsibilities. (2 Lec.)

(MA) 154 Introduction To Medical Transcription (2)

Prerequisites: Admission to the Medical Transcription Program and typing skills of 50 words per minute corrected, or demonstrated competence approved by the Program Coordinator. This course introduces the student to the transcription machines for simulation of medical office or hospital medical records correspondence. The mechanics of English and use of medical terminology are reinforced. Laboratory fee. (1 Lec., 2 Lab.)

**(MA) 155 Clinical Procedures I (4)**

Prerequisites: Completion of Biology 123 and Medical Assisting Technology 151 or permission of the coordinator. Instruction will include microbial control including procedures for sanitation, disinfection, and sterilization. Fundamentals of patient care during examinations and treatments, including positioning and draping, measuring and recording vital signs, recording subjective and objective data, and identifying and caring for instruments used in the examination will be covered. Cardiopulmonary resuscitation will be taught. Laboratory fee. (2 Lec., 5 Lab.)

(MA) 156 Medical Office Bookkeeping (3)

Instruction will include development and maintenance of a billing and collecting system; the pegboard system, double entry bookkeeping and computerized accounting are introduced. Banking procedures and communicating financial information to patients is also covered. Emphasis is placed on maintenance of personnel and payroll records and knowledge of laws governing fair business practice. (3 Lec.)

(MA) 157 Human Disease I (2)

Prerequisite: Biology 123 and Medical Assisting Technology 151. Instruction will include basic disease processes of the most frequent and significant diseases related to the body systems. Emphasis will be placed on etiology, course of the disease, diagnostic and treatment modalities, and prognosis. (2 Lec.)

(MA) 158 Clinical Procedures II (3)

Prerequisite: Medical Assisting Technology 155 or permission of the program coordinator. Instruction will include fundamentals of the purposes, techniques and recording of diagnostic and treatment procedures commonly performed in the medical office. Maintenance, care, and inventory of clinical supplies, assisting with minor surgery, and fundamentals of first aid will be included. Laboratory fee. (2 Lec., 3 Lab)

(MA) 159 Human Disease II (2)

Prerequisite: Medical Assisting Technology 157. This course will be a continuation of Medical Assisting Technology 157 and will include basic disease processes of the most frequent and significant diseases related to the body systems. Emphasis will be placed on etiology, course of the disease, diagnostic and treatment modalities, and prognosis. (2 Lec.)

(MA) 160 Medical Transcription (4)

Prerequisites: Admission to the Medical Assisting Technology Program or Medical Transcription Program. Completion of Medical Assisting 151 and Office Careers 173 or the equivalent with a GPA of 2.0 or better or demonstrated competence approved by the instructor. Medical transcription is presented. Speed and accuracy in typing, use of transcribing equipment, and medical-surgical terminology are all included. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. (2 Lec., 6 Lab.)

(MA) 161 Medical Office-Administration And Management Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program or Medical Transcription Program. This course covers the principles of medical office communications. Medical record-keeping, types of records, reports, and computerized and statistical procedures are introduced. The function of the hospital medical record department in relation to the medical office is also introduced. The fundamentals of a medical office, care of equipment, ordering of office supplies, and office house-keeping are covered. (3 Lec.)

(MA) 164 Medical Office Pharmacology And Drug Administration (3)

Prerequisite: Admission to the Medical Assisting Technology Program. This course enables students to identify basic drugs, their use and effect on the body, and the calculation of dosage and solutions. The definition and use of correct abbreviations and terminology are covered. Ways to identify and use of correct abbreviations and terminology are covered. Ways to identify medications regulated by the Bureau of Narcotics and Dangerous Drugs are included and the records required on them are explained. Also included are the ordering, storage inventory, and disposal of drugs. Methods of drug administration are identified, including techniques of giving injections and selecting of sites. Laboratory fee. (2 Lec., 2 Lab.)

(MA) 166 Introduction To Medical Word Processing (2)

This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

(MA) 168 Insurance And Coding (2)

Instruction will include private and public insurance programs, including plans and types of coverage; disability income insurance; workers compensation; and government sponsored plans. Emphasis will be on claims handling directly related to a medical practice, identifying diagnoses and medical codes and procedures using standard nomenclature, and the ethical and legal precautions in claims processing. (2 Lec.)

(MA) 171 Medical Office Laboratory Procedures (3)

Prerequisite: Admission to the Medical Assisting Technology Program. The purpose, techniques, and recording of basic laboratory procedures commonly performed in a physician's office are covered in lectures and laboratory sessions. Included are urinalysis, blood counts, gram stains, sedimentation rates, and pregnancy tests. The collection, preparation, and labeling of specimens are also covered. Clinical laboratory reports are explained. The assistance of patients by giving the proper instructions for their preparation for clinical lab tests is described. Laboratory fee. (5 Lec., 5 Lab.)

(MA) 172 Medical Assisting Externship (6)

Prerequisite: Completion of all Medical Assisting Technology courses with an overall GPA of 2.0 or above. This course provides supervised work experience in a private medical office, clinic, or hospital. Classroom reports and critique are also included. The student is assigned regular duties and is responsible to the supervisor in charge. The work is coordinated by a member of the medical assisting faculty. A minimum of 180 hours is required in the clinical setting for externship. (2 Lec., 36 Lab.)

(MA) 704 Cooperative Work Experience (4)

Prerequisite: Completion of all Medical Transcription course work or the ability to type 50 corrected words per minute or coordinator approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar will consist of exploration and analysis of the impact of the work environment on the medical transcriptionist. Resources for professional and career development will be included. (1 Lec., 20 Lab.)

MEDICAL LABORATORY TECHNOLOGY

(MLT) 130 Introduction Seminar (1)

Prerequisite: Acceptance into the Medical Laboratory Technology Program. Laboratory mathematics with clinical applications, quality assurance, laboratory safety, phlebotomy and medical ethics are presented. Laboratory fee. (2 Lab.)

(MLT) 133 Hematology (4)

Prerequisite: Acceptance into the Medical Laboratory Technician Program and concurrent enrollment in Medical Laboratory Technology 135. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 134 Instrumentation (2)

Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C" or concurrent enrollment in Medical Lab Technology 130. The theory of laboratory instruments including microscopes, centrifuges, hematological and clinical chemistry instrumentation is presented. Trouble shooting problems is included. Laboratory fee. (1 Lec., 3 Lab.)

(MLT) 136 Immunology/Serology (3)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 130 or demonstrated competence approved by instructor. The theory and practice of clinical immunology are presented. Serological laboratory procedures are performed and applied to diagnostic correlations. Laboratory fee. (2 Lec., 3 Lab.)

(MLT) 137 Immunohematology (3)

Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C", or concurrent enrollment in Medical Lab Technology 130 and 136. The theory and practice of clinical Immunohematology are presented. An overview of modern blood banking will include component preparation to specialized testing necessary for antibody identification. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 140 Clinical Practice I (8)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, and blood banking. The student is assigned to a clinical laboratory. (35 Lab.)

(MLT) 225 Urinalysis And Body Fluids (3)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 130, 134 and 137 or demonstrated competence approved by the instructor. This course is a study of the theory and laboratory procedures used in the analysis of urine and other body fluids. Laboratory fee. (2 Lec., 4 Lab.)

(MLT) 229 Medical Microbiology I (4)

Prerequisites: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lec.)

(MLT) 231 Clinical Chemistry (4)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 229 and completion of Chemistry 203. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 236 Medical Microbiology II (4)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 229. This course is a continuation of Medical Laboratory Technology 229. It includes the study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (3 Lec., 4 Lab.)

(MLT) 240 Clinical Practice II (8)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in diagnostic microbiology and clinical chemistry and urinalysis. The student is assigned to a clinical laboratory. (35 Lab.)

MUSIC

(MUS) 103 Guitar Ensemble (1)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(MUS) 104 Music Appreciation (3)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(MUS) 105 Italian Diction (1)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 106 French Diction (1)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 107 German Diction (1)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 108 English Diction (1)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(MUS) 110 Music Literature (3)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(MUS) 111 Music Literature (3)

Prerequisite: Music 110. This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(MUS) 112 Guitar Literature And Materials (3)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(MUS) 113 Foundations Of Music I (3)

This course focuses on participation and skills for satisfactory performance in singing, playing an instrument, listening, and creating rhythmic responses. The ability to manage notation (music reading) is developed. (3 Lec.)

(MUS) 114 Foundations In Music II (3)

Prerequisite: Music 113. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(MUS) 115 Jazz Improvisation (2)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(MUS) 117 Piano Class I (1)

This course is primarily for students with no knowledge of piano skills. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(MUS) 118 Piano Class II (1)

The study of piano is continued. Included are techniques, skills, harmonization, transposition, improvisation, accompanying, sight-reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(MUS) 119 Guitar Class I (1)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(MUS) 120 Guitar Class II (1)

Prerequisite: Music 119 or the equivalent. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(MUS) 121-143 Applied Music-Minor (1)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

(MUS) 145 Music Theory I (3)

This course presents the basic elements of music. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. (3 Lec.)

(MUS) 146 Music Theory II (3)

Prerequisite: Music 145. 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 later periods. (3 Lec.)

(MUS) 150 Chorus (1)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(MUS) 151 Voice Class I (1)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(MUS) 152 Voice Class II (1)

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(MUS) 155 Vocal Ensemble (1)

A group of mixed voices concentrates on excellence of performance. Membership is open to any student by audition. The director selects those who possess special interest and skill in the performance of advanced choral literature. This course may be repeated for credit. (3 Lab.)

(MUS) 156 Madrigal Singers (1)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 161 Musicianship I (1)

This course relates to topics in Music 145. Aural skills including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 162 Musicianship II (1)

Prerequisite: Music 161. This course relates to topics in Music 146. Aural music skills including sight-singing, ear training, and keyboard are further developed. (3 Lab.)

(MUS) 166 History Of Jazz/Rock Music (3)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. (3 Lec.)

(MUS) 177 Chamber Ensemble (1)

A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(MUS) 199 Recital (1)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

(MUS) 203 Composition (3)

Prerequisites: Music 145 and 146 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in both traditional styles and styles of the student's choice. This course may be repeated for credit. (3 Lec.)

(MUS) 205 Guitar Pedagogy (1)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(MUS) 217 Piano Class III (1)

Prerequisite: Music 118 or the equivalent. This course is a continuation of functional keyboard skills, including harmonization, sightreading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(MUS) 218 Piano Class IV (1)

Prerequisite: Music 217 or the equivalent. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(MUS) 221-243 Applied Music-Concentration (2)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of two half-hour lessons a week. Laboratory fee required. Private music may be repeated for credit. (1 Lec.)

(MUS) 245 Music Theory III (3)

Prerequisite: Music 146. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development. (3 Lec.)

(MUS) 246 Music Theory IV (3)

Prerequisite: Music 245. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. (3 Lec.)

(MUS) 251-270 Applied Music-Major (3)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the area of the student's major instrument, and consists of two half-hour lessons a week. Laboratory fee. (1 Lec.)

(MUS) 271 Musicianship III (1)

Prerequisite: Music 162. This course relates to topics in Music 245. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 272 Musicianship IV (1)

Prerequisite: Music 271. This course relates to topics in Music 246. Aural music skills, including sight-singing, ear training, and keyboard are developed. (3 Lab.)

(MUS) 292 Arranging/Orchestration (3)

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

(MUS) 293 Independent Study (3)

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

NURSING

(NUR) 101 Basic Pharmacology (3)

Prerequisites: Minimum grade of "C" in Biology 120 or 221 and concurrent enrollment in Biology 121 or 222. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

(NUR) 102 Introduction To Pathophysiology (3)

Prerequisites: Biology 120 and concurrent enrollment in Biology 121. This course will provide a basic introduction to pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations, and some treatment modalities. (3 Lec.)

(NUR) 144 Nursing I (8)

Prerequisites: Admission to the program and "C" grade in Biology 120 or 221 and English 101. Concurrent enrollment in Biology 121 or 222, Math 139 or 101, and Psychology 101. This basic nursing course will serve as a foundation on which four courses will build and expand. Topics include an introduction to nursing as a profession, the nursing process, communication, health teaching, and basic technical skills. Based on an integrated approach, concepts of health, illness, growth and development, basic human needs, the family, stress, pain, and loss are explored in all age groups. Selected clinical experiences will enable the student to begin to assess, analyze, plan, implement, and evaluate nursing care for all age groups. A system of measurements competency is a required component of the pharmacology introduction. Laboratory fee. (4 Lec., 12 Lab.)

(NUR) 146 Nursing II (9)

Prerequisites: Minimum grade of "C" in Nursing 144, and in all Semester I support courses. Concurrent enrollment in Biology 216 and Psychology 201. This course focuses on the application of the basic principles, concepts, and skills from Nursing 144. Included is medication administration and intravenous fluid therapy. Psychological and physiological stress is further explored with discussion of the nursing care of patients experiencing pregnancy, delivery, including care of the newborn, postpartum, surgery, abnormal cell proliferation, impaired nutrition, and maladaptive behavior in all age groups. Selected clinical experiences including an obstetric rotation continue to focus on the nursing process in caring for patients of all age groups. An application of pharmacology dosage and solution competency is a required component of this course. Laboratory fee. (5 Lec., 13 Lab.)

(NUR) 147 Nursing II A (5)

Prerequisites: Current Texas LVN license, admission to the Associate Degree Nursing Program, and "C" grade in 24 credit hours including: Biology 121 or 222, 216, Mathematics 139 or 101, Psychology 201, and English 101. Licensed Vocational Nurses will take this course in place of Nursing 144 and 146. This course will include assessment of the student's theoretical, attitudinal, and psychomotor skills. Content will focus on the change in role from LVN to RN, communication, application of the nursing process, and maintenance of homeostasis. Specific areas of emphasis include problems of fluid and electrolytes, inflammation/immune response, abnormal cell proliferation, nutrition, pregnancy, birth, the neonate, and psychosocial aspects. Upon successful completion of this course, the student will be granted 12 hours of equivalency for Nursing 144 and 146. Laboratory fee. (4 Lec., 3 Lab.)

(NUR) 201 Special Topics: Applied Management In Health Care Settings (3)

Prerequisite: Sophomore level in nursing. The focus of this course will be on management theory as applied to health care settings. Topics include: management theory, leadership characteristics, group dynamics, health care organizational structures, the planning process, change, budgeting, evaluation, staffing, and applied concepts. (3 Lec.)

(NUR) 202 Special Topics: Geriatric Care (3)

Prerequisite: Sophomore level in nursing. This course will focus on the special care needs of the older adult. Topics will include an overview of the physical, psychological, and social changes associated with aging, geriatric assessment skills, and health care intervention in institutional and non-institutional settings. (3 Lec.)

(NUR) 203 Practicum: Care Of The Psychiatric Patient (3)

Prerequisite: Nursing 244 or Registered Nurse. This elective practicum will focus on increasing clinical skills in applying the nursing process to the client in the psychiatric setting. Seminar topics will include assessment skills, treatment modalities, and the evaluation for effectiveness of prescribed therapeutic strategies. Health maintenance, discharge planning, and the role of the registered nurse on the mental health care team will also be included. (1 Lec., 6 Lab.)

(NUR) 204 Specific Topics: Home Health Care Nursing (3)

Prerequisite: Sophomore level or Registered Nurse. This course will assist the nurse in making the transition from hospital-based nursing to nursing practice in the home health care setting. Content of the course includes changes in the health care setting; coping with change; and management, supervision, and communication skills; as well as special problems found in the home setting. Documentation of care and legal issues of nursing care in the home are emphasized. (1 Lec., 6 Lab.)

(NUR) 244 Nursing III (4)

Prerequisites: August admission: minimum grade of "C" in Nursing 146, and in all required Semester II support courses. January admission: minimum grade of "C" in Nursing 250, and in all required Semester III support courses. This course emphasizes the application of the nursing process to the care of patients experiencing crisis, and patients exhibiting severely impaired behavior. Selected clinical experiences include a psychiatric rotation. Nursing 250 precedes Nursing 244 in the January admission curriculum plan. Laboratory fee. (6 Lec., 15 Lab.)

(NUR) 250 Nursing IV (9)

Prerequisites: August admission: minimum grade of "C" in Nursing 244. January admission: minimum grade of "C" in Nursing 146. Concurrent enrollment in Speech Communication 101. This course emphasizes a conceptual approach to care of patients in all age groups with complex health care needs pertaining to immobility, problems of moderately impaired oxygen exchange, immunological/inflammatory response, and elimination. Selected clinical experiences focus on application of the nursing process with emphasis on priority setting. A pharmacology application competency is a required component of this course. Laboratory fee. (5 Lec., 12 Lab.)

(NUR) 258 Nursing V-Care Of Patients With Complex Illnesses (9)

Prerequisites: August admission: Minimum grade of "C" in Nursing 250. January admission: Minimum grade of "C" in Nursing 244. Concurrent enrollment in an approved elective course. This course emphasizes conceptual approaches to the care of patients with complex illnesses which often involve multiple body systems. Problems of sensory deprivation and overload, severely impaired oxygen exchange, and severe fluid and electrolyte imbalance are addressed. Weekly clinical experiences focus on the management of care for these patients, using the nursing process, and emphasizing decision making and priority setting. A supervised clinical practicum provides an opportunity for students to apply knowledge gained from this course at the end of the semester. A pharmacology application competency is a required component of the course. Laboratory fee required. (4 Lec., 15 Lab.)

(NUR) 259 Nursing V - A Role Transition (1)

Prerequisites: Minimum grade of "C" in Nursing 250. Concurrent enrollment in Nursing 257. This seminar focuses on role transition and current issues affecting the practice of nursing. Topics will include decision making in nursing, principles of management, work organization, processes of communication and change theory. (1 Lec.)

OFFICE CAREERS

(OFC) 103 Speedwriting Theory (4)

Prerequisites: Credit or concurrent enrollment in Office Careers 172 or demonstrated competence approved by the instructor. The principles of speedwriting are introduced. Included is the development of the ability to read, write, and transcribe speedwriting notes. Basic spelling, grammar, and punctuation rules are reviewed. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 106 Speedwriting Dictation And Transcription (4)

Prerequisites: Office Careers 103. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling, and punctuation rules. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 143 Contemporary Topics In Office Careers (1)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office career fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

(OFC) 144 Contemporary Topics In Office Careers (2)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office careers are studied. (2 Lec.)

(OFC) 145 Contemporary Topics In Office Careers (3)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office careers are studied. (3 Lec.)

(OFC) 150 Automated Filing Procedures (3)

This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

(OFC) 152 Introduction To Records Management (3)

A survey course in the policies and principles affecting the creation, protection, circulation, retrieval, preservation and control of business and institutional records. The course includes basic classification systems, history and status of records management, retention and disposition of records, maintenance procedures, and career ladders. (3 Lec.)

(OFC) 159 Beginning Shorthand (4)

Prerequisite: Credit or concurrent enrollment in Office Careers 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 160 Office Calculating Machines (3)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Office Careers 160 is equivalent to Office Careers 192, 193, and 194. Laboratory fee. (3 Lec.)

(OFC) 162 Office Procedures (3)

Prerequisites: Office Careers 173 or concurrent enrollment or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

(OFC) 166 Intermediate Shorthand (4)

Prerequisites: Office Careers 159 and Office Careers 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed building, and grammar. Office Careers 166 is equivalent to Office Careers 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 167 Legal Terminology And Transcription (3)

Prerequisites: Office Careers 173 and Office Careers 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

(OFC) 172 Beginning Typing (3)

This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Careers 172 is equivalent to Office Careers 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 173 Intermediate Typing (3)

Prerequisites: Office Careers 172 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

(OFC) 176 Keyboarding (1)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 177 Beginning Typing II (1)

Prerequisites: Office Careers 176. Practical techniques for business correspondence are developed. Memorandums, personal letters, and business letters are covered. Exercises to increase skill are stressed. Laboratory fee. (1 Lec.)

(OFC) 178 Beginning Typing III (1)

Prerequisites: Office Careers 176. The typing of manuscripts and tables is emphasized. Production typing is included, and proper report typing is developed. Exercises to increase skill are also included. Laboratory fee. (2 Lab.)

(OFC) 179 Office Information Systems Concepts (2)

This course introduces information/word processing and describes its effect on traditional office operations. An understanding of basic information word processing principles, concepts, terminology and advantages of word processing environment system is introduced. This course does not include the operation of a dedicated word processor or microcomputer. (2 Lec.)

(OFC) 182 Introduction To Word Processing Equipment (1)

Prerequisites: Office Careers 173 and Office Careers 179 or concurrent enrollment. This course introduces the fundamental techniques required in the operation of word processing equipment/software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 183 Keyboarding For Speed And Accuracy (1)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

(OFC) 185 Basic Machine Transcription (1)

Prerequisites: Office Careers 173 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 187 Intermediate Shorthand I (2)

Prerequisites: Prior shorthand experience equivalent to Office Careers 159 or one year of shorthand in high school. This course is for students who have a basic knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 50 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. Included are the proper use of basic punctuation, typing format, and simple business letters. Laboratory fee. (2 Lec.)

(OFC) 188 Intermediate Shorthand II (1)

This course is designed for students who have a sound knowledge of Gregg Shorthand theory and the ability to take dictation at approximately 70-80 words per minute. The course is a review of selected shorthand phrases, brief forms, word families, and word beginnings and endings. The typing of accurate and attractive letters from shorthand notes is emphasized. Laboratory fee. (1 Lec.)

(OFC) 189 Intermediate Shorthand III (1)

This course is designed for students who have a thorough and complete knowledge of Gregg Shorthand theory and are interested in increasing speed. Special attention is on producing mailable letters within certain time periods. The dictation speed is flexible and depends on student abilities. Laboratory fee. (2 Lab.)

(OFC) 190 Principles Of Word Processing (4)

Prerequisites: Office Careers 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Office Careers 190 is equivalent to Office Careers 179, 182, and 185. Laboratory fee. (3 Lec., 3 Lab.)

(OFC) 192 Office Machines I (1)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

(OFC) 193 Office Machines II (1)

Prerequisites: Office Careers 192. This course offers training on basic office calculators. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 194 Office Machines III (1)

Prerequisites: Office Careers 193. Extensive training on basic office calculators is continued. Speed development and business applications are stressed. Laboratory fee. (1 Lec.)

(OFC) 231 Business Communications (3)

Prerequisites: Office Careers 172 or demonstrated competence approved by the instructor and English 101. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

(OFC) 250 Records Control (3)

Prerequisites: Office Careers 152. This course includes a comprehensive study and application of the knowledge and skills involved in the control of records and record systems. The course includes the control procedures for the management of routine and unique correspondence, directives, proposals, reports and forms, inventory, scheduling, vital records control, records storage centers, and archives. (3 Lec.)

(OFC) 252 Micrographics (3)

Prerequisites: Office Careers 152. Microform (microfilm, microfiche, jacket, aperture card, and COM) selection, recording, retrieval, and reproduction technologies in an information system are studied. Special emphasis is on micrographic systems, system design, and micrographic standards. (3 Lec.)

(OFC) 256 Office Management (3)

This course focuses on the organization, design, and control of office activities. Topics include office practice, office services, and wage payment plans. The selection, training, and supervision of employees are covered. Office planning, organizing, and controlling techniques are presented. Responsibilities of the office manager are also included. (3 Lec.)

(OFC) 266 Advanced Shorthand (4)

Prerequisites: Office Careers 166 and Office Careers 173 or demonstrated competence approved by the instructor. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

(OFC) 273 Advanced Typing Applications (2)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

(OFC) 274 Legal Secretarial Procedures (3)

Prerequisite: Office Careers 167. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

(OFC) 282 Word Processing Applications (1)

Prerequisites: Office Careers 190 or 182 and completion of or concurrent enrollment in Office Careers 185. This course is designed for students who have a basic knowledge of word processing equipment. Advanced word processing concepts and machine functions are developed on a specific keyboard. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 283 Specialized Software (1)

Prerequisites: Office Careers 282 or demonstrated competence approved by the instructor. Current information/word processing technology is presented. Specialized applications are performed using automated equipment which the student has previously mastered. Applications will include graphics, math functions, spreadsheets, and the use of other software packages. Dedicated word processing equipment or microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

(OFC) 285 Applied Machine Transcription (1)

Prerequisites: Office Careers 173 or 190 and Office Careers 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

(OFC) 703 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

(OFC) 704 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

(OFC) 713 Cooperative Work Experience (3)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

(OFC) 714 Cooperative Work Experience (4)

Prerequisites: Completion of two courses in the Office Careers program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

(OFC) 803 Cooperative Work Experience (3)

Prerequisites: Completion of previous Office Careers 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

(OFC) 804 Cooperative Work Experience (4)

Prerequisites: Completion of previous Office Careers 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

cy-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.)

PATTERN DESIGN**(PDD) 151 Pattern Drafting I (3)**

The principles of drafting and draping basic patterns for collars, skirts, bodices, and sleeves are presented. Cutting out garments is also included. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 152 Pattern Drafting II (3)

Prerequisite: Pattern Design 151. Drafting and draping basic patterns for separates and dresses are covered. Basic techniques are developed in pattern grading. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 153 Pattern Drafting III (3)

Prerequisite: Pattern Design 152. Techniques are developed for drafting and draping patterns for girls, junior petite, and junior sizes. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 254 Pattern Drafting IV (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for misses and half-sizes of casual, daytime dresses. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 255 Pattern Drafting V (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for junior sportswear and misses sportswear. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 256 Pattern Drafting VI (3)

Prerequisite: Pattern Design 153. Techniques are developed for drafting and draping patterns for dressy dresses and lingerie. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 257 Pattern Drafting VII (3)

Prerequisite: Pattern Design 255. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Laboratory fee. (2 Lec., 4 Lab.)

(PDD) 702 Cooperative Work Experience (2)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashion, and building self-esteem. (1 Lec., 10 Lab.)

(PDD) 703 Cooperative Work Experience (3)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashions, and building self-esteem. (1 Lec., 15 lab.)

(PDD) 704 Cooperative Work Experience (4)

Prerequisite: Completion of one Pattern Design course or instructor approval. This course provides practical work experience with a Dallas manufacturer or related apparel business. Areas of specialization are sample cutting and pattern making - areas of relationship pertaining to fashion. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experience. Seminar sessions each semester consist of resumes, changing jobs, films on fashions, and building self-esteem. (1 Lec., 20 Lab.)

PHILOSOPHY

(PHI) 102 Introduction To Philosophy (3)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(PHI) 103 Critical Thinking (3)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(PHI) 105 Logic (3)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(PHI) 202 Introduction To Social And Political Philosophy (3)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(PHI) 203 Ethics (3)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(PHI) 207 History Of Ancient Philosophy (3)

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.)

(PHI) 208 History Of Modern Philosophy (3)

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.)

PHOTOGRAPHY

(PHO) 110 Introduction To Photography And Photo-Journalism (3)

Photography and photo-journalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is studied. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 111 Advanced Photography And Photo-Journalism (3)

Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 122 Commercial Photography I (3)

Commercial or contract photography is studied. Field, studio, and darkroom experience for various kinds of photography is discussed. Included are social photography, portrait and studio photography, fashion and theatrical portfolio, publicity photography, and convention photography. The use of natural, stationary, flash, and strobe artificial lights is covered. Laboratory fee. (2 Lec., 4 Lab.)

(PHO) 123 Commercial Photography II (3)

This course is a continuation of Photography 122. Publicity photography, architectural photography, interior photography, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges are made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

PHYSICAL EDUCATION

(PEH) 100 Lifetime Sports Activities (1)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities in subsequent semesters. Laboratory fee. (3 Lab.)

(PEH) 101 Health For Today (3)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. (This course is offered on campus and may be offered via television.) (3 Lec.)



(PEH) 110 Community Recreation (3)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. (3 Lec.)

(PEH) 112 Beginning Softball (1)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(PEH) 114 Beginning Badminton (1)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(PEH) 115 Physical Fitness (1)

Students are introduced to fitness related activities to gain the 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, flexibility and agility exercises, and weight training. Physical Education 115 may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 116 Intramural Athletics (1)

Intramural competition in a variety of activities is offered for men and women. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 119 Beginning Tennis (1)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Laboratory fee. (3 Lab.)

(PEH) 121 Folk Dance (1)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

(PEH) 122 Beginning Gymnastics (1)

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.)

(PEH) 125 Conditioning Exercise (1)

This course focuses on understanding exercise and its effect on the body. Physical fitness is improved through a variety of conditioning activities. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 126 Aerobics (1)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, and jumping, etc. Depending on the physical fitness level of the student, each routine can be performed at different intensities. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 127 Beginning Basketball And Volleyball (1)

Basic basketball and volleyball rules, skills, and strategies are taught, and class tournaments are conducted. Sections using men's rules and women's rules may be offered separately. 24 class hours will be devoted to each sport. Laboratory fee. (3 Lab.)

(PEH) 128 Social And Folk Dance (1)

Social and folk dance are introduced. Laboratory fee. (3 Lab.)

(PEH) 129 Modern Dance (1)

This beginning course is designed to emphasize basic dance technique, including body alignment and placement, floor work, locomotor patterns, and creative movements. A uniform is required. Laboratory fee. (3 Lab.)

(PEH) 131 Weight Training And Conditioning (1)

Instruction and training in weight training and conditioning techniques are offered. A uniform is required. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 132 Self-Defense (1)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. (3 Lab.)

(PEH) 144 Introduction To Physical Education (3)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. (3 Lec.)

(PEH) 147 Sports Officiating I (3)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

(PEH) 148 Sports Officiating II (3)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. (2 Lec., 2 Lab.)

(PEH) 200 Lifetime Sports Activities II (1)

This course is a continuation of Physical Education 100. Students participate in selected activities. Instruction is at the intermediate and intermediate/advanced levels. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 219 Intermediate Tennis (1)

Prerequisite: Successful completion of Physical Education 119 or approval by the instructor. Emphasis is placed on proper execution of the strokes presented in Physical Education 119 as well as on specialty shots such as the lob, overhead, and spins. Competitive activities in singles, doubles and mixed doubles will be available. Laboratory fee. (3 Lab.)

(PEH) 222 Intermediate Gymnastics (1)

Prerequisite: Physical Education 122 or previous gymnastic training. Tumbling and the all-around events for men and women as presented in Physical Education 122 will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation, and presentation of gymnastic routines. Laboratory fee. (3 Lab.)

(PEH) 231 Intermediate Weight Training (1)

Prerequisite: Physical Education 131. Skills and instruction in weight training techniques are developed beyond the beginner stage. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(PEH) 232 Intermediate Self Defense (1)

Prerequisite: Physical Education 132 or 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. Laboratory fee. (3 Lab.)

(PEH) 233 Jogging For Fitness (1)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(PEH) 236 The Coaching Of Football And Basketball (3)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. (2 Lec., 2 Lab.)

(PEH) 257 Advanced First Aid And Emergency Care (3)

The Advanced First Aid and Emergency Care course of the American Red Cross is taught, presenting both theory and practice. Various aspects of safety education also are included. (3 Lec.)

PHYSICAL SCIENCE

(PSC) 118 Physical Science (4)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(PSC) 119 Physical Science (4)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. Laboratory fee. (3 Lec., 3 Lab.)

PHYSICS

(PHY) 111 Introductory General Physics (4)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, pre-medical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 112 Introductory General Physics (4)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(PHY) 118 Concepts In Physics (4)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

PSYCHOLOGY

(PSY) 101 Introduction To Psychology (3)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (This course is offered on campus and may be offered via television.) (3 Lec.)



(PSY) 103 Human Sexuality (3)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(PSY) 131 Applied Psychology And Human Relations (3)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(PSY) 201 Developmental Psychology (3)

Prerequisite: Psychology 101. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (This course is offered on campus and may be offered via television.) (3 Lec.)



(PSY) 202 Applied Psychology (3)

Prerequisite: Psychology 101. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(PSY) 205 Psychology Of Personality (3)

Prerequisite: Psychology 101. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(PSY) 207 Social Psychology (3)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

RADIOLOGIC SCIENCES

(DMS) 208 Cross Sectional Anatomy (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. Laboratory fee (3 Lec.)

(DMS) 210 Acoustical Physics (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Science courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction, and principles of dopler devices. (3 Lec.)

(DMS) 216 Ultrasound Science I (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course discusses the history of sonography, related diagnostic research, and departmental procedures. Patient history and clinical findings relative to sonographic examination will be discussed. (2 Lec.)

(DMS) 218 Clinical Medicine I (4)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. A detailed study of scanning techniques, transducers, normal and abnormal abdominal anatomy, patient history and laboratory data, as it relates to sonographic examination are the focus of this course. (4 Lec.)

(DMS) 219 Clinical Education I (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (16 Lab.)

(DMS) 220 Instrumentation/Standardization (3)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on the components and functions of the scanner, display systems, scan converter, and hard copy units of sonographic examination. Discussion will include a comparison of various real time units, B scan units. Operations and calibration of an ultrasound unit will also be discussed. (3 Lec.)

(DMS) 222 Pathophysiology (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (3 Lec.)

(DMS) 225 Clinical Medicine II (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec.)

(DMS) 226 Clinical Education II (7)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Education I. Students will be assigned to affiliated hospital ultrasound departments. (24 Lab.)

(DMS) 233 Clinical Education III (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 237 Clinical Medicine III (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on the neonatal head. (3 Lec.)

(DMS) 240 Clinical Education IV (4)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

(DMS) 242 Clinical Medicine IV (1)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems. (3 Lec.)

(RAD) 103 Radiographic Positioning And Osteology I (2)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures, including the chest, GI tract, biliary tract, urinary system, and reproductive systems. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 104 Introduction To Radiologic Sciences I (3)

Prerequisites: Admission to the Radiologic Sciences program and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and Diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

(RAD) 105 Principles Of Radiographic Exposure I (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. Film processing techniques and prime exposure factors will be the main focus of this course. Four radiographic quality factors will be introduced with emphasis on radiographic definition and distortion. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 106 Introduction To Radiologic Sciences II (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses and concurrent enrollment and/or previous completion of required semester support courses. This course will focus on basic patient care skills for Diagnostic Radiography/Sonography students. Demonstration of patient care skills will be presented in the laboratory setting. Principles of Medical Imaging, a continuation of Medical Terminology, and visits to affiliated Radiology Departments will be included. (2 Lec., 2 Lab.)

(RAD) 107 Applied Physics I (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. An analysis of basic principles related to magnetic fields, induction principles, and transformers is the focus of this course. An analysis of basic radiographic x-ray tubes and rectifiers will also be discussed. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 108 Clinical Education Orientation I (1)

This course will introduce the student to an area Radiology department and provide an overview of the various components of the department to include the reception area, processing room, patient transport, and the film filing room. Under supervision of faculty and clinic staff, the student will observe, assist and perform tasks specific to these areas. (4 Lab.)

(RAD) 111 Radiographic Positioning And Osteology II (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology I, with focus on the study of the positioning and osteology of the upper extremities, pectoral girdle and lower extremities. Laboratory fee. (4 Lec., 4 Lab.)

(RAD) 113 Principles Of Radiographic Exposure II (1)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Sciences 105 with emphasis on radiographic density and contrast, as well as principles of technic formation and conditions influencing exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 115 Applied Physics II (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Applied Physics I with emphasis on the analysis of physical principles of interaction of radiation and matter and the production of x-rays. Laboratory fee. (2 Lec., 2 Lab.)

(RAD) 116 Clinical Education Orientation II (1)

This course is a continuation of Radiologic Sciences 108 and provides the student continued opportunity to observe, assist and perform tasks specific to the Radiology reception desk, film filing room, patient transport and processing room under faculty and staff supervision. (4 Lab.)

(RAD) 201 Clinical Education I (6)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (24 Lab.)

(RAD) 206 Radiographic Positioning And Osteology III (3)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology II, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

(RAD) 207 Clinical Education II (8)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 201. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)

(RAD) 209 Radiographic Pathology (2)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course provides basic foundation in the pathology of human disease processes. Discussion will include the pathogenesis of disease, symptoms, radiographic diagnostic criteria, and prognosis. (2 Lec.)

(RAD) 215 Clinical Education III (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 207. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 217 Clinical Education IV (Externship) (5)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 215. Students will be assigned to an affiliated hospital radiology department. (40 Lab.)

(RAD) 228 Principles of Radiologic Exposure III (3)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 113 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technic formation, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

(RAD) 229 Special Procedures (1)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course focuses on the study of those procedures not considered common to the diagnostic radiology department. An introduction to highly specialized equipment, contrast media, and radiographic projections that are pertinent to invasive special procedures is presented. (1 Lec.)

(RAD) 251 Radiation Protection And Radiation Biology (2)

Prerequisites: Minimum of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. This course will also provide an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (2 Lec.)

READING**(RD) 101 College Reading And Study Skills (3)**

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, notetaking, underlining, concentrating, and memory. (3 Lec.)



RESPIRATORY CARE

(RES) 159 Structure And Function Of The Cardiopulmonary System (3)

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. This course focuses on the normal anatomy and physiology of the cardiopulmonary system. (3 Lec.)

(RES) 161 Technology I (5)

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. Basic respiratory care skills are described, demonstrated, then practiced in the laboratory and hospital setting. Equipment function, maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the non-critical patient. Laboratory fee. (3 Lec., 6 Lab)

(RES) 163 Technology II (7)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 161. Specific details of the design and function of respiratory therapy equipment are discussed. Procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 16 Lab.)

(RES) 165 Pathology I (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an indepth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluation, and therapeutic procedures. (3 Lec.)

(RES) 166 Pharmacology I (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course introduces the student to the fundamental principles and practices of Respiratory Care pharmacology. Identification, classification, dosage calculation, and principle effects and side effects of cardiopulmonary drugs are discussed. (3 Lec.)

(RES) 167 Technology III (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 163 with introduction of critical patient care procedures. Equipment and procedures utilized in long term ventilatory support of the critically ill patient are emphasized. Laboratory fee. (4 Lec., 22 Lab.)

(RES) 273 Pathology III (2)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an indepth study of fetal lung development and the cardiopulmonary disorders associated with neonates and pediatric patients. (2 Lec.)

(RES) 168 Technology IV (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 167 with emphasis on the management of the patient requiring mechanical ventilating support. Topics such as patient assessment and complications of continuous ventilation are discussed. Laboratory fee. (4 Lec., 22 Lab.)

(RES) 266 Technology V (7)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 267, Respiratory Care 268, and Biology 216. This course is a continuation of Respiratory Care 168. This course provides instruction in procedures related to the diagnosis and management of diseases and conditions which affect the cardiopulmonary system. Students participate in performance of diagnostic procedures in the laboratory setting and practice management of mechanically ventilated patients in the critical care setting. Laboratory fee. (2 Lec., 22 Lab.)

(RES) 267 Pathology II (3)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 268 and Biology 216. This course provides indepth study in assessment and monitoring of patients with cardiopulmonary diseases. (3 Lec.)

(RES) 268 Pharmacology II (2)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is designed to introduce the student to pharmacologic agents which have a secondary effect on the cardiopulmonary system. Emphasis is placed on drugs not administered by inhalational methods. (2 Lec.)

(RES) 272 Technology VI (8)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses; concurrent enrollment in Respiratory Care 273. This course focuses on the assessment and rehabilitation of patients with diseases or conditions that effect the cardiopulmonary system. Laboratory and clinical experience in pulmonary rehabilitation, pediatric/neonatal general and intensive respiratory care will be provided. Laboratory fee. (3 Lec., 20 Lab.)

SOCIOLOGY

(SOC) 101 Introduction To Sociology (3)

This course is a study of the nature of society and the sources of group life and social conflict. Topics include institutions, social change, processes, and problems. (This course is offered on campus and may be offered via television.) (3 Lec.)



(SOC) 102 Social Problems (3)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(SOC) 103 Human Sexuality (3)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(SOC) 203 Marriage And Family (3)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

(SOC) 204 American Minorities (3)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. 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.)

(SOC) 206 Introduction To Social Work (3)

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.)

(SOC) 207 Social Psychology (3)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(SOC) 209 Selected Topics (3)

Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. (3 Lec.)

(SOC) 210 Field Studies In American Minorities (3)

Prerequisite: Sociology 101 or Sociology 204. Experience is provided in Indian, Black, and Mexican-American community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(SOC) 231 Urban Social Problems (3)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

SPANISH**(SPA) 101 Beginning Spanish (4)**

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 102 Beginning Spanish (4)

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(SPA) 201 Intermediate Spanish (3)

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(SPA) 202 Intermediate Spanish (3)

Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. (3 Lec.)

SPEECH COMMUNICATION**(SC) 101 Introduction To Speech Communication (3)**

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(SC) 105 Fundamentals Of Public Speaking (3)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, and outlining. Emphasis is on giving well prepared speeches. (3 Lec.)

(SC) 109 Voice And Articulation (3)

Students may register for either Speech Communication 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

SURGICAL TECHNOLOGY**(SGT) 140 Medical Terminology (2)**

The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

(SGT) 141 Surgical Techniques (8)

Prerequisites: Admission to the Surgical Technology Program, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. This course is an introduction to the operating room. The basic principles of asepsis, sterilization, preparation care of surgical supplies and equipment and ethical-legal implications are studied. Also the basic care and safety of the patient in the operating room are presented. Laboratory fee. (6 Lec., 10 Lab.)

(SGT) 152 Surgical Procedures (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141, credit or concurrent enrollment in Biology 120 and 121, or Biology 123. In this course the student expands the basic principles from Surgical Technology 141 to include specific patient preparation, medications, instrumentation, and complications related to selected surgical procedures. Laboratory fee. (4 Lec., 20 Lab.)

(SGT) 155 Surgical Pharmacology (2)

This course is designed to introduce students to the principles and practices of pharmacology as applied in the operating room. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room will also be discussed. (2 Lec.)

(SGT) 156 Clinical Procedures (6)

Prerequisites: Minimum grade of "C" in all previous Surgical Technology courses and support courses. This course provides the practical clinical experience in the operating room. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

(SGT) 157 Seminar (1)

Prerequisites: Minimum grade of "C" in all previous Surgical Technology courses and support courses. This course focuses on the issues and special problems that a student will face as a surgical technologist. Included are topics on ethical, legal issues, participation in professional organizations and continuing education. (2 Lec.)

(SGT) 160 Surgical Procedures For Registered Nurses (8)

Prerequisites: Minimum grade of "C" in Surgical Technology 140 and 141 and current licensure by the Texas State Board of Nurse Examiners. In this course the student expands the principles presented in Surgical Technology 141. Included are specific patient preparation, roles, and legal and ethical responsibilities of operating room nursing. Roles of the registered nurse in pre-operative and post-operative visitation and in complications of surgery are presented. (4 Lec., 20 Lab.)

THEATRE**(THE) 101 Introduction To The Theatre (3)**

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(THE) 103 Stagecraft I (3)

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.)

(THE) 104 Stagecraft II (3)

Prerequisite: Theatre 103 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(THE) 105 Make-Up For The Stage (3)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(THE) 106 Acting I (3)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(THE) 107 Acting II (3)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(THE) 109 Voice And Articulation (3)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(THE) 114 Rehearsal And Performance I (1)

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.)

(THE) 205 Scene Study I (3)

Prerequisites: Theatre 106 and 107. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(THE) 207 Scene Study II (3)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(THE) 210 Rehearsal And Performance II (2)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(THE) 211 Broadcasting Communications I (3)

Basic techniques of television and video performance are introduced. (3 Lec.)

(THE) 212 Broadcasting Communications II (3)

Prerequisite: Theatre 211 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 211. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(THE) 236 Theatre Workshop (3)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

VOCATIONAL NURSING

(VN) 144 Health Maintenance Through The Life Cycle (3)

Prerequisite: Admission to the Vocational Nursing Program. This course presents the concepts necessary for general health maintenance including normal growth and development; geriatrics; normal nutrition for all ages; mental health principles; and the prevention and control of disease. (3 Lec.)

(VN) 145 Nursing Process I (3)

Prerequisite: Admission to the Vocational Nursing Program. Nursing process provides the basic concepts that serve as the foundation for other nursing courses. It includes an introduction to the health care delivery system, nursing as a profession, the nursing process, and communication techniques. The course focuses on meeting the basic physical and psychological needs of patients. A Calculation-Conversion Proficiency Test is a required component of this course. (3 Lec.)

(VN) 152 Nursing Practice (6)

Prerequisite: Admission to the Vocational Nursing Program. This course emphasizes the scientific principles and nursing competency in nursing skills in simulated laboratory situations that prepare the student to meet the basic needs of patients in clinical situations. Selected clinical experiences enable the student to assess, plan, implement, and evaluate nursing care. Laboratory fee. (24 Lab.)

(VN) 153 Maternal Child Health (8)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. This course focuses on the theory, principles and nursing skills related to meeting the basic needs of maternity, newborn, and pediatric patients. Laboratory fee. (7 Lec., 3 Lab.)

(VN) 156 Nursing Process II (10)

Prerequisites: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. This course focuses on the nursing care of patients with various medical, surgical or emotional problems. Drug and diet therapy and clinical skills used in caring for acutely or chronically ill patients are included. Laboratory fee. (8 Lec., 3 Lab.)

(VN) 157 Nursing Practice II (7)

Prerequisites: Completion of Semester I Vocational Nursing courses and also Maternal Child Health for spring admission curriculum plan. Must be concurrently enrolled in Vocational Nursing 156. This course provides the opportunity for students to use the nursing process and clinical skills to meet the needs of patients experiencing medical, surgical or emotional problems. Supervised practice in the administration of medications is included. (24 Lab.)

(VN) 158 Maternal Child Health Clinical (4)

Prerequisites: Completion of Vocational Nursing 144, 145, 152 and all support courses with a minimum grade of "C" or better. Concurrent enrollment or completion of Vocational Nursing 153. This course provides clinical experiences focusing on normal prenatal, labor and delivery, post partum, and newborn nursing care situations. Students also have the opportunity to apply the nursing process to the care of pediatric patients with acute or chronic problems. Laboratory fee. (32 Lab., 6 weeks)



