

# 1997-98 El Centro College Catalog

Dallas County Community College District



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# 1997-98 El Centro College Catalog

Dallas County Community College District



**El Centro College**  
Main at Lamar Streets  
Dallas, Texas 75202

**Call for information: Admissions, 214-860-2311**  
**Counseling, 214-860-2084**

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

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**This publication prepared by the Dallas County Community College District and El Centro Offices of Public Information.**

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



# TEXAS ACADEMIC SKILLS PROGRAM AND THE EL CENTRO COLLEGE

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

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

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

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

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

## **Q. Who qualifies for a waiver or exemption from TASP?**

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

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

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

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

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

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

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites. Each DCCCD college is a test site. During 1997, the test will be given on June 21, July 19, September 27 and November 8. During 1998, the test dates are February 28, April 18, June 20 and July 18. TASP registration materials are available in the Counseling/Advisement Centers and/or Testing/Appraisal Centers of each of the DCCCD colleges.

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

- A.** The cost for the total test is \$29. An Official TASP Study Guide can be purchased in DCCCD College Book Stores or be ordered by writing to TASP Project, P.O. Box 1403478, Austin, Texas, 78714-0347. Study Guides are available for reference use in each of the DCCCD college libraries.

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

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

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

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

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



# Academic Calendar for 1997-98

## Summer Sessions, 1997

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

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

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

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

## Fall Semester, 1997

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

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

## Winter Term, 1997/1998

*Contact Colleges for availability and schedules.*

## Spring Semester, 1998

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

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

## May Term, 1998

*Contact Colleges for availability and schedules.*

## Summer Sessions, 1998

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

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

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

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

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

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

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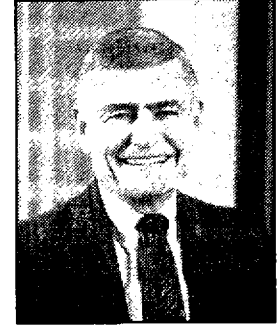
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# EL CENTRO COLLEGE

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

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

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

## Accreditation

El Centro College is accredited by the Commission of Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts and Sciences Degree and the Associate of Applied Science Degree.

## Institutional Memberships

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

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

## DCCCD Statement of Purpose

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

## El Centro's Mission

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

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

## EL CENTRO COLLEGE ADMINISTRATION

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College Vice President.....	Paul McCarthy.....	214-860-2019
Vice President, Administrative Services.....	Vic Rizzo.....	214-860-2015
Assistant to the President.....	Felicitas Alfaro.....	214-860-2010
Dean of Continuing Education.....	Sondra Flemming.....	214-860-2146
Dean of Students.....	Micheal Jackson.....	214-860-2017
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Associate Dean, Continuing Education.....	Phyllis Haddock.....	214-860-2413
Associate Dean, Nursing.....	James McCarty.....	214-860-2269
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Director of Assessment Center.....	Paula Wiley.....	214-860-2245
Director of Business Operations.....	Mike Olliges.....	214-860-2041
Director of Campus Computing Services.....	Susan Turner.....	214-860-2166
Director of College Police.....	James Baylor.....	214-860-2232
Director of Counseling/Advisement/Special Services.....	Jim Handy.....	214-860-2073
Director of Financial Aid.....		214-860-2199
Director of Health Center.....	Vanessa Miller.....	214-860-2113
Director of Human Resources.....	Rosemary Holt.....	214-860-2064
Director of Learning Center.....	Harriet Crews.....	214-860-2243
Director of Public Information/Technical Communication....	Janet James.....	214-860-2037
Director of Student Programs and Resources.....	Howard Finney.....	214-860-2137
Admissions Advisor, International Programs.....	Lucia Inurrigarro.....	214-860-2090
Coordinator, Institutional Advancement.....	Lisa Theriot.....	214-860-2263
Instructional Designer.....	Chris-James Cогnetta.....	214-860-2169
Program Director, Continuing Education.....	Mary Boren.....	214-860-2262



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Communications/Math.....	Georgia Francis.....	214-860-2247
Continuing Education.....	Sondra Flemming .....	214-860-2146
Health and Legal Studies .....	Kay Eggleston.....	214-860-2269

## EL CENTRO COLLEGE FACULTY AND STAFF

<b>Adegbola, Maxine A.</b> .....	AD Nursing
Hunter College CUNY, Diploma; CUNY, M.S.N.	
<b>Alfaro, Felicitas</b> .....	Assistant to the President/AD Nursing
Incarinate Word College, B.S.; Antioch College, M.Ed.	
<b>Allen, Benja</b> .....	Biology
Baylor Univ., B.A.; North Texas State Univ., M.S. M.Ed.	
<b>Allen, Velma</b> .....	Counseling Associate
Texas Woman's University, B.S.	
<b>Ames, Lois E.</b> .....	AD Nursing
Bronson School of Nursing, Diploma; Michigan State University, B.S.N.; U.T.A., M.S.N.	
<b>Anderson, Eva D.</b> .....	AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.	
<b>Anthony, Michael</b> .....	Apparel Design
Indiana Univ., B.A.	
<b>Arnold-Rocquemore, Brenda J.</b> .....	AD Nursing
Texas Woman's Univ., B.S., M.S.	
<b>Babcock, Rosa B.</b> .....	English as a Second Language
Smith College, B.A.; North Texas State Univ., M.L.S.; St. Michael's College, M.A.	
<b>Bamhart, William G.</b> .....	Accounting
Lamar Univ., B.B.A.; Western State College of Colorado, M.A.	
<b>Bates, Barry L.</b> .....	Biology
Stephen F. Austin Univ., B.S., M.S.	
<b>Baylor, James N.</b> .....	Director of College Police
Dallas Baptist University, B.A.A.S.	
<b>Beasley, Sharman</b> .....	Legal Assistant
Univ. of Texas at Austin, B.A.; Southern Meth. Univ., M.L.A., M.A.	
<b>Becker, Joan T.</b> .....	AD Nursing
Hunter College, B.S.N.; New York Univ., M.A.	
<b>Beecham, Jessie Y.</b> .....	AD Nursing
Univ. of Texas Health Science Center - San Antonio, B.S.N., M.S.N.	
<b>Bell, Mildred J.</b> .....	Counselor/Human Development
Huston-Tillotson College, B.A.; Texas Southern Univ., M.Ed.; Washington State Univ., Professional Counseling Certificate; Nova Univ., Ed.D.	
<b>Bennett, Robert C.</b> .....	Assistant to Dean of Arts and Sciences
Univ. of Colorado, B.A.; Univ. of Toronto, M.A.	
<b>Berry, John W.</b> .....	Management
Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.	
<b>Booty, Florine</b> .....	AD Nursing
Texas Woman's Univ., B.S.N.; Univ. of Texas-Arlington, M.S.N.	
<b>Boriskie, Rebecca</b> .....	Instructional Associate, Computer Information Systems
El Centro College, A.A.S.	
<b>Boren, Mary</b> .....	Program Director, Continuing Education
Univ. of Houston, B.A.	
<b>Bowell, Cassandra</b> .....	Math/Developmental Math
Oklahoma State Univ., B.S., M.S.	
<b>Bowling, Rosalinda</b> .....	Counselor, Human Development
El Centro College, A.A.A.; East Texas State Univ., B.S.; Amber Univ., M.A., M.A.	
<b>Bradley, LaVerne E.</b> .....	AD Nursing
Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.	
<b>Branscome, Darlene J.</b> .....	AD Nursing
Univ. of Pennsylvania-Pittsburgh, B.S.; Texas Woman's Univ., M.S., Ph.D.	
<b>Bread, Aubrey H.</b> .....	Radiologic Sciences
Parkland School of Radiologic Technology, R.T. (R), A.R.R.T.; Amber Univ., B.S.; Abilene Christian Univ., B.S.; East Texas State Univ., M.S.	
<b>Bryant, Jan</b> .....	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.	
<b>Calcaterra, Cindy L.</b> .....	Surgical Technology
St. Joseph's School of Nursing, Diploma, R.N.; Univ. of Texas Health Science Center - Dallas, B.S.; Amber Univ., M.B.A.; Baylor Univ. Medical Center, O.R. Certificate; C.N.O.R.	
<b>Chambers, Robert W.</b> .....	English
North Texas State Univ., B.A., M.A.	
<b>Chandler, Gwendolyn</b> .....	Biology
Tennessee State Univ., B.S., M.S.; Meharry Medical College, M.T. (A.S.C.P.)	
<b>Chandler, Sandra</b> .....	AD Nursing
Northwestern State Univ., B.S.N.; Texas Woman's Univ., M.S.	
<b>Chapoton, Jean</b> .....	AD Nursing
Univ. of Maryland, B.S.N., M.S.N.	
<b>Chatman, Blossie</b> .....	AD Nursing
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.	
<b>Christian, Leland Randy</b> .....	Invasive Cardiovascular Technology
Spokane Community College, A.A.S.C.P.T., R.C.V.T.; Univ. of Texas at Arlington, B.A.	
<b>Claborn, Jo Carol</b> .....	AD Nursing
Odessa Junior College, A.D.N.; Texas Woman's Univ., B.S., M.S.	
<b>Cognetta, Chris-James</b> .....	Instructional Designer, Title III
Saint John's Univ., A.A., B.S.; Bloomsburg Univ., M.S.	
<b>Conine, Randy</b> .....	English
Univ. of Texas at Arlington, B.A., M.A.	
<b>Cook, Angela</b> .....	Instructional Associate, Learning Center
Univ. of Texas at Arlington, B.A.	
<b>Crews, Harriet</b> .....	English/Developmental Writing/Learning Center
Averett JC, A.A.; Univ. of South Carolina, B.A.; Purdue Univ., M.A.	
<b>Currier, Glenn</b> .....	Sociology
Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.	
<b>David, Joe</b> .....	Library Resources Consultant
Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.	
<b>Deen, Gary</b> .....	Developmental Writing
Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed.	
<b>Eggleston, Kathryn K.</b> .....	Dean, Health and Legal Studies
Mankato State Univ., B.S.; Texas Woman's Univ., M.S.N.; Univ. of Texas at Dallas, Ph.D.	
<b>Esprey, Allen J.</b> .....	Dean, Business and Public Service
Univ. of Nebraska-Omaha, B.G.S.; Univ. of Missouri-Kansas City, M.P.A., Command and General Staff College, Ft. Leavenworth, Ks., M.M.S.	
<b>Farley, Pamela</b> .....	Admissions Advisor, Health Occupations
Dallas Baptist College, B.S.	
<b>Ferguson, Gayle T.</b> .....	AD Nursing
Oklahoma State Univ., B.S.; Univ. of Oklahoma, B.S.N.; Univ. of Washington, M.N.	
<b>Finney, W. Howard</b> .....	Director, Student Programs and Resources
East Texas State Univ., B.S., M.S.	
<b>Flemming, Sondra</b> .....	Dean, Continuing Education
Fort Hays Kansas State College, B.S.N.; Texas Woman's Univ., M.S.	
<b>Flint, Juanita Zapata</b> .....	AD Nursing
Texas Woman's Univ., B.S., M.S.	
<b>Francis, Georgia</b> .....	Dean, Communications/Math
Texas Christian Univ., B.A., M.S.; Florida State Univ., Ph.D.	
<b>Galloway, Wende</b> .....	AD Nursing
Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.	
<b>Gobar, Bernard A., Jr.</b> .....	Library Services/WEB Master
Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.	
<b>Goering, James</b> .....	Food and Hospitality Service Institute
Culinary Institute of America, Certificate; Waldorf Astoria Hotel Apprenticeship, Certificate; Certified Executive Chef; Certified Culinary Educator	
<b>Goff, Larry</b> .....	Psychology
North Texas State Univ., B.S., M.S., Ph.D.	
<b>Gray, Linda G.</b> .....	AD Nursing
Texas Woman's Univ., B.S., M.S.N.	
<b>Green, Charlotte</b> .....	AD Nursing
Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.	
<b>Grubbs, Sharon A.</b> .....	Counselor/Arts and Services
North Texas State Univ., B.A.; East Texas State Univ., M.S.	
<b>Grundy, Eddie</b> .....	Digital Imaging/Respiratory Care
Tarrant County Junior College, A.A.S.; Univ. of Texas Health Science Center at Dallas, B.S., Univ. of North Texas, M.S., C.R.T.T., R.R.T., R.C.P.	
<b>Haddock, Phyllis D.</b> .....	Associate Dean, Continuing Education
Univ. of Texas Southwestern Medical Center-Dallas, B.S.; Amber Univ., M.S.; Certified Rehabilitation Counselor, C.R.C.	
<b>Hamm, Robert D.</b> .....	Counselor/Business and Public Service
East Texas State Univ., B.S., M.Ed.	
<b>Handy, Jim</b> .....	Director of Counseling/Advisement/Special Services
Univ. of Texas at Austin, B.A.; Univ. of Texas Southwestern Medical Center at Dallas, M.S.	
<b>Hardin, Carol L.</b> .....	AD Nursing
Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.	
<b>Hares, David R.</b> .....	Developmental Mathematics
Southwestern Univ., B.A.; East Texas State Univ., M.S.	

**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.

**Hill, Carol L.** ..... Adult Resource, Instructional Associate  
El Centro College, A.A.A.S.

**Holly, Karyn** ..... Vocational Nursing  
UTHSC - San Antonio, B.S.N., CCRN

**Holt, Rosemary** ..... Director of College Human Resources  
Oneonta State Univ., B.A.; Univ. of North Texas, M.S.

**Hucks, Louise Hill** ..... Vocational Nursing  
Columbia Hospital School of Nursing, R.N.; UTSMC-Dallas, B.S.

**Jackson, Jolayne** ..... Radiography  
Parkland School of Radiologic Science, R.T. (R) A.R.R.T.;  
Univ. of Texas at Arlington, B.A.

**Jackson, Micheal** ..... Dean of Students  
Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.

**James, Janet** ..... Director of Public Information/Technical Communication  
Univ. of Texas at Austin, B.M.; Southern Methodist Univ., M.L.A.

**Johnson, Demetria** ..... Counseling Associate/Placement Center  
Dallas Baptist Univ., B.A.

**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

**Johnston, Rebecca S.** ..... AD Nursing  
Baylor Univ., B.S.N.; Univ. of Texas - Arlington, M.S.N.

**Jones, Jerry C.** ..... Music Coordinator  
Evansville Univ., B.M.E.; Southern Methodist Univ., M.M.

**Katsigris, Costas** ..... Director, Food and Hospitality Service Inst.  
Columbia College, A.B.; Columbia Univ. Graduate School of  
Business, M.S.

**Kelso, Genell O.** ..... Speech Communication  
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.

**Kurtzer, Eileen** ..... AD Nursing  
Sinclair Community College, A.D.N.; Texas Woman's Univ., B.S.,  
M.S.

**Larsen, Leonard R.** ..... Criminal Justice/Psychology  
Abilene Christian Univ., B.S.; Univ. of Texas at Dallas, M.A.

**Lassiter, Wright L., Jr.** ..... President  
Alcorn State Univ., B.S.; Indiana Univ., M.B.A.; Auburn Univ., Ed.D.

**Leggett, Tashee, M.** ..... Counseling Associate, Workforce Education  
Univ. of Dallas-Southwest Medical Center, B.S.; Univ. of  
Arkansas-Fayetteville, M.Ed.; Certified Rehabilitation  
Counselor C.R.C.

**Little, Marianne** ..... Radiologic Sciences  
El Centro College, A.A.S.; Parkland School of Radiologic  
Technology, Univ. of Texas Health Science Center, B.S.; East  
Texas State Univ., M.Ed., R.D.M.S., M.R.T., A.R.R.T.

**Lunsford, Terry** ..... Interior Design  
Texas Tech Univ., B.A.A.D.; Texas A&M-Commerce, M.S., Ed.D.

**Macdonald, Anne** ..... Instructional Associate, Food and Hospitality Service Institute  
Diploma in Institutional Management, Edinburgh College  
of Domestic Science, Scotland

**Mann, Kande** ..... Respiratory Care  
Front Range Community College, A.A.S., RCP, RRT, B.S., UTSMS

**Mansour, Kambiz** ..... Developmental Mathematics/Mathematics  
N.U.I., B.S.; Univ. of Texas at Dallas, M.S.

**Marano, Ross** ..... Instructional Associate, Chemistry  
West Liberty State College, B.A.; Niagara Univ., M.S.

**Martin, Elizabeth P.** ..... Vocational Nursing  
Dillard Univ., B.S.

**McCarthy, James E.** ..... Associate Dean, Nursing  
Alexian Brothers School of Nursing, Diploma; Loyola Univ., B.S.N.;  
Wayne State Univ., M.S.N.; Univ. of Detroit, M.B.A.

**McCarthy, Paul J.** ..... College Vice President  
Aquinas College, B.A.; Michigan State Univ., M.A., Ph.D.

**McDonell, Barbara** ..... AD Nursing  
El Centro College, A.A.S.

**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** ..... Associate Dean, Health and Legal Studies  
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.); CLS (NCA)

**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.;  
Amber Univ., M.A.; Nova Univ., Ed.D.

**Miller, Vanessa** ..... Director of Health Center  
Univ. of North Texas, B.A.; Texas Woman's Univ., B.S., M.S.;  
American Nurses Credentialing Center, R.N.C.

**Mims, Robert L., Jr.** ..... Geology/Physics  
Univ. of Texas at El Paso, B.S.; Texas A&M-Commerce, M.S., Ph.D.

**Minnett, John** ..... Respiratory Care  
El Centro College, A.A.S.; Stephen F. Austin State Univ., B.S.  
C.R.T.T., R.R.T., R.C.P.

**Moore, Diana E.** ..... Developmental Mathematics/Mathematics  
Mary Hardin-Baylor Univ., B.S.; Texas Woman's Univ., M.A.

**Moore, Janice E.** ..... AD Nursing  
Univ. of Texas-Arlington, B.S.N.; Texas Woman's Univ., M.S.

**Moore, John W., Jr.** ..... Counselor/Human Development  
Grambling Univ., B.S.; Prairie View A&M Univ., M.Ed.

**Moran, Betty W.** ..... Dean, Arts and Sciences  
North Texas State Univ., B.S.; Texas Tech Univ., M.Ed.; Texas  
Woman's Univ., Ph.D.

**Morgan, Charlie R.** ..... Counselor/Communications/Math  
East Texas State Univ., B.S., M.S.

**Moriarty, Kathleen** ..... Invasive Cardiovascular  
Indiana Univ., A.S., B.S.; Purdue Univ., B.S.; Kansas State Univ., M.S.

**Myers, H. Wayne** ..... Biology  
Emporia State Univ., B.A., M.S.

**Neeley-Plog, Claudia** ..... Computer Information Systems  
Texas A&I Univ., B.M., M.S.; Certificate of Data Processing,  
E.C.P.I.; East Texas State Univ., M.S., Ed.D.

**Oliver, Allen** ..... Interior Design  
Univ. of Texas at Austin, B.A.

**Olliges, Mike** ..... Director of Business Operations  
Univ. of Kentucky, B.B.A.; Amber Univ., M.B.A.

**Olson, Carole** ..... Legal Assistant  
Texas Tech Univ., B.S.; Southern Methodist Univ., M.A.; Univ. of  
Houston Law Center, J.D.

**Page, Jean** ..... Counselor/Human Development  
North Texas State Univ., B.S., M.Ed., Ed.D.

**Penn, Howard** ..... Mathematics  
Southeastern St. College, B.S.; North Texas State Univ., M.S., Ph.D.

**Peschka, Gary L.** ..... Respiratory Care  
Univ. of Missouri, Columbia, B.S.; Univ. of Illinois, Champaign,  
M.Ed., R.R.T.

**Potter, Frances M.** ..... Apparel Design  
Southern Methodist Univ., Certificate in Costume Designing  
El Centro College, A.A.A.

**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.

**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.

**Riehl, Gretchen K.** ..... Respiratory Care  
Univ. of Missouri - Columbia, B.H.S., R.R.T., R.C.P.;  
Texas Woman's Univ., M.S.

**Rizzo, Victor** ..... Vice President, Administrative Services  
Southwest Texas State, B.B.A., M.B.A.; North Texas State, Ph.D.

**Robinson, Emily B.** ..... Office Technology  
Abilene Christian Univ., B.S.E.; Univ. of North Texas, M.B.E.

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

**Routh, Brenda F.** ..... AD Nursing  
California State Univ., B.S.; California State Univ., M.S.

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

**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.

**Schmitt, Justine H.** ..... AD Nursing  
Univ. of Michigan-Ann Arbor, B.S.N.; Texas Woman's Univ., M.S.N.

**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.; Nova University, Ed.D.

**Sheffield, Jodi H.** ..... Medical Lab Technology  
Alvin Community College, A.A.S.; Univ. of Texas Medical Branch,  
Galveston, B.S.; Texas Woman's Univ., M.S., M.T. (A.S.C.P.) SBB

**Smith, Deborah A.** ..... Vocational Nursing  
Harper Hospital School of Nursing - Diploma; Texas Woman's Univ.,  
B.S.

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

**Sowers, William J.** ..... Workforce Education  
St. Joseph's Univ., B.S.; Delaware State College, B.S.D.E.;  
Temple Univ., Ed.M.

**Speyerer, Carol** ..... AD 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.

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

**Strain, Donna** ..... Developmental Mathematics/Mathematics  
Southeastern State College, B.A.; Texas Woman's Univ., M.S.

**Sudbay, Brenda J.** ..... AD Nursing  
Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.N.

**Theriot, Lisa** ..... Coordinator, Institutional Advancement  
Illinois State Univ., B.A., Amber Univ., M.A.

**Thomas, Joseph** ..... Chemistry  
Texas Wesleyan College, B.S.; Oklahoma State Univ., M.S.

**Tolentino, Albert E.** ..... Counselor/Health and Legal Studies  
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.** ..... Government  
Univ. of Texas, B.A.; North Texas State Univ., M.Ed., Ed.D.

**Tubbs, Andy** ..... Director, Admissions/Registrar  
Metropolitan State College of Denver, B.S.; Amber Univ., M.A.

**Tully, Bettie L.** ..... Counseling Faculty/Ombudsman  
Our Lady of the Lake College, B.A., M.Ed.; East Texas State  
Univ., Ed.D.

**Turner, Susan J.** ..... Director of Campus Computing Services  
Univ. of North Texas, M.S.; Univ. of Texas at Arlington, B.S.;  
Cedar Valley College, A.A.A.S.

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

**Victory, Kathryn** ..... Instructional Associate, Biology  
Texas Tech Univ., B.A., M.S.

**Viveros, Patricia A.** ..... Radiologic Sciences  
Orange Memorial School of Radiologic Technology, Dallas Baptist  
Univ., B.C.A., R.T. (R), A.R.R.T.

**Waddle, Laura** ..... AD Nursing  
Texas Woman's Univ., B.S., M.S.

**Warrick, Frances** ..... Vocational Nursing  
College of St. Frances, M.S.; Texas Woman's Univ., B.S., R.N.

**Wiley, Paula** ..... Director, Assessment Center  
Southwest Texas State Univ., B.A.; Trinity Univ., M.A.

**Williams, Ramona L.** ..... Instructional Associate, Computer Information Systems  
El Centro College, A.A.S.

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

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

**Worthy, Christine** ..... Instructional Associate  
Marietta College, B.S.; Univ. of Virginia, M.E.

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

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

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



# I. GENERAL INFORMATION

## History of the Dallas County Community College District

The Dallas County Community College District is comprised of seven colleges located strategically throughout Dallas County. Together the colleges enroll approximately 50,000 credit and 45,000 non-credit students per long semester and employ over 2,000 full-time faculty and staff members.

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

The voters of Dallas County approved the sale of an additional \$85 million in bonds in September, 1972. This step provided for expansion of the four existing colleges and the construction of three more colleges. A key part of the expansion program was the remodeling and enlarging of El Centro College, a project completed in 1979. Construction of new facilities resulted in the opening of Cedar Valley College and North Lake College in 1977. Brookhaven College, the final campus in the seven college master plan, opened in 1978.

In 1989, the Bill J. Priest Institute for Economic Development opened south of downtown Dallas. Named for the DCCCD's founding chancellor, the BJPIED serves the community through the Business and Professional Institute, Edmund J. Kahn Job Training Center, Small Business Development Center, Center for Government Contracting, Business Incubation Center and International Trade Resource Center.

## Mission of the Dallas County Community College District

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

## District Philosophy and Goals

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

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

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

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



and a statement of organizational values;

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

As a major employer, the DCCCD:

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

In its organizational culture, the DCCCD:

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

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

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

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

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

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

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

### **District Responsibilities**

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

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

### **League for Innovation**

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

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

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

### **Family Educational Rights and Privacy Act Of 1974**

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

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

### **Student Consumer Information Services**

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

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

### **Standard Of Conduct**

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

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

### **Accreditation**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

**Grades:** See catalog section entitled "Scholastic Standards."

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

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

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

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

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

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

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

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

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

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

**Skills for Living:** Skills needed for living well with oneself, others and changing environments. Skills for Living are discussed and learned throughout the

curriculum and provide basic goals for all Common Learning courses.

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

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

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

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

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

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

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

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

### III. ADMISSIONS AND REGISTRATION

#### General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement. Assessment is not used to

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

### Admission Requirements

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

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

### Beginning Freshmen

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

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

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

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

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

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

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

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

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

### Students Enrolled in High School

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

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

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

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

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

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

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

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

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

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

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

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



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

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

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

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

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

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

### **Transfer Students**

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

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

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

c. Meet all TASP requirements as shown below.

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

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

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

### **Former Students**

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

### **Academic Forgiveness Policy**

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

### **Non-Credit Students**

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

### **International Students**

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

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

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

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

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

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



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

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

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

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

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

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

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

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

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

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

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

1. Present documentation indicating valid non-immigrant status;

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

### **Evaluation of Foreign Credentials**

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

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

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

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

### **Application and Admissions Procedures**

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

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

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

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

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

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

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

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

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

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

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

### Reciprocal Tuition Agreement

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

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

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

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

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

**Continues following Tuition & Fees Schedule**

## TUITION AND STUDENT SUPPORT FEES

### Fall and Spring Sessions

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

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

## TUITION AND STUDENT SUPPORT FEES

### Summer Sessions

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

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

#### TUITION REQUIREMENTS FOR LONG TERM:

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

#### SUMMER SESSION

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

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

**Effective Date:** Fall Semester, 1995

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

"Out-of-State Residents" are defined to be students of less than 18 years of age, living away from their family and whose family resides in another state or whose family has not resided in Texas for twelve months immediately preceding the date of registration; or students 18 years of age or older who have not been residents of the state twelve months subsequent to their 18th birthdays or for the twelve months immediately preceding the date of registration.

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

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

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

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

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

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

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

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

### **Tuition**

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

### **Additional Fees**

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

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

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

### **Special Fees and Charges**

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

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

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

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

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

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

**Physical Education Activity Fee:** \$4 a semester.

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

**Bowling Class Fee:** Student pays cost of lane rental.

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

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

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

### **Refund Policy**

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

#### **(1) Official withdrawal:**

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

##### *Fall and Spring Semesters*

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

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

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

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

##### *Summer Semesters*

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

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

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

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

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

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

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

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

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

## 5. Other Title IV programs

## 6. Student

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

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

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

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

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

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

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

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

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

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

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

### Returned Checks

Checks returned to the Business Office must be paid with cash or a cashier's check within the time limits prescribed by the notification letter. An additional fee is added for returned checks. If a check for tuition is returned by the bank for any reason, including stop

payment, the College Business Office may submit the check to the Justice of the Peace for appropriate legal action and collection. The Vice President of Student Development may also implement disciplinary procedures. Students may be dropped from courses due to returned checks.

### Assessment and Advisement Procedures

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

The assessment program includes the completion of a questionnaire which documents information on career

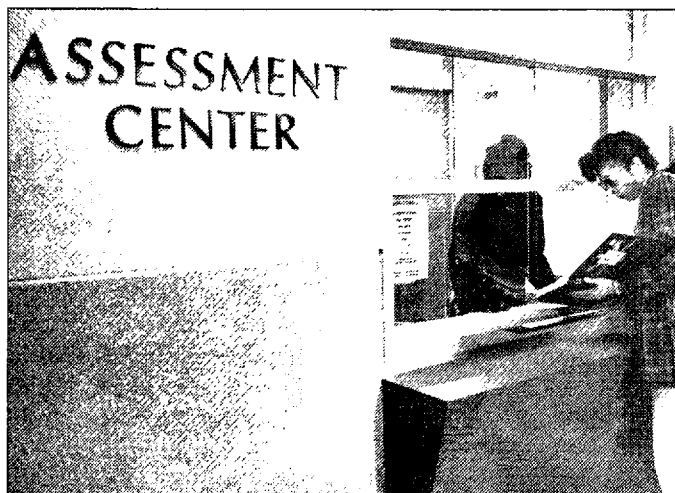
and work plans, previous academic achievement and other relevant information. Assessment also includes an examination of individual skill levels in reading, writing, and mathematics. Information on skills may come from ACT, SAT, previous college-level work or from scores on the standardized tests administered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

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

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

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

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





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

### **Change of Schedule**

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

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

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

### **Acceptance of Credit in Transfer**

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

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

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

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

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

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

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

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

### **Address Changes and Social Security Number**

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

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

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

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

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

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

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

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

successfully complete remediation, and subsequently retake TASP;

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

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

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

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

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

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

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

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

Students scoring below the state-determined level in any TASP area must continuously participate in appropriate remediation until such time as the TASP Test is passed. A student who wishes to withdraw from a mandated remediation course must drop all college-level courses. The successful completion of TASP may be a

prerequisite to enrollment in some courses. In addition, course placement also may be based on the results of the DCCCD assessment.

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

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

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

## IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades and Grade Point Average

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

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

\*Used only with developmental studies courses.

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

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

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

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

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

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

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

Students who do not complete course requirements may receive a "WX" grade when the instructor determines

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

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

### Acceptable Scholastic Performance

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

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

### Recommended Academic Load

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

### Classification of Students

#### Freshman:

A student who has completed fewer than 30 credit hours.

#### Sophomore:

A student who has completed 30 or more credit hours.

#### Part-time:

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

### Full-time:

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

### Class Attendance

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

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

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

### Dropping A Course Or Withdrawing From College

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

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

### Academic Recognition

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

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

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

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

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

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

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

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



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

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

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

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

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

### **DCCCD Transcript of Credit**

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

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

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

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

### **Degree Requirements**

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

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

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

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

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

### **The Common Learning Curriculum**

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

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

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



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

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

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

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

Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements.

- Electives (16-18 credit hours)

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

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

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

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

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

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

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

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

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

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

requirements. These catalogs should be used by students and advisors in planning programs.

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

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

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

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

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

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

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

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

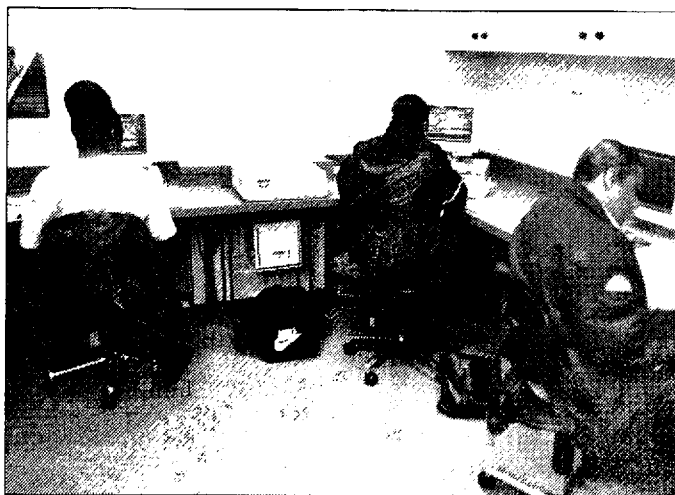
This degree is designed to teach specific career/technical skills. The requirements for each major in the Associate of Applied Science Degree are clearly shown in the curriculum patterns elsewhere in this catalog. Students seeking such a degree should become familiar with the specific required courses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

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

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

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Technical/Occupational Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate of Applied Sciences Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9175, and Drama 1170.



### Guarantee for Job Competency

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

Special conditions which apply to the guarantee are as follows:

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

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

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

4. Employment must commence within 12 months of graduation.

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

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

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

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

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

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

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

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

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

### **Certificate Programs**

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

### **Transcript Evaluations**

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

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

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

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

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

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

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

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

### **Waiving Of Scholastic Deficiency**

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

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

### **Academic Transfer Programs**

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

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

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

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

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

### **Earning An Associate Degree Prior To Transferring**

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

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

### **Guarantee For Transfer Credit**

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

Special Conditions which apply to the guarantee are as follows:

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

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

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

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

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

### **Transfer Dispute Resolution**

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

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

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



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

### Choosing A Major And Developing An Educational Plan

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

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

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

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

Social Work  
Sociology  
Speech Communication  
Speech Pathology  
Teacher Preparation  
Telecommunications

Theatre  
\*Veterinary Medicine  
Wildlife Management  
Zoology

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

### College Resources For Transfer Students

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

### World Wide Web Home Page

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

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

### The Counseling/Advisement Center

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

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

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

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

### Transfer Guides

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

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

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

### Course-by-Course Equivalency Guides

Equivalency Guides offer a listing of how every course offered in the DCCCD transfers to a given senior institution. This information is helpful for those students who have selected a senior institution, but have yet to determine a major. Students should note that the transfer equivalencies shown on these guides offer information on how, or if, courses are generally accepted by the senior

institution, and do not indicate how these courses will apply toward a particular major or degree program. A counselor/advisor can assist students in determining the applicability of courses to a particular major.

### Common Course Numbering System

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

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

### Choosing A Catalog Year

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

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

### Other Things To Consider

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

IT IS THE RESPONSIBILITY OF STUDENTS TO KNOW ANY SPECIFIC REQUIREMENT OF THE COLLEGE OR UNIVERSITY TO WHICH THEY WISH TO TRANSFER. THIS RESPONSIBILITY INCLUDES KNOWING COURSE REQUIREMENTS, NUMBER OF

## VI. DISTANCE LEARNING PROGRAMS

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

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

### What Is Distance Learning?

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

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

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

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

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

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

#### A **TELECOURSE** includes:

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

#### A **LIVE, TV COURSE** includes:

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

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

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

#### An **ON-LINE COURSE** includes:

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

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

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

### How Do I Register?

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

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

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

### How Can I Get More Information?

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

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

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

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

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

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

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

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

## VII. OTHER EDUCATIONAL PROGRAMS

### Technical/Occupational Programs

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

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

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

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

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

### Tech-Prep

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

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

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

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

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

2. Register while in high school to take Tech Prep

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

After high school graduation,

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

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



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

### Credit-By-Examination

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

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

Students must be currently enrolled at a DCCCD college to receive credit by examination. While students currently enrolled in a course are not normally eligible for national testing programs, the foreign language curriculum committee permits an exception to this policy for students enrolled in foreign language courses. Students may earn as many credits through examination as their ability permits and needs require, but at least 25% of the credit hours required for graduation must be taken by instruction and not by credit-by-examination.

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

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

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

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

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

#### *DANTES (Additional DANTES tests may be approved)*

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

#### *Advanced Placement Examination*

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

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

### **Non-Traditional Learning**

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

1. The student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.

2. Credit for specific courses offered by the College may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course-by-course basis only. The student must be enrolled in the College which is assessing the learning experiences.

3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional course work accepted for credit.

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

5. The number of equivalent credits awarded may not exceed 25% of the total number of credits required. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objectives. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

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

### **Flexible Entry Courses**

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

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

### **Cooperative Work Experience**

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

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

To enroll in a cooperative education course, students must:

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

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

### **International Studies Study Abroad Opportunities**

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

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



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

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

### **Human Development Courses**

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

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

### **Developmental Education**

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

### **Evening and Weekend College**

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

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

### **Library and Student Obligations**

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

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

### **Reserve Officers Training Corps**

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

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

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

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

### **Continuing Education Programs**

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

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

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

### **Continuing Education Units**

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

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

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

The Institute's program areas include:

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

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

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

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

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

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

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

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

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

## **VIII. STUDENT DEVELOPMENT**

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

### **Student Programs and Resources**

The Student Programs and Resources Office plans and presents a wide variety of programs and activities for the general campus population and the surrounding community, including lectures, art gallery activities, and performance events. Programs often are coordinated with the various instructional divisions to provide students with valuable educational experiences. Leadership conferences, retreats, and service learning programs offer students opportunities to develop skills that may enrich the quality of their own lives and the life of their community. Student Programs and Resources seeks to involve

students meaningfully in campus life. Recent research in higher education indicates that for many students involvement is an important contributor to academic success.

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

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

### **Counseling/Advisement Services**

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

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

### **Tutoring Services**

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

### **Testing/Appraisal Center**

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

1. Academic Testing - supports instructional programs by providing:

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

2. Assessment Testing used to determine course placement.

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

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

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

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

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

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

### **Health Services**

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

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

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

### **Student Health Insurance**

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

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

### **Job Placement Services**

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

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

### **Special Services**



The Special Services Office offers a variety of support services to enable students with disabilities and/or special needs to participate in the full range of college experiences. Services are arranged to fit the individual needs of the student and

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

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

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

### **Student Organizations**

Information about participation in any organization may be obtained through the Student Programs and Resources Office. The development of student organizations is determined by student interest. Categories of organizations include co-curricular organizations pertinent to the educational goals and purposes of the College;

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

### **Intercollegiate Athletics**

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

### **Intramural Sports**

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

### **Housing**

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

### **College Police Departments**

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

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

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

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

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

## **IX. FINANCIAL AID**

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

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

### **How to Apply**

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

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

may require these documents of all their student applicants.

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

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

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

### **Deadlines for Applying**

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

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 1

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

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

### **Grants**

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

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

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

Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. Applications and additional information concerning the Pell Grant Program are available in the Financial Aid office and in the counseling offices of most high schools. The application process takes approximately 6-8 weeks. In response to the Federal Pell Grant application, a Student Aid Report (SAR) will be provided to the student. Colleges that process electronically will provide an Electronic Student Aid Report (ISIR). The student should immediately review the SAR/ISIR to make sure it is correct, sign the certification statement, and bring all copies to the Financial Aid office. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR/ISIR and the number of hours for which the student enrolls.

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

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

#### *Texas Public Educational Grant (TPEG)*

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

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state supported colleges in

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

### **Scholarships**

#### *DCCCD Foundation Scholarships*

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

scholarships and information concerning other requirements and deadlines are available in the Financial Aid office at each college.

#### *Miscellaneous Scholarships*

Several of the colleges have a limited number of scholarships available as a result of gifts from individuals, private industry, and community organizations. Generally, the eligibility criteria is the same as noted for the DCCCD Foundation Scholarships, and applica-

tion forms are available in the Financial Aid office.

### **Loans**

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

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

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





and the loans must be repaid within 10 years. Lenders will charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

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

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

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

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

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

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

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

be approved. The loan limit is \$2,625 for the first year and \$3,500 for the second year of undergraduate study and a maximum of \$23,000 for all years of undergraduate study. The actual loan amount may be limited to less than this depending on the cost of attendance, other financial aid, and the family's financial condition.

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

#### ***Emergency Short-Term Loans***

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

#### ***Employment***

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

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

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

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

### **Typical Repayment Plans**

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

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

Each campus will utilize a percentage of the Federal Work-Study funds for community service activities. Student Assistants Employment Program (Non-Work Study)

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

#### *Off-Campus Employment*

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

#### **Tuition Exemption Programs**

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

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

#### **Vocational Rehabilitation**

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

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

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

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

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

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

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

#### *Standards of Progress For Veterans*

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

#### *Guidelines For Veterans*

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

1. A veteran may be required to pay back portions of the benefits received, if they drop a course or in some other way receive a non punitive "W" grade.
2. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits.

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

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

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

#### *Hazlewood Act*

Under the Hazlewood Act, certain Texas veterans who have exhausted remaining educational benefits from the Department of Veterans Affairs can attend Texas state supported institutions and have tuition and some fees waived. To be eligible, students must have been residents

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

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

#### **Academic Progress Requirements**

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

## STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

### I. Purpose and Scope

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

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

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

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

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

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

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

### IV. Appeal Process

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

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

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

#### Additional Information

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

# STUDENT CODE OF CONDUCT

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

## 1. PURPOSE

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

## 2. POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

f. **Definitions:** In this code:

- (1) "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.
- (2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
- (3) "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute for Economic Development.
- (4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

g. **Prohibited Conduct:** The following misconduct is subject to disciplinary action:

- (1) intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
- (2) unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
- (3) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored activities.

- (4) intentionally interfering with normal college or college-sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.
- (5) knowingly violating the terms of any disciplinary sanction imposed in accordance with this chapter.
- (6) unauthorized distribution or possession for purposes of distribution of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (7) intentionally or maliciously furnishing false information to the college.
- (8) sexual harassment.
- (9) forgery, unauthorized alteration, or unauthorized use of any college document or instrument of identification.
- (10) unauthorized use of computer hardware or software.
- (11) all forms of academic dishonesty, including cheating, fabrication, facilitating academic dishonesty, plagiarism, and collusion.
- (12) intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
- (13) theft of property or of services on college premises or at collegesponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
- (14) intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
- (15) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (16) violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
- (17) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (18) unauthorized presence on or use of college premises.
- (19) nonpayment or failure to pay any debt owed to the college with intent to defraud. (Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding(s) with other appropriate civil or criminal remedies by college personnel.)
- (20) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related courses within the El Centro food service program.

Sanctions for violations of prohibited conduct for (1) through (6) may result in *EXPULSION*; for (7) through (13) may result in *SUSPENSION*, for (14) through (20) may result in sanctions other than expulsion or suspension.

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

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

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

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

- (a) When the Vice President of Student Development (VPSD as referred to as 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 five (5) working days after disposition.
- (b) The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only:
  - (i) The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
  - (ii) Whether the conduct and surrounding circumstances reasonable indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance or 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 an equal number of students, administrators and faculty of the college. The committee and its chair shall be appointed by the President for each hearing on a rotating basis or on a basis of availability. The committee chair will be selected from the administration or faculty.
- (b) The chairman of the committee shall rule on the admissibility of evidence, motions, and objections to procedure, but a majority of the committee members may override the chairman's ruling. All members of the committee are expected to attend all meetings and are eligible to vote in the hearing.
- (c) The chairman shall set the date, time, and place for the hearing and may summon witnesses and require the production of documentary and other evidence.

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

**(2) Notice**

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

**(3) Preliminary Matters**

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

#### (4) Procedure

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

- (viii) The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation;
- (ix) The committee shall state in writing each finding of a violation of a published college regulation or policy. Each committee member concurring in the finding shall sign the statement. The committee may include in the statement its reasons for the finding. The committee shall notify the student in the same manner as the notice of hearing.
- (x) A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in (ix) above.

#### (5) Evidence

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

#### (6) Record:

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

#### (7) Petition for Administrative Review

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

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

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

## APPENDIX A - SANCTIONS

### 1. Authorized Disciplinary Penalties:

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

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

### 2. Definitions:

The following definitions apply to the penalties provided above:

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

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

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

## APPENDIX B - HAZING

### 1 Personal Hazing Offense

- a. A person commits an offense if the person:
  - (1) engages in hazing;
  - (2) solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
  - (3) intentionally, knowingly, or recklessly permits hazing to occur; or

- (4) has firsthand knowledge of the planning of a specific hazing incident involving a student in an educational institution, or firsthand knowledge that a specific hazing incident has occurred, and knowingly fails to report said knowledge in writing to the VPSD or other appropriate official of the institution.
  - b. The offense for failing to report hazing incident is a misdemeanor punishable by a fine not to exceed \$1,000, confinement in county jail for not more than 180 days, or both such fine and confinement.
  - c. Any other hazing offense which does not cause serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$500 nor more than \$1,000, confinement in county jail for not less than 90 days nor more than 180 days, or both such fine and confinement.
  - d. Any other hazing offense which causes serious bodily injury to another is a misdemeanor punishable by a fine of not less than \$1,000 nor more than \$5,000, confinement in county jail for not less than 180 days nor more than one year, or both such fine and confinement.
  - e. Any other hazing offense which causes the death of another is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000, confinement in county jail for not less than one year nor more than two years, or both fine and confinement.
2. **Organization Hazing Offense**
    - a. An organization commits an offense if the organization condones or encourages hazing, or if an officer or any combination of members, pledges, or alumni of the organization commits or assists in the commission of hazing.
    - b. The above offense is a misdemeanor punishable by a fine of not less than \$5,000 nor more than \$10,000. If a court finds that the offense caused personal injury, property damage, or other loss, the court may sentence the organization to pay a fine of not less than \$5,000 nor more than double that amount lost or expenses incurred because of such injury, damage, or loss.
  3. **Consent Not a Defense**

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

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

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

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

an unreasonable risk of harm or that adversely affects the mental or physical health or safety of the student;

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

## STUDENT GRIEVANCE PROCEDURE

### 1. Definition

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

### 2. Scope

This student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to question conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate Vice President. If still not satisfied, the student may pursue the appeal to the President whose decision is final.

### 3. Procedures

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

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

### 4. Exception to Procedures

#### *Sexual Harassment:*

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

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

## 5. Appeal Committee

### Procedures:

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

## CAMPUS PARKING AND DRIVING REGULATIONS

### 1. General Provisions

- a. **Authority for Regulations:** The Board of Trustees, for the benefit of its colleges, is authorized by state law (Sec. 51.202, Education Code) to promulgate and enforce rules and regulations for the safety and welfare of students, employees, and property and other rules and regulations it may deem necessary to govern the institution, including rules for the operation and parking of vehicles on the college campuses and any other property under institutional control.
- b. **Authority of Campus Peace Officers:** Pursuant to the provision of Sec.51.203, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.
- c. **Permits:**
  - Vehicle:** In accordance with Sec.51.207, Education Code, each college may issue and require use of a suitable vehicle identification decal as permits to park and drive on college property. Permits may be suspended for violations of applicable state law or parking and driving regulations. Each person who is required to have a vehicle identification decal shall apply to the Department of Campus Security for the decal. No fee is charged for the decal which must be placed on the rear window of the driver's side of a motor vehicle and on the gas tank of the motorcycle or motorbike.
  - Handicap:** All authorized decals for handicap parking areas must be displayed prior to parking in such areas.
- d. **Posting of Signs:** Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.
- e. **Applicability of Regulations:** The rules and regulations in this Chapter apply to motor vehicles, motorbikes and bicycles on college campuses or other District property, and are

enforceable against students, employees of the District and visitors.

- f. **Parking meters:** Each college President may install parking meters on campus. The college shall send all revenue from meters to the District to pay bond indebtedness.
2. **Prohibited Acts:** The following acts shall constitute violations of these regulations:
    - a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
    - b. **Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.**
    - c. **Driving the wrong way on a one-way street or lane.**
    - d. **Driving on the wrong side of the roadway.**
    - e. **Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.**
    - f. **Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.**
    - g. **Parking trailers or boats on campus.**
    - h. **Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to court-yards, sidewalks, lawns, or curb areas.**
    - i. **Failure to display a parking permit.**
    - j. **Collision with another vehicle, a person, sign or immovable object.**
    - k. **Reckless driving.**
    - l. **Failure to yield the right-of-way to pedestrians in designated crosswalks.**
    - m. **Violation of any state law regulating vehicular traffic.**
    - n. **Parking in an area regulated by a parking meter without parking being authorized.**
  3. **Tow-away Areas:** A vehicle may be towed if parked without authority in the following areas:
    - a. **Handicapped parking**
    - b. **Fire lanes**
    - c. **Courtyards**
    - d. **"No Parking" zones**
    - e. **Areas other than those designated for vehicular traffic**
    - f. **Other unauthorized areas as designated by sign.**
  4. **Citations:**
    - a. **Types:** Citations shall be of two types:
      - (1) **Campus Citations:** A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.
      - (2) **Court Citations:** A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec.51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.

b. Disposition

- (1) **Campus Citation:** A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college business office.
  - (2) **Court Citation:** A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within the jurisdiction of such court.
5. **Suspension Review:** A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.
6. **Safety Committee:** The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than give (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.
7. **Penalties**
- a. **Impoundment:** Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.
  - b. **Multiple Citations:** Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.
  - c. **Court Citations:** Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.
8. **Miscellaneous:** The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

**Communicable Disease Policy**

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

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

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

**Nondiscrimination**

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

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

**Confidentiality**

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

**Education**

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

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

**Counseling**

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

**Computer Software Policy**

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

**Firearms Policy**

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



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

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

**ALERT!!**

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

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

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

**TETANUS** (aka. Lockjaw)

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

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

**POLIOMYELITIS**

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

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

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

# ASSOCIATE OF ARTS AND SCIENCES DEGREE

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

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

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

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

# ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

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

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

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

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

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

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

## ASSOCIATE OF ARTS AND SCIENCE DEGREE PLAN DISTANCE LEARNING COURSE OPTIONS

**In order to be eligible to receive an Associate of Arts and Sciences Degree, a student must:**

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

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

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

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

CHC CVC EFC ECC MVC NLC RLC

## Career Education Programs

*continued on next page*

RLC — Richland College

## Career Education Programs

## Career Education Programs

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# ACCOUNTING

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X40897

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



# ACCOUNTING ASSISTANT

*Offered at all seven campuses*

(Certificate)

Degree Plan Number X53877

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

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

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

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

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

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

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

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

# ACCOUNTING CLERK

*Offered at all seven campuses*

(Certificate)

Degree Plan Number X53887

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

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

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

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

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

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

# ALLIED HEALTH IMAGING

*El Centro only*

(Associate Degree)

The Allied Health Imaging 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 one of the Allied Health Imaging program tracks. Each program track offers didactic and clinical education designed to meet the essentials for certification as specified by each program's accrediting agency. Upon completion, an Associate of Applied Science Degree is awarded.

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, completion of the prerequisite courses with at least a 2.5 grade point average or better, and completion of all requirements for admission as a full-time student to the college. Applicants are rank ordered for admission based on the grade point average earned on the prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupations Admissions to receive an information packet.

CREDIT  
HOURS

## \*CORE CURRICULUM

### PROGRAM PREREQUISITES

BIOL 1470	Introduction to Human Anatomy and Physiology .....	4
MATH 1314	College Algebra* .....	3
ENGL 1301	Composition I .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		<u>13</u>

### SEMESTER I

#### (FALL 1ST YEAR)

BIOL 1472	Introduction to Human Anatomy and Physiology .....	4
PHYS 1407	Concepts in Physics .....	4
AHIC 1170	Cardiovascular Physiology .....	1
AHIC 1370	Allied Health Imaging I .....	3
AHIC 1372	Computer Application for Allied Health Imaging .....	3
		<u>15</u>

### SEMESTER II

#### (SPRING 1ST YEAR)

AHIC 1371	Allied Health Imaging II .....	3
AHIC 1270	Pharmacology for Allied Health Imaging .....	2
AHIC 1271	Allied Health Imaging Instrumentation .....	2
Humanities Elective.....		3
PSYC 2301	Introduction to Psychology.....	3
		<u>13</u>

Minimum Hours Required .....41

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

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to the Theatre .....	3
ENGL	(2000 Level Literature Courses) .....	3
HUMA 1301	Introduction to Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3
	Foreign Language or American Sign Language .....	4

\*MATH 1470 may be substituted.

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

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

**NOTE:** Pending approval, curriculum changes will affect students admitted Fall 1997.

# ALLIED HEALTH IMAGING -- DIAGNOSTIC MEDICAL SONOGRAPHY

*El Centro only*

(Associate Degree)

Degree Plan Number 543897

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

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
<b>SEMESTERS I AND II</b>	
Core Curriculum .....	<u>41</u>
	41

## SEMESTER III (FALL)

SONO 2370	Cross Sectional Anatomy .....	3
SONO 2371	Acoustical Physics .....	3
SONO 2274	Clinical Education I .....	2
SONO 2473	Clinical Medicine I .....	<u>4</u>
		12

## SEMESTER IV (SPRING)

SONO 2275	Pathophysiology .....	2
SONO 2374	Clinical Education II .....	3
SONO 2474	Clinical Medicine II .....	4
Elective	Any Non-SONO Course .....	<u>3</u>
		12

## SEMESTER V (SUMMER)

SONO 2170	Clinical Medicine III .....	1
SONO 2272	Clinical Education III .....	<u>2</u>
		3

## SEMESTER VI (SUMMER)

SONO 2172	Clinical Medicine IV .....	1
SONO 2273	Clinical Education IV .....	<u>2</u>
		3

Minimum Hours Required .....71

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

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1997.

# ALLIED HEALTH IMAGING -- DIAGNOSTIC MEDICAL SONOGRAPHY

*El Centro only*

(Certificate)

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

Degree Plan Number 553907

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and physics. Upon completion, a certificate will be awarded.

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

## CREDIT HOURS

### PREREQUISITES:

Certificate applicants must have two of the three common learning courses prior to acceptance into the program. These courses include:

MATH 1314	College Algebra*	3
ENGL 1301	Composition I	3
SPCH 1311	Introduction to Speech Communication	3

### SEMESTER III (FALL)

SONO 2274	Clinical Education I	2
SONO 2370	Cross Sectional Anatomy	3
SONO 2371	Acoustical Physics	3
SONO 2473	Clinical Medicine I	4
		12

### SEMESTER IV (SPRING)

SONO 2275	Pathophysiology	2
SONO 2374	Clinical Education II	3
SONO 2474	Clinical Medicine II	4
Elective	Any Non-SONO Course	3
		12

### SEMESTER V (SUMMER)

SONO 2170	Clinical Medicine III	1
SONO 2272	Clinical Education III	2
		3

### SEMESTER VI (SUMMER)

SONO 2172	Clinical Medicine IV	1
SONO 2273	Clinical Education IV	2
		3

Minimum Hours Required .....30

\*MATH 1470 may be substituted.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1997.

# ALLIED HEALTH IMAGING-- INVASIVE CARDIOVASCULAR TECHNOLOGY

*El Centro only*

(Associate Degree)

Degree Plan Number 543917

The El Centro Invasive Cardiovascular Technology program is a two year associate degree program, with the first year being the Allied Health Imaging core. The intensive didactic and clinical training program prepares the graduate for employment in the medical specialty of invasive cardiovascular technology as an invasive cardiovascular technologist.

Invasive Cardiovascular Technology students study the theory of diagnostic techniques used in diagnosis, treatment, and follow-up of cardiovascular disease in humans. The first year of the program concentrates on cardiovascular anatomy and physiology, medical electronics/instrumentation and application of clinical skills in cardiovascular techniques. The second year of the program enables the student to apply acquired cardiovascular skills in actual clinical situations in area hospital cardiovascular labs.

Invasive cardiovascular technologists work in cardiac catheterization laboratories. They assist the cardiologist in performing intracardiac pressure and electrical measurements, oximetry determination, angio-cardiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catheterization including catheter insertion, operation of the electronic instruments, and calculation of the cardiac data used by the physician in confirming diagnosis and designing treatment for the cardiac patient.

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.5 or better, and completion of all requirements for admissions as a full-time student to the College. Applicants are rank ordered for admission based on the grade point earned on four prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupational Admissions, to receive an information packet.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee on Education in Cardiovascular Technology.

	CREDIT HOURS
<b>SEMESTERS I AND II</b>	
Core Curriculum .....	<u>41</u>
	41
<b>SEMESTER III</b>	
<b>SUMMER (9 Weeks)</b>	
ICVT 1375 Cath Lab Fundamentals .....	3
ICVT 1570 Introduction to the Cath Lab .....	<u>5</u>
	8
<b>SEMESTER IV</b>	
<b>(FALL)</b>	
ICVT 2470 Cath Lab I .....	4
ICVT 2670 Cath Lab Clinical I .....	<u>6</u>
	10
<b>SEMESTER V</b>	
<b>(SPRING)</b>	
ICVT 2471 Cath Lab II .....	4
ICVT 2671 Cath Lab Clinical II .....	<u>6</u>
	10
Minimum Hours Required .....	69

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

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1997.

# ASSOCIATE DEGREE NURSING

*El Centro and Brookhaven only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 540437

The Associate Degree Nursing Program is a two-year, 72 credit hour program, leading to the Associate of Applied Science Degree. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas. The program is accredited by the Board of Nurse Examiners for the State of Texas, 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.

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

## ADMISSION TO THE PROGRAM

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

Applicants must:

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

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

**NOTE:** Pending approval, curriculum changes will affect students admitted Fall 1997.

**CREDIT  
HOURS**

## PREREQUISITES TO PROGRAM ADMISSION

BIOL 1470	Introduction to Human Anatomy and Physiology* OR	
BIOL 2401	Anatomy and Physiology I .....	4
ENGL 1301	Composition I .....	3
MATH 1314	College Algebra** .....	3
PSYC 2301	Introduction to Psychology.....	3
		<b>13</b>

## SEMESTER I

NURS 1870	Introduction to Process and Practice of Nursing .....	8
BIOL 1472	Introduction to Human Anatomy and Physiology OR	
BIOL 2402	Anatomy and Physiology II .....	4
PSYC 2314	Developmental Psychology .....	3
		<b>15</b>

## SEMESTER II

NURS 1971	Family Nursing .....	9
BIOL 2420	General Microbiology .....	4
SPCH 1311	Introduction to Speech Communication .....	3
		<b>16</b>

## SEMESTER III

NURS 2870	Nursing of Adults with Commonly Occurring Health Problems.....	8
NURS 2375	Mental Health Nursing .....	3
+Elective	Humanities/Fine Arts .....	3
		<b>14</b>

## SEMESTER IV

NURS 2972	Advanced Medical-Surgical Nursing/Synthesis .....	9
NURS 2270	Transition to Professional Nursing.....	2
++Elective	.....	3
		<b>14</b>

Minimum Hours Required ..... **72**

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

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to Theatre .....	3
ENGL	(2000-level Literature Course) .....	3
HUMA 1301	Introduction to the Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3
	Foreign Language or American Sign Language .....	4

++Elective may be selected from the following:

NURS 1370	Basic Pharmacology .....	3
NURS 1371	Introduction to Pathophysiology .....	3

Any other course above the 1000 level.

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

\*\*MATH 1470 may be substituted.

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

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



## TECH PREP ENHANCED SKILLS CERTIFICATE

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

## ASSOCIATE DEGREE NURSING-- PERIOPERATIVE NURSE INTERNSHIP

*El Centro only*

Degree Plan Number 537287

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

		CREDIT HOURS
<b>SEMESTER I</b>		
SGTC 1671	Perioperative Nurse Internship I .....	<u>6</u> 6
<b>SEMESTER II</b>		
SGTC 1672	Perioperative Nurse Internship II .....	<u>6</u> 6
Minimum Hours Required .....		12

# ASSOCIATE DEGREE NURSING -- LVN OPTION

*El Centro only*

(Associate Degree)

Degree Plan Number 542727

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

## ADMISSION TO THE PROGRAM:

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

Applicants must:

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

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

**NOTE:** Pending approval, curriculum changes will affect students admitted August, 1998.

CREDIT  
HOURS

## PREREQUISITES TO PROGRAM ADMISSION

BIOL 1470	Introduction to Human Anatomy and Physiology* OR	
BIOL 2401	Anatomy and Physiology I .....	4
ENGL 1301	Composition I .....	3
BIOL 1472	Introduction to Human Anatomy and Physiology OR	
BIOL 2402	Anatomy and Physiology II .....	4
MATH 1314	College Algebra*** .....	3
PSYC 2301	Introduction to Psychology .....	3
BIOL 2420	General Microbiology .....	4
PSYC 2314	Developmental Psychology .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		<b>27</b>

## SEMESTER I

NURS 1570	Nursing II A** .....	5
		<b>5</b>

## SEMESTER II

NURS 2970	Nursing IV .....	9
+Elective	Humanities/Fine Arts .....	3
		<b>12</b>

## SUMMER SESSION

NURS 2374	Nursing III .....	3
		<b>3</b>

## SEMESTER III

NURS 2971	Nursing V .....	9
NURS 2170	Nursing V-A .....	1
++Elective	.....	3
		<b>13</b>

Minimum Hours Required ..... **72**

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

\*\*Upon successful completion of Nursing IIA, 12 hours equivalency credit for Nursing 1870 and 1970 is awarded in addition to the 5 credit hours earned for Nursing IIA to equal 72 credit hours.

\*\*\*MATH 1470 may be substituted.

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

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to Theatre .....	3
ENGL	(2000 Level Literature Course) .....	3
HUMA 1301	Introduction to the Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3
	Foreign Language or American Sign Language .....	4

++Elective may be selected from the following:

NURS 1370	Basic Pharmacology .....	3
NURS 1371	Introduction to Pathophysiology .....	3
	Any other course above the 1000 level.	

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

# BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43657

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

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

+Electives--may be selected from the following:

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

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

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

\*Mathematics must be selected from the following:

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

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

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER ASSISTANT

*El Centro only*

(Certificate)

Degree Plan Number 552657

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470	Introduction to Computer Concepts and Applications .....4
CISC 1471	Problem Solving with the Computer ..4
CISC 1473	Systems Management/Operations I <sup>1</sup> .4
BUSI 1301	Introduction to Business OR
MGMT 1370	Principles of Management.....3
ENGL 1301	Composition I ..... <u>3</u>
	18
<b>SEMESTER II</b>	
CISC 1371	Data Entry Applications and Concepts .....3
CISC 1474	Text Processing Applications .....4
CISC 1372	Data Communications and Operating Systems .....3
CISC 2476	Spreadsheet Applications .....4
CISC 7271	Cooperative Work Experience <sup>2</sup> .....2
SPCH 1311	Introduction to Speech Communication ..... <u>3</u>
	19
<b>Minimum Hours Required ..... 37</b>	

<sup>1</sup> CISC 2484, AS/400 Concepts level I, may be substituted for CISC 1473.

<sup>2</sup> CISC 7371 or 7471 may be substituted for CISC 7271.

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42277

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

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

## SEMESTER IV

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

Minimum Hours Required ..... 64

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

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42667

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer .....	4
BUSI 1301 Introduction to Business OR	
MGMT 1370 Principles of Management .....	3
ENGL 1301 Composition I .....	3
MATH 1332 College Mathematics I <sup>1</sup> .....	3
	17

<b>SEMESTER II</b>	
CISC 1372 Data Communications and Operating Systems .....	3
CISC 1476 Programming I .....	4
CISC 2470 Control Language and Operating Environments OR	
CISC 2478 PC Operating Systems and Utilities OR	
CISC 1480 UNIX Operating Systems .....	4
PSYC 1370 Applied Psychology and Human Relations <sup>2</sup> .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	17

<b>SEMESTER III</b>	
CISC 2481 Database Applications OR	
CISC 2482 Database Systems .....	4
CISC XXXX CISC Programming Course <sup>3</sup> .....	3-4
CISC 2375 User Documentation and Training .....	3
ACCT 2301 Principles of Accounting I OR .....	3
ACCT 2401 Principles of Accounting I .....	(4)
Elective Humanities/Fine Arts .....	3
	16-17

## SEMESTER IV

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

Minimum Hours Required .....66

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

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

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

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

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

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

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

# COMPUTER INFORMATION SYSTEMS -- MIDRANGE COMPUTER CENTER SPECIALIST

*El Centro only*

(Associate Degree)

Degree Plan Number 542837

This option is intended to prepare students to function in programmer/analyst/operator positions within a midrange computer center. It may also serve as a career path for those completing the Midrange Computer Technician certificate program, as all courses within that curriculum can be applied to the first year of this curriculum. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470	Introduction to Computer Concepts and Applications .....4
CISC 1471	Problem Solving with the Computer .4
CISC 1473	Systems Management/Operations I <sup>1</sup> 4
BUSI 1301	Introduction to Business OR
MGMT 1370	Principles of Management.....3
ENGL 1301	Composition I .....3
	18
<b>SEMESTER II</b>	
CISC 1475	Systems Management /Operations II <sup>2</sup> .....4
CISC 1372	Data Communications and Operating Systems .....3
CISC 2470	Control Language and Operating Environments .....4
CISC 7271	Cooperative Work Experience <sup>3</sup> .....2
MATH 1332	College Mathematics I <sup>4</sup> .....3
SPCH 1311	Introduction to Speech Communication .....3
	19
<b>SEMESTER III</b>	
CISC 1474	Text Processing Applications . ....4
CISC 1476	Programming I OR
CISC 1478	RPG Programming.....4
ACCT 1371	Elementary Accounting <sup>5</sup> .....3
+Elective	.....3-4
Elective	Humanities/Fine Arts .....3
	17-18

## SEMESTER IV

CISC 2478	PC Operating Systems and Utilities . 4
CISC 2480	PC Hardware ..... 4
CISC 1477	Programming II OR
CISC 2492	RPG Interactive Subfile Processing.....4
PSYC 1370	Applied Psychology and Human Relations <sup>6</sup> ..... 3
Elective	Any non-CISC course ..... 3
	18

Minimum Hours Required ..... 72

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

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

<sup>2</sup> CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

<sup>3</sup> CISC 7371 or 7471 may be substituted for CISC 7271.

<sup>4</sup> MATH 1324 may be substituted for MATH 1332.

<sup>5</sup> ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

<sup>6</sup> PSYC 2301 may be substituted for PSYC 1370.

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



# COMPUTER INFORMATION SYSTEMS -- MIDRANGE COMPUTER TECHNICIAN

*El Centro only*

(Certificate)

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

Degree Plan Number 552297

This one-year certificate is designed to develop skills and knowledge to meet the demands of computer operations in any midrange environment. The graduate will be qualified to be a trainee in entry-level midrange computing positions. A touch typing speed of 20 words per minute is suggested for most CISC courses with a lab component. Students are advised to develop this proficiency.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
CISC 1473 Systems Management/Operations I <sup>1</sup> ..	4
BUSI 1301 Introduction to Business OR	
MGMT 1370 Principles of Management .....	3
ENGL 1301 Composition I .....	3
	18
<b>SEMESTER II</b>	
CISC 1475 Systems Management/Operations II <sup>2</sup> ..	4
CISC 1372 Data Communications and Operating Systems .....	3
CISC 2470 Control Language and Operating Environments .....	4
CISC 7271 Cooperative Work Experience <sup>3</sup> .....	2
MATH 1332 College Mathematics I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	19
Minimum Hours Required .....	37

<sup>1</sup> CISC 2484, AS/400 Concepts Level I, may be substituted for CISC 1473.

<sup>2</sup> CISC 2484, AS/400 Concepts Level II, may be substituted for CISC 1475.

<sup>3</sup> CISC 7371 or 7471 may be substituted for CISC 7271.

# COMPUTER INFORMATION SYSTEMS -- PERSONAL COMPUTER SUPPORT

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

(Associate Degree)

Degree Plan Number X42797

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

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ..	4
BUSI 1301 Introduction to Business OR	
MGMT 1370 Principles of Management.....	3
ENGL 1301 Composition I .....	3
MATH 1332 College Mathematics I <sup>1</sup> .....	3
	17
<b>SEMESTER II</b>	
CISC 1474 Text Processing Applications .....	4
CISC 1372 Data Communications and Operating Systems .....	3
CISC 2476 Spreadsheet Applications .....	4
ACCT 1371 Elementary Accounting <sup>2</sup> .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	17
<b>SEMESTER III</b>	
CISC 2478 PC Operating Systems and Utilities ..	4
CISC 2480 PC Hardware .....	4
PSYC 1370 Applied Psychology and Human Relations <sup>3</sup> .....	3
Elective Humanities/Fine Arts .....	3
+Electives .....	3-4
	17-18

## SEMESTER IV

CISC 2370	Fundamentals of Networking .....	3
CISC 2481	Database Applications .....	4
CISC 2375	User Documentation and Training ...	3
CISC 7371	Cooperative Work Experience OR....	3
CISC 7471	Cooperative Work Experience .....	(4)
Elective	Any non-CISC course .....	3
		16-17

Minimum Hours Required ..... 67

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

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

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

<sup>4</sup> ACCT 2301 or ACCT 2401 may be substituted for ACCT 1371.

<sup>5</sup> PSYC 2301 may be substituted for PSYC 1370.

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

# CRIMINAL JUSTICE

*El Centro only*

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 542447

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
<b>SEMESTER I</b>	
CRIJ 1310 Fundamentals of Criminal Law .....	3
CRIJ 1301 Introduction to Criminal Justice .....	3
ENGL 1301 Composition I .....	3
PSYC 2301 Introduction to Psychology .....	3
MATH 1314 College Algebra OR .....	3
MATH 1470 College Algebra .....	(4)
	15
<b>SEMESTER II</b>	
CRIJ 1306 Courts and Criminal Procedure .....	3
CRIJ 1307 Crime in America .....	3
ENGL 1302 Composition II .....	3
SPCH 1311 Introduction to Speech Communication .....	3
SOCI 1301 Introduction to Sociology .....	3
	15
<b>SUMMER SESSION</b>	
+++Electives .....	6
	6
<b>SEMESTER III</b>	
GOVT 2301 American Government .....	3
+Elective .....	3
++Required Support Courses .....	6-7
Elective Any Non-CRIJ Course .....	3
	15-16
<b>SEMESTER IV</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
PSYC 2314 Developmental Psychology OR .....	
SOCI 1306 Social Problems .....	3
++Required Support Course .....	3-4
+++Criminal Justice Elective .....	3-4
	13-15
Minimum Hours Required .....	64

+Electives—must be selected from the following:

ARTS 1301	Art Appreciation .....	3
DRAM 1310	Introduction to the Theatre .....	3
ENGL	(2000 Level Literature Course) .....	3
Foreign Language or	American Sign Language .....	4
HUMA 1301	Introduction to the Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3

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

CRIJ 2314	Criminal Investigation .....	3
CRIJ 2323	Legal Aspects of Law Enforcement .....	3
CRIJ 2328	Police Systems and Practices .....	3
CRIJ 7371	Cooperative Work Experience .....	3
CRIJ 7471	Cooperative Work Experience .....	4
CRIJ 7372	Cooperative Work Experience .....	3
CRIJ 7472	Cooperative Work Experience .....	4

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

CRIJ 2322	Juvenile Procedures .....	3
CRIJ 2313	Correctional Systems and Practices .....	3
CRIJ 2301	Community Resources in Corrections .....	3
SPAN 1411	Beginning Spanish* .....	4
SPAN 1412	Beginning Spanish* .....	4

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

The following courses are to be taken only after completing thirty semester hours of approved academic courses, to include fifteen hours of the transfer curriculum in Criminal Justice:

CRIJ 2333	Texas Peace Officers Law .....	3
CRIJ 1334	Texas Peace Officers Procedures .....	3
CRIJ 2335	Texas Peace Officers Skills .....	3

A student enrolling in the Criminal Justice program should meet the Texas Commission on Law Enforcement Officer Standards and Education Requirements for minimum standards if you plan to seek employment in the law enforcement field. Licensing: (a) not currently on probation for any criminal offense; (b) not convicted of a Class B misdemeanor in the last six (6) months, or a Class A misdemeanor in the last twelve (12) months, or DWI or DWD in the last two (2) years; (c) never been convicted of a felony.

(continued on next page)

# TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Criminal Justice Associate Degree and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

## HUMAN SERVICES

*El Centro only*

Degree Plan Number 537387

	CREDIT HOURS
<b>SEMESTER I</b>	
SWAT 1372 Abnormal Behavior .....	3
SWAT 2371 Issues in Substance Abuse and Dependency .....	3
CRIJ 7372 Cooperative Work Experience.....	3
SOCI 2319 American Minorities.....	3
SOCI 2371 Urban Social Problems.....	3
	15

Minimum Hours Required ..... 15

## LAW ENFORCEMENT

*El Centro only*

Degree Plan Number 537397

	CREDIT HOURS
<b>SEMESTER I</b>	
SCAT 2371 Issues in Substance Abuse and Dependency .....	3
FIRE 1375 Fire and Arson Investigation.....	3
SWAT 1372 Abnormal Behavior .....	3
CRIJ 7372 Cooperative Work Experience.....	3
	12

Minimum Hours Required ..... 12

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

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

# CRIMINAL JUSTICE

*El Centro only*

(Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 553937

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester hour requirement.

	CREDIT HOURS
<b>SEMESTER I</b>	
CRIJ 1310 Fundamentals of Criminal Law .....	3
CRIJ 1301 Introduction to Criminal Justice .....	3
ENGL 1301 Composition I .....	3
PSYC 2301 Introduction to Psychology .....	3
MATH 1314 College Algebra OR .....	3
MATH 1470 College Algebra .....	(4)
	15
<b>SEMESTER II</b>	
CRIJ 1306 Courts and Criminal Procedure .....	3
CRIJ 1307 Crime in America .....	3
CRIJ 2328 Police Systems and Practices .....	3
SPCH 1311 Introduction to Speech Communication .....	3
SOCI 1301 Introduction to Sociology .....	3
	15
<b>SEMESTER III</b>	
CRIJ 2313 Correctional Systems and Practices ..	3
CRIJ 2314 Criminal Investigation .....	3
CRIJ 2322 Juvenile Procedures .....	3
PSYC 2314 Developmental Psychology .....	3
GOVT 2301 American Government .....	3
	15
Minimum Hours Required .....	45

# CRIMINAL JUSTICE

*El Centro only*

(Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 553947

This certificate is attached to the Criminal Justice Associate Degree and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester hour requirement.

	CREDIT HOURS
<b>SEMESTER I</b>	
CRIJ 1310 Fundamentals of Criminal Law .....	3
CRIJ 1301 Introduction to Criminal Justice .....	3
ENGL 1301 Composition I .....	3
	9
<b>SEMESTER II</b>	
CRIJ 1306 Courts and Criminal Procedure .....	3
CRIJ 1307 Crime in America .....	3
SPCH 1311 Introduction to Speech Communication .....	3
GOVT 2301 American Government .....	3
	12
<b>SEMESTER III</b>	
CRIJ 2328 Police Systems and Practices .....	3
PSYC 2301 Introduction to Psychology .....	3
SOCI 1301 Introduction to Sociology .....	3
	9
Minimum Hours Required .....	30

# FASHION DESIGN

*El Centro only*

(Associate Degree)

The Fashion design freshman student is provided a core curriculum of study related to the fashion industry. The basic fashion core, along with the general education courses, enables the student to enter a specialized track of either Apparel Design or Pattern Design in the second year of studies. Upon completion an Associate of Applied Arts Degree is awarded.

	CREDIT HOURS
<b>*CORE CURRICULUM</b>	
<b>SEMESTER I</b>	
DESI 1170 Industrial Garment Construction (1st 8 weeks).....	1
DESI 1370 Basic Color Theory and Application (1st 8 weeks).....	3
DESI 2371 History of Costume.....	3
PDDD 1370 Pattern Drafting I (2nd 8 weeks) .....	3
ENGL 1301 Composition I.....	3
MATH 1332 College Mathematics I.....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>19</u>
<b>SEMESTER II</b>	
DESI 1173 Introduction to Mass Production and Apparel.....	1
DESI 1270 Intermediate Clothing Construction ...	2
DESI 1371 Textiles .....	3
DESI 1372 Fashion Sketching.....	3
DESI 2372 History of Costume.....	3
PDDD 1371 Pattern Drafting II (1st 8 weeks) .....	3
PDDD 1372 Pattern Drafting III (2nd 8 weeks) .....	3
	<u>18</u>
Minimum Hours Required .....	37

# FASHION DESIGN--APPAREL DESIGN

*El Centro only*

(Associate Degree)

Degree Plan Number 543977

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
<b>SEMESTERS I AND II</b>	
Core Curriculum .....	<u>37</u>
	37
<b>SEMESTER III</b>	
DESI 2370     Advanced Clothing Construction .....	3
PDDD 2370     Pattern Drafting IV (1st 8 weeks) .....	3
PDDD 2371     Pattern Drafting V (2nd 8 weeks) .....	3
APPD 2370     Design Development I .....	3
APPD 2270     Style Trends and Research I .....	2
HUMA 1301     Introduction to the Humanities OR	
PHIL 1301     Introduction to Philosophy .....	<u>3</u>
	17
<b>SEMESTER IV</b>	
PDDD 2372     Pattern Drafting VI (1st 8 weeks) .....	3
PDDD 2374     Pattern Drafting VII (2nd 8 weeks) ....	3
APPD 2372     Design Development II .....	3
APPD 2271     Style Trends and Research II .....	2
DESI 1171     Draping .....	1
PSYC 1370     Applied Psychology and	
Human Relations .....	<u>3</u>
+Elective .....	<u>3</u>
	18
Minimum Hours Required .....	72
+Elective--must be selected from the following:	
Any ARTS course	
PDDD 7371     Cooperative Work Experience .....	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.



# FASHION DESIGN--PATTERN DESIGN

*El Centro only*

(Associate Degree)

Degree Plan Number 543987

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

### SEMESTERS I AND II

Core Curriculum .....	37
	<u>37</u>

### SEMESTER III

DESI 2370	Advanced Garment Construction .....	3
PDDD 2370	Pattern Drafting IV (1st 8 weeks) .....	3
PDDD 2371	Pattern Drafting V (2nd 8 weeks) .....	3
PSYC 1370	Applied Psychology and Human Relations .....	3
HUMA 1301	Introduction to the Humanities OR	
PHIL 1301	Introduction to Philosophy .....	<u>3</u>
		15

### SEMESTER IV

PDDD 2372	Pattern Drafting VI (1st 8 weeks) .....	3
PDDD 2374	Pattern Drafting VII (2nd 8 weeks) .....	3
DESI 1171	Draping .....	1
DESI 1172	Grading .....	1
+Elective	.....	<u>3-4</u>
		11-12

Minimum Hours Required ..... 63

+Elective—must be selected from the following:

Any ARTS course

CISC	1470	Introduction to Computer Concepts and Applications .....	4
PDDD	7371	Cooperative Work Experience .....	3
PDDD	7471	Cooperative Work Experience .....	4

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# FIRE PROTECTION TECHNOLOGY

(Program to be closed 1999)

*El Centro only*

(Associate Degree)

Degree Plan Number 540327

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 FIRE consultant, the FIRE counselor or the Physical and Social Science Division Chairperson. Three Fire Protection Technology 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.

	CREDIT HOURS
<b>SEMESTER I</b>	
FIRE 1371 Fire Prevention .....	3
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra OR .....	3
MATH 1470 College Algebra OR .....	(4)
MATH 1342 Introduction to Statistics .....	3
SPCH 1311 Introduction to Speech Communication .....	3
Elective Any Non-FIRE Course .....	3
	15
<b>SEMESTER II</b>	
FIRE 1374 Fire Administration I .....	3
FIRE 1375 Fire and Arson Investigation I .....	3
ENGL 1302 Composition II .....	3
GOVT 2301 American Government .....	3
	12
<b>SEMESTER III</b>	
FIRE 1373 Fire Fighting Tactics and Strategy ....	3
FIRE 2370 Building Construction .....	3
GOVT 2302 American Government .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
	13
<b>SEMESTER IV</b>	
FIRE 1372 Hazardous Materials I .....	3
CHEM 1411 General Chemistry .....	4
+Elective .....	3
	10
<b>SEMESTER V</b>	
FIRE 2371 Fire Protection Systems .....	3
HIST 1301 History of the United States .....	3
CHEM 1412 General Chemistry .....	4
	10

## SEMESTER VI

+Elective .....	3
++Elective Humanities/Fine Arts .....	3
	6

Minimum Hours Required .....66

+Electives—6 hours of electives must be selected from the following:

FIRE 1370	Fundamentals of Fire Protection .....	3
FIRE 2372	Fire Administration II .....	3
FIRE 2373	Legal Aspects of Fire Protection .....	3
FIRE 2374	Hazardous Materials II .....	3
FIRE 2375	Fire Safety Education .....	3
FIRE 2376	Fire Insurance Fundamentals .....	3
FIRE 2377	Industrial Fire Protection .....	3
FIRE 2378	Water Systems .....	3
FIRE 2379	Fire and Arson Investigation II .....	3
FIRE 2380	Building Codes .....	3

++Electives—3 hours must be selected from the following:

ARTS 1301	Art Appreciation .....	3
ENGL	(2000 Level Literature Course) ..	3
Foreign Language or American Sign Language .....		4
HUMA 1301	Introduction to Humanities .....	3
MUSI 1306	Music Appreciation .....	3
PHIL 1301	Introduction to Philosophy .....	3
DRAM 1310	Introduction to the Theatre .....	3

For Associate Degree of Applied Science, students must complete:

- (1) 7 required fire courses
- (2) 3 fire electives
- (3) 9 required academic courses
- (4) 3 hours of electives outside student's major field  
for a total of 65 semester hours.

**NOTE:** Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# FOOD AND HOSPITALITY SERVICE

*El Centro only*

(Associate Degree)

Degree Plan Number 542607

The Food and Hospitality Service Program trains students to assume responsible positions in the Food Hospitality industry. Courses are designed to cover the various operational functions of restaurants, clubs, cafeterias, coffee shops and other types of hospitality service.

**CREDIT  
HOURS**

## SEMESTER I

FHSV 1370	Principles of Food & Beverage Administration* OR	
FHSV 1372	Organization and Management* OR	
FHSV 1374	Principles of Hotel Administration	3
FHSV 1376	Food Service Equipment	3
FHSV 1377	Basic Food Preparation	3
FHSV 1379	Food Service Sanitation and Safety	3
ENGL 1301	Composition I	3
MATH 1371	Business Mathematics	3
		<b>18</b>

## SEMESTER II

FHSV 1371	Dining Room Service Management	3
FHSV 1375	Supervision for Hospitality Services	3
FHSV 1378	Advanced Food Preparation	3
FHSV 1380	Food Purchasing, Handling & Storage	3
FHSV 1381	Nutrition and Menu Planning	3
SPCH 1311	Introduction to Speech Communication	3
		<b>18</b>

## SEMESTER III

FHSV 2470	Quantity Food Preparation and Service	4
FHSV 2374	Food Marketing** OR	
FHSV 2379	Advanced Nutrition and Dietetics** OR	
FHSV 2380	Child Nutrition OR	
FHSV 2372	Hotel-Motel Sales Development**	3
FHSV 7471	Cooperative Work Experience	4
++Elective	Humanities/Fine Arts	3
+++Elective	Natural Science	3
		<b>17</b>

## SEMESTER IV

FHSV 1382	Food Service Cost Control	3
FHSV 2471	Advanced Quantity Food Preparation and Service	4
FHSV 7472	Cooperative Work Experience	4
PSYC 1370	Applied Psychology and Human Relations OR	
PSYC 2301	Introduction to Psychology	3
+Elective		3
		<b>17</b>

Minimum Hours Required .....70

+Electives--must be selected from the following:

FHSV 1373	Front Office Procedures	3
FHSV 1383	Elementary Bakery Training	3
FHSV 1385	Bakery Operations and Management	3
FHSV 2170	Hotel-Restaurant-Institution-Special Topics	1
FHSV 2270	Hotel-Restaurant-Institution-Special Topics	2
FHSV 2370	Hotel-Restaurant-Institution-Special Topics	3
FHSV 2371	Hotel-Restaurant-Institution-Special Topics	3
FHSV 2373	Hotel-Motel Law	3
FHSV 2374	Food Marketing	3
FHSV 2375	Garde-Manger Training	3
FHSV 2376	Saucier Training	3
FHSV 2377	Advanced Pastry Shop Training	3
FHSV 2378	Beverage Operations and Service	3
FHSV 2379	Advanced Nutrition and Dietetics	3
ACCT 2301	Principles of Accounting I OR	3
ACCT 2401	Principles of Accounting I	4
BUSI 2301	Business Law	3
ECON 1303	Economics of Contemporary Social Issues	3
ECON 2301	Principles of Economics I	3

++Electives--must be selected from the following:

ARTS 1301	Art Appreciation	3
ENGL 2322	British Literature	3
ENGL 2327	American Literature	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
DRAM 1310	Introduction to Theatre	3
	Foreign Language or American Sign Language	4

+++Elective--must be selected from Astronomy, Biology, Chemistry, Earth Science, Ecology, Geology, Physical Science or Physics.

\*FHSV 1370 is recommended for those interested in Commercial Food Service - such as restaurants.

\*FHSV 1372 is recommended for those interested in Institutional Food Service - such as school and hospitals.

\*FHSV 1373 or 1374 is recommended for those interested in Hotel/Motel Management.

\*FHSV 1385 is recommended for those interested in Bakery Training.

\*\*FHSV 2372 or 2373 is recommended for those interested in Hotel/Motel Management.

\*\*FHSV 2374 or 2378 is suggested for those interested in Restaurant Management.

\*\*FHSV 2379 is suggested for those interested in the areas of hospital dietetics.

\*\*FHSV 2380 is suggested for those interested in the fields of child nutrition.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

Degree Plan Number 552617

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
<b>SEMESTER I</b>	
FHSV 1370 Principles of Food and Beverage Administration OR	
FHSV 1372 Organization and Management OR	
FHSV 1374 Principles of Hotel Administration	3
FHSV 1376 Food Service Equipment	3
FHSV 1377 Basic Food Preparation	3
FHSV 1379 Food Service Sanitation and Safety	3
MATH 1371 Business Mathematics	3
	15
<b>SEMESTER II</b>	
FHSV 1375 Supervision for Hospitality Services	3
FHSV 1378 Advanced Food Preparation	3
FHSV 1381 Nutrition and Menu Planning	3
FHSV 1382 Food Service Cost Control	3
FHSV 2374 Food Marketing OR	
FHSV 2379 Advanced Nutrition and Dietetics OR	
FHSV 2380 Child Nutrition and Dietetics OR	
FHSV 2372 Hotel-Motel Sales Development	3
SPCH 1311 Introduction to Speech Communication	3
	18
Minimum Hours Required	33

FOOD AND HOSPITALITY SERVICE --  
BAKERY/PASTRY

El Centro only

(Certificate)

Degree Plan Number 553617

This certificate program prepares the student to function in a bakeshop or pastry shop. Credits earned may be applied toward an associate degree.

	CREDIT HOURS
<b>SEMESTER I</b>	
FHSV 1379 Food Service Sanitation and Safety	3
FHSV 1383 Elementary Bakery Training OR	
FHSV 1384 Breads and Rolls	3
FHSV 2271 Entry Level Cake Decorating	2
MATH 1371 Business Mathematics	3
	11
<b>SEMESTER II</b>	
FHSV 1384 Breads and Rolls OR	
FHSV 1383 Elementary Bakery Training	3
FHSV 1386 Pies, Tarts, Tea Cakes and Cookies	3
FHSV 1385 Bakery Operations and Management	3
FHSV 1375 Supervision for Hospitality Services	3
	12
<b>SEMESTER III</b>	
FHSV 1387 Laminated Doughs, Pate A Choux and Donuts	3
FHSV 2377 Advanced Pastry Shop Training I	3
FHSV 7471 Cooperative Work Experience	4
SPCH 1311 Introduction to Speech Communication OR	
ENGL 1301 Composition I	3
	13
<b>SEMESTER IV</b>	
FHSV 2381 Advanced Pastry Shop Training II	3
FHSV 7472 Cooperative Work Experience	4
+Elective Food & Hospitality Service	2-3
	9-10
Minimum Hours Required	45

+Elective—Food and Hospitality Service elective must be selected from:

FHSV	1377	Basic Food Preparation	3
FHSV	1380	Food Purchasing, Handling, and Storage	3
FHSV	2374	Food Marketing	3
FHSV	2382	Special Topics in Baking/Pastry	3
FHSV	2272	Intermediate Cake Decorating	2

# INTERIOR DESIGN

*El Centro only*

(First Professional Level Certificate in Interior Design)

(Associate Degree--Semesters I through IV)

Degree Plan Number 540337

The Interior Design Department is a FIDER (Foundation for Interior Design Education Research) "First Professional Degree Level Certificate" program which encourages prospective designers to explore new individual experiences in creativity through innovative inquiry. The program of study leads to the preparation of the individual for a professional practice environment as an interior designer after accredited education, internship, national testing and state licensure.

The professional interior designer is a person who identifies, researches and creatively solves problems pertaining to the function and quality of the interior environment. The licensed designer performs services using specialized knowledge of interior construction, building codes, equipment, materials and furnishings. The designer is professionally responsible for enhancing and protecting the health, safety and welfare of the public.

	CREDIT HOURS
<b>FALL - SEMESTER I</b>	
INTD 1370 Color Theory and Applications for Interior Designers*	3
INTD 1374 Interior Design Studio I*	3
INTD 1371 Drafting for Interior Designers*	3
ARTS 1303 Survey of Art History OR	
ARTS 1304 Survey of Art History	3
ARTS 1316 Drawing I	3
	15
<b>SPRING - SEMESTER II</b>	
INTD 1375 Interior Design Studio II*	3
INTD 1372 Construction Drawings for Interior Designers*	3
INTD 1376 Perspective Drawing and Design Sketching*	3
INTD 1373 History of Modern Design*	3
ENGL 1301 Composition I	3
	15
<b>SUMMER SESSION I</b>	
HUMA 1301 Introduction to the Humanities OR	
PHIL 1301 Introduction to Philosophy OR	
Foreign Language (on approval) OR	
American Sign Language (on approval)	3
MATH 1314 College Algebra OR	3
MATH 1470 College Algebra	(4)
	6

## SUMMER SESSION II

PSYC 2301 Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations	3
SPCH 1311 Introduction to Speech Communication	3
	6

## FALL - SEMESTER III

INTD 2371 Interior Design Studio III	3
INTD 2373 Rendering for Interior Design	3
INTD 2374 Textiles for Interior Design	3
INTD 2377 History of the Interior Arts	3
ARCH 1315 Computer Graphics	3
	15

## SPRING - SEMESTER IV

INTD 2372 Interior Design Studio IV	3
INTD 2375 Materials for Interior Design	3
INTD 2376 Lighting Design	3
INTD 2378 Comparative Survey of Styles	3
Elective Any Non-INTD Course	3
	15

Minimum Hours Required For Associate Degree ....72

## FALL - SEMESTER V

INTD 3370 Interior Design Studio V	3
INTD 3374 Directed Design Research	3
INTD 3372 Professional Practice for Interior Designers	3
INTD 3373 Restoration and Preservation	3
	12

## SPRING - SEMESTER VI

INTD 3470 Interior Design Studio VI	4
INTD 3375 Directed Design Studies	3
INTD 7271 Cooperative Work Experience**OR	2
INTD 7371 Cooperative Work Experience**..	(3)
ARCH 2371 Architectural Computer Graphics II	3
	12-13

Degree Plan Total .....96

Minimum Hours Required for  
Professional Certificate ..... 120

Upon completion of the course work required for semesters one through six and an additional twenty-four credit hours of approved course work (as required by F.I.D.E.R.), the student will qualify for the "First Professional Degree Level Certificate" in Interior Design.

\*A required prerequisite for INTD 2371.

\*\*Also offered in summer as flex-entry.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# LEGAL ASSISTANT

*El Centro only*

(Associate Degree)

Degree Plan Number 540917

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 courses.

	CREDIT HOURS
<b>SEMESTER I</b>	
LEGL 1370 Introduction to Paralegalism .....	3
LEGL 1373 Introduction to Texas and Federal Court Systems .....	3
LEGL 1374 Introduction to Legal Research .....	3
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra OR .....	3
MATH 1470 College Algebra .....	(4)
	15
<b>SEMESTER II</b>	
LEGL 1371 Real Property and Real Estate Transactions .....	3
LEGL 1372 Family Law .....	3
LEGL 2371 Business Organizations .....	3
SPCH 1311 Introduction to Speech Communication .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
	16
<b>SEMESTER III</b>	
LEGL 2372 Civil Litigation I .....	3
LEGL 2374 Wills, Trusts and Probate Administration .....	3
LEGL 2377 Legal Office Management .....	3
GOVT 2301 American Government .....	3
+Elective .....	3-4
++Elective Humanities/Fine Arts .....	3
	18-19
<b>SEMESTER IV</b>	
LEGL 2375 Tort and Insurance Law and Claims Investigation .....	3
LEGL 2376 Contracts and Personal Property Transactions .....	3
LEGL 2378 Advanced Legal Research and Drafting .....	3
+Elective .....	3-4
+++Elective Social/Behavioral Science .....	3
	15-16
Minimum Hours Required .....	64

+Electives—6 hours must be selected from the following:

LEGL	2379	Criminal Law and Procedure .....	3
LEGL	2380	Civil Litigation II .....	3
LEGL	2381	Bankruptcy and Creditors' Rights .....	3
LEGL	7371	Cooperative Work Experience .....	3
LEGL	7471	Cooperative Work Experience .....	4
LEGL	7372	Cooperative Work Experience .....	3
LEGL	7472	Cooperative Work Experience .....	4

++Humanities/Fine Arts Electives—3 hours must be selected from the following:

ARTS	1301	Art Appreciation .....	3
DRAM	1310	Introduction to Theatre .....	3
ENGL		(2000 Level Literature Course) .....	3
Foreign Language or American Sign Language .....			4
HUMA	1301	Introduction to the Humanities .....	3
MUSI	1306	Music Appreciation .....	3
PHIL	1301	Introduction to Philosophy .....	3

+++Social/Behavioral Science Electives—3 hours must be selected from the following:

HIST	1301	History of the United States .....	3
PSYC	2301	Introduction to Psychology .....	3
SOCI	1301	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

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43667

The Management Program provides an opportunity for students to acquire knowledge in the management field and at the same time update and sharpen personal management skills. In addition to learning about supervision, personnel management, human relations psychology, problem-solving, decision-making, and other related business topics, students also participate in an on-the-job management training course with their present employers. These management training courses at work allow students to apply what is learned in the classroom environment and obtain the valuable practical experience necessary to become competent business managers. The Management Program allows students the opportunity to bridge the gap between theory and practice as professional managers.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGMT 1370 Principles of Management .....	3
MGMT 1374 Introduction to Supervision .....	3
MGMT 7371 Cooperative Work Experience .....	3
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	18
<b>SEMESTER II</b>	
MGMT 2374 Human Resources Management .....	3
MGMT 7372 Cooperative Work Experience .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
Mathematics* .....	3
ENGL 1302 Composition II .....	3
	16
<b>SEMESTER III</b>	
MGMT 2373 Organizational Behavior .....	3
MGMT 8381 Cooperative Work Experience .....	3
ACCT 2301 Principles of Accounting I** OR .....	3
ACCT 2401 Principles of Accounting I** .....	(4)
ECON 2301 Principles of Economics I OR .....	
ECON 1303 Economics of Contemporary Social Issues .....	3
	12

## SEMESTER IV

MGMT 2375 Problem Solving and Decision Making .....	3
MGMT 8382 Cooperative Work Experience .....	3
+Elective Humanities/Fine Arts .....	3
Elective Any Non-MGMT Course .....	3
Elective .....	3
	15

Minimum Hours Required ..... 61

+Elective—must be selected from the following:

ARTS 1301 Art Appreciation .....	3
DRAM 1310 Introduction to the Theatre .....	3
HUMA 1301 Introduction to the Humanities .....	3
ENGL 2322 British Literature .....	3
ENGL 2323 British Literature .....	3
ENGL 2332 World Literature .....	3
ENGL 2333 World Literature .....	3
ENGL 2327 American Literature .....	3
ENGL 2328 American Literature .....	3
MUSI 1306 Music Appreciation .....	3
PHIL 1301 Introduction to Philosophy .....	3
Foreign Language or American Sign Language .....	4

\*Mathematics must be selected from the following:

MATH 1314 College Algebra OR .....	3
MATH 1470 College Algebra .....	4
MATH 1324 Mathematics for Business and Economics I .....	3
MATH 1342 Introductory Statistics .....	3
MATH 1371 Business Mathematics .....	3
MATH 1371 MUST BE ACCOMPANIED BY A COURSE IN NATURAL SCIENCE.	

\*\*Students may substitute ACCT 1371 and ACCT 1372. Only three hours may be applied to the required number of hours for granting the degree.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MANAGEMENT

*Offered at all seven colleges*

(Certificate)

Degree Plan Number X53467

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option.

		CREDIT HOURS
<b>SEMESTER I</b>		
MGMT 1374	Introduction to Supervision .....	3
MGMT 7371	Cooperative Work Experience .....	3
ENGL 1301	Composition I .....	<u>3</u>
		9
<b>SEMESTER II</b>		
MGMT 2374	Human Resources Management .....	3
MGMT 7372	Cooperative Work Experience .....	3
SPCH 1311	Introduction to Speech Communication .....	<u>3</u>
		9
<b>SEMESTER III</b>		
MGMT 2373	Organizational Behavior .....	3
MGMT 8381	Cooperative Work Experience .....	<u>3</u>
		6
<b>SEMESTER IV</b>		
MGMT 2375	Problem Solving and Decision Making .....	<u>3</u>
MGMT 8382	Cooperative Work Experience .....	<u>3</u>
		6
Minimum Hours Required .....		30



# MEDICAL ASSISTING

*El Centro and Mountain View only*

(Certificate)

Degree Plan Number X53867

This 12-month program is designed to prepare individuals to perform the duties of a medical assistant who can function in an acute care clinical setting or physician's office in the areas of: medical office administration, clinical lab procedures, and examining room assisting. The student may elect to complete the program either as a block CEU program or as a credit certificate program.

	CREDIT HOURS
<b>SEMESTER I</b>	
MEDA 1170 Law and Ethics for Health Professionals.....	1
MEDA 1171 Medical Emergencies .....	1
MEDA 1172 Computer Applications for the Medical Office .....	1
MEDA 1270 Medical Office Procedures I .....	2
MEDA 1370 Medical Terminology .....	3
ENGL 1301 Composition I .....	<u>3</u>
	11
<b>SEMESTER II</b>	
MEDA 1271 Human Diseases .....	2
MEDA 1272 Transcription for the Medical Office...2	
MEDA 1273 Medical Office Procedures II .....	2
MEDA 1274 Medical Office Externship .....	2
MEDA 1279 Medical Office Coding and Insurance .....	2
SPCH 1311 Introduction to Speech Communications .....	<u>3</u>
	13
<b>SEMESTER III</b>	
MEDA 1275 Clinical Procedures I .....	2
MEDA 1276 Clinical Procedures II .....	2
MEDA 1277 Medical Office Laboratory Procedures.....	2
MEDA 1278 Clinical Office Externship .....	2
MEDA 1280 Pharmacology and Medication Administration .....	<u>2</u>
	10
Minimum Hours Required .....	34

# MEDICAL LABORATORY TECHNICIAN

*El Centro only*

(Associate Degree)

Degree Plan Number 542387

The Medical Laboratory Technician program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS).

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point average earned on the two pre-requisite courses, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions, to receive an information packet.

Upon completion of the program, the student is awarded an Associate of Applied Science Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP).

	CREDIT HOURS
<b>PREREQUISITES TO PROGRAM ADMISSION</b>	
BIOL 2401 Anatomy and Physiology OR	
BIOL 1470 Introduction to Human Anatomy and Physiology*	4
ENGL 1301 Composition I	3
	7
<b>SEMESTER I - FALL</b>	
MDLT 1372 Phlebotomy Seminar	3
MDLT 1470 Hematology	4
BIOL 2402 Anatomy and Physiology OR	
BIOL 1472 Introduction to Human Anatomy and Physiology*	4
CHEM 1411 General Chemistry	4
	15
<b>SEMESTER II - SPRING</b>	
MDLT 1370 Immunology/Serology	3
MDLT 1371 Immunohematology	3
CHEM 1412 General Chemistry	4
MATH 1314 College Algebra**	3
SPCH 1311 Introduction to Speech Communications	3
	16
<b>SUMMER SESSION (12 weeks)</b>	
MDLT 1471 Clinical Practice I	4
	4

## SEMESTER III - FALL

MDLT 2470 Medical Microbiology I	4
MDLT 2370 Urinalysis and Body Fluids	3
CHEM 2401 Quantitative Analysis OR	
CHEM 2423 Organic Chemistry	4
+Elective Humanities/Fine Arts	3
	14

## SEMESTER IV - SPRING

MDLT 2471 Clinical Chemistry	4
MDLT 2271 Medical Microbiology II	2
PSYC 2301 Introduction to Psychology	3
++ Elective	3
	12

## SUMMER SESSION (12 weeks)

MDLT 2472 Clinical Practice II	4
	4

Minimum Hours Required .....72

+Humanities/Fine Arts elective--must be selected from the following:

ARTS 1301 Art Appreciation	3
DRAM 1310 Introduction to the Theatre	3
ENGL (2000 Level Literature Courses)	3
HUMA 1301 Introduction to Humanities	3
MUSI 1306 Music Appreciation	3
PHIL 1301 Introduction to Philosophy	3
Foreign Language or American Sign Language	4

++Elective--Any NON-MDLT course.

\*Must be completed with a "B" or better for substitution for BIOL 2401, 2402.

\*\*Math placement will be based on assessment, usually the student will take DMAT 0093 and then MATH 1314. MATH 1470 may be substituted.

NOTE: MDLT designated courses available daytime only, other courses available at night.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

# MEDICAL TRANSCRIPTION

*El Centro only*

(Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 550657

The nine-month certificate program in Medical Transcription prepares the student to function as a medical typist or medical transcriptionist with a thorough knowledge of medical terminology, advanced typing, word processing skills, and work experience. Proper form, editing abilities, and legal implications are stressed. Entry requirement to this program is a typing skill of 50 words per minute. Job opportunities are available in medical records, pathology and radiology departments of hospitals and clinics; physician's offices; the health insurance industry; public and private health foundations and institutions; medical schools; and research centers. Cooperative work experience is a part of this program.

Admission requirements include an orientation session, satisfactory scores on assessment tests and a typing test, rank ordering by grade point average, and meeting all requirements for admission as a full-time student. Call Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
<b>SEMESTER I</b>	
MEDT 1470 Medical Terminology .....	4
MEDT 1370 Fundamentals of Medical Transcription .....	3
MEDT 1270 Disease Processes I .....	2
MEDT 1271 Introduction to Medical Word Processing .....	2
BIOL 1470 Introduction to Human Anatomy and Physiology .....	4
ENGL 1301 Composition I .....	3
	18
<b>SEMESTER II</b>	
MEDT 1471 Medical Transcription .....	4
MEDT 1472 Disease Processes II .....	4
MEDT 7472 Cooperative Work Experience.....	4
BIOL 1472 Introduction to Human Anatomy and Physiology .....	4
SPCH 1311 Introduction to Speech Communication .....	3
	19
Minimum Hours Required .....	37

A grade of "C" or better is required in all courses for certificate completion.

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42077

The primary objective of the Administrative Assistant program is to prepare students for positions as assistants to administrators within public or private firms and agencies. Emphasis in this program is on the development of organizational and decision-making skills in addition to basic office skills.

## CREDIT HOURS

### SEMESTER I

OFCT 1372	Office Calculating Machines .....	3
OFCT 1375	Beginning Keyboarding <sup>1</sup> OR	
OFCT 1376	Intermediate Keyboarding .....	3
OFCT 1377	Office Systems and Applications .....	3
ENGL 1301	Composition I .....	3
SPCH 1311	Introduction to Speech	
	Communication .....	3
		15

### SEMESTER II

OFCT 1373	Office Procedures <sup>2</sup> .....	3
OFCT 1376	Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379	Word Processing I .....	3
OFCT 1379	Word Processing I OR	
OFCT 1380	Business Software Applications I .....	3
MATH 1371	Business Math .....	3
Elective	Natural Science <sup>3</sup> .....	3
		15

### SEMESTER III

OFCT 1371	Automated Filing .....	3
OFCT 1378	Text Processing Transcription <sup>4</sup> .....	3
OFCT 2370	Business Communications .....	3
OFCT 2372	Word Processing II OR	
OFCT 2373	Business Software Applications II .....	3
++Elective	Social/Behavioral Science .....	3
Elective <sup>5</sup>	.....	3
		18

### SEMESTER IV

OFCT 1380	Business Software Applications I OR	
OFCT 2373	Business Software Applications II OR	
OFCT 2374	Business Software Applications III ...	3
OFCT 7371	Cooperative Work Experience OR ...	3
OFCT 7471	Cooperative Work Experience .....	(4)
ACCT 1371	Elementary Accounting OR	
ACCT 2301	Principles of Accounting I OR .....	3
ACCT 2401	Principles of Accounting I .....	(4)
+++Elective	Humanities/Fine Arts .....	3
Elective	Any Non-OFCT Course .....	3
		15-16

Minimum Hours Required .....63

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If a student places out, any OFCT course may be taken to supplement the minimum hours required.

<sup>2</sup> For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup> One of the following Natural Science courses may be taken:

BIOL	1406	General Biology .....	4
ECOL	1305	People and Their Environment .....	3
GEOL	1403	Physical Geology .....	4
PHYS	1311	Descriptive Astronomy .....	3
PHYS	1401	Introductory General Physics .....	4
PHYS	1415	Physical Science .....	4

<sup>4</sup> For legal emphasis, OFCT 1374 (Legal Terminology and Transcription) may be substituted.

<sup>5</sup> Electives--must be taken from the following:

OFCT	1170	Contemporary Topics in Office Technology .....	1
OFCT	1171	Keyboarding .....	1
OFCT	1172	Introduction to Word Processing .....	1
OFCT	1173	Keyboarding and Speed for Accuracy .....	1
OFCT	1175	Office Machines I .....	1
OFCT	1270	Contemporary Topics in Office Technology .....	2
OFCT	1370	Contemporary Topics in Office Technology .....	3
OFCT	2170	Word Processing Applications .....	1
OFCT	2171	Specialized Software I .....	1
OFCT	2172	Specialized Software II .....	1
OFCT	2270	Advanced Keyboarding Applications .....	2
OFCT	2373	Business Software Applications II .....	3
OFCT	2374	Business Software Applications III .....	3
OFCT	7372	Cooperative Work Experience .....	3
OFCT	7472	Cooperative Work Experience .....	4
OFCT	8381	Cooperative Work Experience .....	3
OFCT	8482	Cooperative Work Experience .....	4

++Elective -- may be taken from any Government, Human Development, History or Psychology course.

+++Elective -- may be taken from any Art, Humanities, Music or Philosophy course.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

## OFFICE TECHNOLOGY -- CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

*Offered at all seven campuses*

Credit toward an associate degree in Office Technology will be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. In order to receive credit, the registrar at the college must receive notification from the Institute for Certifying Secretaries that the applicant has passed all sections of the exam. The student must complete 12 credit hours (excluding developmental courses) within the District of which at least two courses must be completed in the area of Office Technology. The student must complete the courses with a grade of "C" or higher.

Select five of the following courses for which credit may be granted:

OFCT 1377	Office Systems and Applications .....	3
OFCT 1378	Text Processing Transcription .....	3
OFCT 1379	Word Processing I .....	3
OFCT 1380	Business Software Applications I .....	3
OFCT 1373	Office Procedures .....	3
OFCT 1376	Intermediate Keyboarding .....	3
OFCT 2370	Business Communications .....	3

## OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

Degree Plan Number X52097

This certificate with a clerical emphasis is designed to provide the student with a basic working knowledge of office procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1372 Office Calculating Machines .....	3
OFCT 1375 Beginning Keyboarding <sup>1</sup> OR	
OFCT 1376 Intermediate Keyboarding <sup>1</sup> .....	3
OFCT 1377 Office Systems and Applications .....	3
ENGL 1301 Composition I .....	3
MATH 1371 Business Mathematics <sup>2</sup> OR	
SPCH 1311 Introduction to Speech.....	3
	15
<b>SEMESTER II</b>	
OFCT 1373 Office Procedures .....	3
OFCT 1376 Intermediate Keyboarding OR	
OFCT 1379 Word Processing I <sup>1</sup> .....	3
OFCT 1378 Text Processing Transcription .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I ....	3
	12
<b>SEMESTER III</b>	
OFCT 1371 Automated Filing Procedures .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2373 Business Software Applications II ...	3
OFCT 2370 Business Communications.....	3
ACCT 1371 Elementary Accounting OR	
ACCT 2301 Principles of Accounting I OR .....	3
ACCT 2401 Principles of Accounting I .....	(4)
	12
Minimum Hours Required .....	39

<sup>1</sup> Students may be placed in keyboarding courses based on proficiency level determined by previous training, experience and/or placement tests. If students place out, any OFCT course may be taken to supplement the minimum hours required. ....

<sup>2</sup> Students selecting Business Mathematics (MATH 1371) must also select one of the following Natural Science courses:

BIOL	1406	General Biology .....	4
ECOL	1305	People and Their Environment .....	3
GEOL	1403	Physical Geology .....	4
PHYS	1311	Descriptive Astronomy .....	3
PHYS	1401	Introductory General Physics .....	4
PHYS	1415	Physical Science .....	4

## OFFICE TECHNOLOGY -- RECEPTIONIST

*All seven colleges*

(Certificate)

Degree Plan Number X53547

This program provides skills necessary to meet the public, make appointments, handle the telephone, keyboard documents, and perform data entry functions.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1372 Office Calculating Machines .....	3
OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379 Word Processing I .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I.....	3
ENGL 1301 Composition I .....	3
	12
<b>SEMESTER II</b>	
OFCT 1373 Office Procedures .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2372 Word Processing II OR	
OFCT 2373 Business Software Applications II.....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	9
Minimum Hours Required .....	21

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*All seven colleges*

(Certificate)

Degree Plan Number X53557

This certificate provides word processing skills necessary to produce documents from rough draft copy and voice recordings.

	CREDIT HOURS
<b>SEMESTER I</b>	
OFCT 1376 Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379 Word Processing I .....	3
OFCT 1377 Office Systems and Applications .....	3
OFCT 1379 Word Processing I OR	
OFCT 1380 Business Software Applications I ....	3
ENGL 1301 Composition I .....	3
	12
<b>SEMESTER II</b>	
OFCT 1378 Text Processing Transcription .....	3
OFCT 1380 Business Software Applications I OR	
OFCT 2372 Word Processing II OR	
OFCT 2373 Business Software Applications II ...	3
OFCT 2370 Business Communications.....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	12
Minimum Hours Required .....	24

<sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

# RADIOLOGIC SCIENCES

El Centro only

(Associate Degree)

Degree Plan Number 543927

This program prepares the student to become a professional radiologic technologist with a specialty in radiography. The radiographer uses radiation to produce internal images of the human being which are used by the physician to make diagnoses. For the vast majority of diagnostic procedures, the radiographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

The graduate radiographer is eligible to sit for the examination given by the American Registry of Radiologic Technologists and eligible to be a Certified Medical Radiologic Technologist licensed by the Texas Department of Health. Radiographers work in hospitals, physician's offices, and primary care facilities.

Students must be admitted to the program. Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, completion of four prerequisite courses with a minimum of 2.5 grade point average and completion of all requirements for admission as a full-time student to the College. Applicants are rank ordered for admission based on grade point average earned for the prerequisite courses. Applicants should contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupations Admissions to obtain an information packet.

Completion of the program and successful completion of the ARRT examination provides the graduate with credentials to continue their education in other radiologic specialty disciplines. The program is accredited by the Joint Review Committee in Radiologic Technology (JRCERT).

CREDIT  
HOURS

## PREREQUISITES:

BIOL 1470	Introduction to Human Anatomy and Physiology OR	
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra*	3
SPCH 1311	Introduction to Speech Communications	3
CISC 1470	Introduction to Computer Concepts and Applications	4
		14

## SEMESTER I (FALL)

RADS 1273	Introduction to Radiologic Sciences	2
RADS 1375	Patient Care in Radiography	3
BIOL 1472	Introduction to Human Anatomy and Physiology OR	
BIOL 2402	Anatomy and Physiology II	4
ENGL 1301	Composition I	3
PSYC 2301	Introduction to Psychology	3
		15

## SEMESTER II (SPRING)

RADS 1170	Radiation Biology and Protection	1
RADS 1274	Clinical Practicum I	2
RADS 1372	Radiographic Positioning and Osteology I	3
RADS 1374	Radiographic Exposure I	3
Elective	Humanities	3
		12

## SEMESTER III

### SUMMER (10 Weeks)

RADS 1275	Clinical Practicum II	2
RADS 1276	Radiographic Exposure II	2
RADS 1376	Radiographic Positioning and Osteology II	3
		7

## SEMESTER IV (FALL)

RADS 2272	Radiographic Equipment and Maintenance	2
RADS 2372	Clinical Practicum III	3
RADS 2373	Radiographic Exposure III	3
RADS 2374	Radiographic Positioning and Osteology III	3
		11

## SEMESTER V (SPRING)

RADS 2270	Radiographic Pathology	2
RADS 2472	Clinical Practicum IV	4
Elective		3
		9

## SEMESTER VI

### SUMMER (10 Weeks)

RADS 2473	Clinical Practicum V	4
		4

Minimum Hours Required .....72

\*MATH 1470 may be substituted.

NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an advisor or counselor regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

NOTE: Pending approval, curriculum changes will affect students admitted Fall 1997.

# RESPIRATORY CARE PROGRAM

*El Centro only*

(Associate Degree)

Degree Plan Number 543647

The Respiratory Care Program prepares students to become respiratory therapists and perform complex patient care procedures in specialized patient care units and diagnostic laboratories.

The Associate in Applied Sciences degree is awarded for successful completion of the program, enabling the graduate to apply for the Entry Level Credentialing Examination to become a Certified Respiratory Therapy Technician (CRTT). After CRTT certification is obtained, the graduate may then apply for the Advanced Practitioner Examination to become a Registered Respiratory Therapist (RRT). Passing the Entry Level Examination enables the graduate to obtain licensure as a Respiratory Care Practitioner (RCP) in the State of Texas.

The Respiratory Care Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Joint Review Committee for Respiratory Therapy Education (JRCRTE).

Admission requirements include satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, rank ordering by grade point average, and completion of all requirements for admission as a full-time student to the college. Clinical skills testing may be required for advanced placement. Contact the Health Occupations Admissions Office at El Centro College to receive an information packet, and the Assessment Center to sign up for the assessment tests.

## CREDIT HOURS

### PREREQUISITES FOR PROGRAM ADMISSION:

MATH 1314	College Algebra*	3
CHEM 1470	Chemical Sciences OR	
CHEM 1411	General Chemistry	4
BIOL 1470	Human Anatomy and Physiology OR	
BIOL 2401	Anatomy and Physiology I	4
ENGL 1301	Composition I	3
		14

### SEMESTER I

RESP 1270	Basic Respiratory Pharmacology	2
RESP 1370	Structure and Function of the Cardiopulmonary System	3
RESP 1470	Technology I	4
BIOL 1472	Human Anatomy and Physiology OR	
BIOL 2402	Anatomy and Physiology	4
		13

### SEMESTER II

RESP 1471	Basic Respiratory Pathology	4
RESP 1670	Technology II	6
SPCH 1311	Introduction to Speech Communication	3
		13

### SUMMER I (10 Weeks)

RESP 1671	Technology III	6
		6

### SEMESTER III

RESP 2370	Advanced Pathology/Pharmacology	3
RESP 2470	Technology IV	4
RESP 2371	Pediatric/Neonatal Respiratory Care	3
PSYC 2301	Introduction to Psychology	3
		13

### SEMESTER IV

RESP 2670	Technology V	6
RESP 2170	Pediatric/Neonatal Respiratory Laboratory	1
Elective	Any Non-RESP Course	3
+Elective	Humanities/Fine Arts	3
		13

Minimum Hours Required ..... 72

+Humanities/Fine Arts elective--must be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
ENGL	(2000 Level Literature Courses)	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
	Foreign Language or American Sign Language	4

\*MATH 1470 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.



# SURGICAL TECHNOLOGY

*El Centro only*

(Certificate)

**(Students pursuing this certificate program are required to take the TASP test.)**

Degree Plan Number 551797

The one year certificate program in Surgical Technology teaches the student to provide services in the operating room under the supervision of the operating room director. The technologist, as part of the operating team, aids in providing for the safety, cleanliness and efficiency necessary for good patient care in the operating room. The technologist prepares the materials for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology.

## ADMISSION TO THE PROGRAM:

Admission requirements include:

1. Completion of all requirements for admission as a full-time student to the college.
2. High school diploma or GED.
3. Satisfactory scores on assessment exams.
4. An information session.
5. Must complete prerequisites to program with a 2.5 G.P.A. or better.
6. Must have a G.P.A. of 2.5 or better from previous college courses. Developmental course grades are not included in the G.P.A. calculation.
7. Applicants are rank ordered for admission based on the grade point average earned on three prerequisite courses.

Contact the Assessment Center at El Centro College to sign up for the assessment exam. Call Health Occupational Admissions to receive an information packet.

CREDIT  
HOURS

## PREREQUISITES TO PROGRAM ADMISSION

ENGL 1301	Composition I .....	3
BIOL 1470	Introduction to Human Anatomy and Physiology* .....	4
SPCH 1311	Introduction to Speech Communication .....	3
		10

## SEMESTER I (FALL)

BIOL 1472	Introduction to Anatomy and Physiology** .....	4
SGTC 1270	Medical Terminology*** .....	2
SGTC 1271	Surgical Pharmacology*** .....	2
SGTC 1870	Surgical Techniques .....	8
		16

## SEMESTER II (SPRING)

SGTC 1070	Surgical Procedures .....	10
		10

## SUMMER SESSION (9 weeks)

SGTC 1670	Clinical Procedures .....	6
SGTC 1170	Seminar .....	1
		7

Minimum Hours Required .....43

\*BIOL 1408 is recommended prior to BIOL 1470 if no previous high school biology.

\*\*Support courses may be completed before, but not after, the semester indicated.

\*\*\*May be taken prior to program admission with Surgical Technology Program Coordinator's approval.

A "C" grade or better is required in all courses.

# VOCATIONAL NURSING

*El Centro only*

(Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 550447

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.

Admission requirements include an orientation session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better and completion of all requirements for admission as a full-time student to the college. Applicants are ranked according to grade point average earned on three prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the pre-entrance assessment tests and, Health Occupations Admissions, to receive an information packet.

	CREDIT HOURS
<b>FALL ADMISSION</b>	
<b>SEMESTER I - Prerequisite to Program Admission</b>	
BIOL 1470	Introduction to Human Anatomy and Physiology* OR
BIOL 2401	Anatomy and Physiology I .....4
MATH 1373	Applied Mathematics OR
MATH 1314	College Algebra** .....3
ENGL 1301	Composition I .....3
	10
<b>SEMESTER II</b>	
VNUR 1370	Health Maintenance through the Life Cycle .....3
VNUR 1270	Pharmacology .....2
VNUR 1970	Nursing Process I .....9
BIOL 1472	Introduction to the Human Anatomy and Physiology OR
BIOL 2402	Anatomy and Physiology II .....4
	18
<b>SEMESTER II</b>	
VNUR 1071	Nursing Process II .....15
	15

## SEMESTER III (Summer 12 Weeks)

VNUR 1870	Maternal Child Health .....	8
VNUR 1470	Maternal Child Health Clinical .....	4
		12

Minimum Hours Required .....55

CREDIT  
HOURS

## SPRING ADMISSION

### SEMESTER I - Prerequisite to Program Admission

BIOL 1470	Introduction to Human Anatomy and Physiology* OR
BIOL 2401	Anatomy and Physiology I .....4
MATH 1373	Applied Mathematics OR
MATH 1314	College Algebra** .....3
ENGL 1301	Composition I .....3
	10

## SEMESTER II

VNUR 1370	Health Maintenance through the Life Cycle .....	3
VNUR 1270	Pharmacology .....	2
VNUR 1970	Nursing Process I .....	9
BIOL 1472	Introduction to the Human Anatomy OR	
BIOL 2402	Anatomy and Physiology II .....	4
		18

## SEMESTER II (Summer 12 Weeks)

VNUR 1870	Maternal Child Health .....	8
VNUR 1470	Maternal Child Health Clinical .....	4
		12

## SEMESTER III

VNUR 1071	Nursing Process II .....	15
		15

Minimum Hours Required .....55

\*BIOL 1472 may be completed prior to entering the program. A grade of "C" or better is required in all courses.

\*\*MATH 1470 may be substituted.

# ACCOUNTING

## **ACCT 1371 Elementary Accounting (3)**

(Former course prefix/number ACC 131)

Prerequisite: None. The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on procedural aspects of the accounting cycle, including journalizing, posting, trial balances, work sheets, financial statements, and adjusting and closing. Cash, payroll, and various other accounting topics may be covered. A practice set covering the entire business cycle is completed. Accounting 1371 is recommended for students with no previous accounting background prior to enrolling in Accounting 2301 or Accounting 2401. (3 Lec.)

## **ACCT 1372 Computerized Elementary Accounting (3)**

(Former course prefix/number ACC 132)

Prerequisites: Accounting 1371 or Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting systems. Specialized software is used, and computerized procedures required to complete the basic accounting cycle are included. Software and topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. (3 Lec.)

*ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2301 Principles Of Accounting I (3)**

(This is a common course number. Former course prefix/number ACC 201)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

*ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

## **ACCT 2302 Principles Of Accounting II (3)**

(This is a common course number. Former course prefix/number ACC 202)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

## **ACCT 2370 Computerized Accounting Applications (3)**

(Former course prefix/number ACC 250)

Prerequisites: Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting applications. Specialized software is used, and accounting applications using spreadsheets are included. Software topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. Laboratory fee. (2 Lec., 2 Lab.)

## **ACCT 2372 Income Tax Accounting (3)**

(Former course prefix/number ACC 239)

Prerequisite: Accounting 2301 or Accounting 2401 or instructor approval. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, and capital gains and losses. Emphasis is on common tax problems. (3 Lec.)

## **ACCT 2375 Business Finance (3)**

(Former course prefix/number ACC 205)

Prerequisites: Accounting 2301 or Accounting 2401 and Economics 2301 or Economics 2302. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

**ACCT 2376 Cost Accounting (3)**

(Former course prefix/number ACC 238)

Prerequisite: Accounting 2302 or Accounting 2402. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

**ACCT 2377 Managerial Accounting (3)**

(Former course prefix/number ACC 204)

Prerequisite: Accounting 2302 or Accounting 2402. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

**ACCT 2378 Intermediate Accounting I (3)**

(Former course prefix/number ACC 203)

Prerequisite: Accounting 2302 or Accounting 2402. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

**ACCT 2379 Intermediate Accounting II (3)**

(Former course prefix/number ACC 207)

Prerequisite: Accounting 2378 or instructor approval. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

*ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**ACCT 2401 Principles Of Accounting I (4)**

(This is a common course number. Former course prefix/number ACC 208)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

*ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**ACCT 2402 Principles Of Accounting II (4)**

(This is a common course number. Former course prefix/number ACC 209)

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

**ACCT 7371 Cooperative Work Experience (3)**

(Former course prefix/number ACC 703)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

**ACCT 7372 Cooperative Work Experience (3)**

(Former course prefix/number ACC 713)

Prerequisites: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

**ACCT 7471 Cooperative Work Experience (4)**

(Former course prefix/number ACC 704)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

**ACCT 7472 Cooperative Work Experience (4)**

(Former course prefix/number ACC 714)

Prerequisite: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

## ALLIED HEALTH IMAGING

**AHIC 1170 Cardiovascular Physiology (1)**

(Former course prefix/number AHI 100)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or Biology 2401, Mathematics 1314 or Mathematics 1470, Speech 1311, and English 1301. Concurrent enrollment in Allied Health Imaging Core 1370 and Allied Health Imaging Core 1372. This course provides a study of the anatomy, physiology, and structural relationships of the human heart, organs of the thorax and abdomen, and vascular system. (1 Lec.)

**AHIC 1270 Pharmacology for Allied Health Imaging (2)**

(Former course prefix/number AHI 101)

Prerequisites: A grade of "C" or better in all previous Allied Health Imaging Core courses and support courses. Concurrent enrollment in Allied Health Imaging Core 1271 and Allied Health Imaging Core 1371. This course is designed to introduce students to the principles and practices of pharmacology in the imaging arena. Emphasis will be on the pharmacotherapeutics of drugs affecting the thorax and abdomen. (2 Lec.)

**AHIC 1271 Allied Health Imaging Instrumentation (2)**

(Former course prefix/number AHI 102)

Prerequisites: A grade of "C" or better in all previous Allied Health Imaging Core courses and support courses. Concurrent enrollment in Allied Health Imaging Core 1270 and Allied Health Imaging Core 1371. This course is an introduction to the medical instruments used in ICVT and SONO with emphasis on patient care diagnostic instruments such as non-invasive blood pressure devices, EKG, scanners, display systems, Doppler, and oxygen saturation. Equipment care, quality assurance measures, performances and safety issues will be discussed. Laboratory fee. (2 Lec., 1 Lab.)

**AHIC 1370 Allied Health Imaging (3)**

(Former course prefix/number AHI 103)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or Biology 2401, Mathematics 1314 or Mathematics 1470, Speech 1311, and English 1301. Concurrent enrollment in Allied Health Imaging Core 1170 and Allied Health Imaging Core 1372. This course is designed to introduce the student to the history and roles of the technologist in cardiovascular technology and diagnostic medical sonography. Current professional societies will be discussed as well as the physical design of the labs. Medical terminology, ethical-legal aspects and communication skills will be covered. Competencies will be assessed in the following areas: aseptic technique; universal precautions; body mechanics; patient transport; vital signs; and patient assessment. Laboratory fee. (2 Lec., 3 Lab.)

**AHIC 1371 Allied Health Imaging II (3)**

(Former course prefix/number AHI 104)

Prerequisites: A grade of "C" or better in all previous Allied Health Imaging Core courses and support courses. Concurrent enrollment in Allied Health Imaging Core 1270 and Allied Health Imaging Core 1271. This course is a continuation of Allied Health Imaging Core 1370 with emphasis on the technologists' scopes of practice, job descriptions, and scheduling in ICVT and SONO. Assessment will include the following: sterile technique; equipment setup; intravenous therapy; infusion pump operation; radiation and electrical safety; and chart reading. Laboratory fee. (2 Lec., 3 Lab.)

### **AHIC 1372 Computer Applications for Allied Health Imaging (3)**

(Former course prefix/number AHI 105)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or Biology 2401, Mathematics 1314 or Mathematics 1470, Speech 1311, and English 1301. Concurrent enrollment in Allied Health Imaging Core 1170 and Allied Health Imaging Core 1370. This course presents an overview of the components and operation of computers related to medical imaging, medical information systems, and their application in the fields of ICVT and SONO. Word Processing and data collection will be emphasized. Laboratory fee. (2 Lec., 3 Lab.)

## **ANTHROPOLOGY**

### **ANTH 1371 The Heritage Of Mexico (3)**

(Former course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **ANTH 2351 Cultural Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

## **APPAREL DESIGN**

### **APPD 2270 Style Trends And Research I (2)**

(Former course prefix/number APP 237)

Prerequisites: Sophomore standing or demonstrated competence approved by the instructor. This course is a study of current trends and selected topics in the apparel industry. Selected topics may include fashion show production, marketing, and cultural and international influences. Special topics may vary from semester to semester to address contemporary concerns. (2 Lec.)

### **APPD 2271 Style Trends And Research II (2)**

(Former course prefix/number APP 238)

Prerequisites: Sophomore standing or demonstrated competence approved by the instructor. This course is a continuation of the current trends and selected topics in the apparel industry. Selected topics may include fashion show production, marketing, and cultural and international influences. Special topics may vary from semester to semester to address contemporary concerns. (2 Lec.)

### **APPD 2370 Design Development I (3)**

(Former course prefix/number APP 232)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 2270 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.)

### **APPD 2372 Design Development II (3)**

(Former course prefix/number APP 233)

Prerequisites: Sophomore standing and concurrent enrollment in Apparel Design 2271 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.)

## **ARCHITECTURE**

### **ARCH 1205 Architectural Aesthetics (3)**

(This is a common course number. Former course prefix/number ARC 102)

Visual experiences in the aesthetics of architecture are studied in context with architecture as a contemporary philosophical concept. (3 Lec.)

(Coordinating Board Academic Approval Number 0402015222)

### **ARCH 1301 History Of Architecture Survey To 1850 (3)**

(This is a common course number. Former course prefix/number ARC 233)

The architectural contributions of Ancient, Classical, Medieval, and Renaissance societies are surveyed, along with their relationships to the cultural heritage of the Western World. (3 Lec.)

(Coordinating Board Academic Approval Number 3012015122)

### **ARCH 1302 History Of Modern Architecture (3)**

(This is a common course number. Former course prefix/number ARC 230)

The evolution of 20th. Century design theory is surveyed, from the Industrial Revolution to the present. Special attention is given to significant architects, designers, and personalities and their effect on the modern movement. (3 Lec.)

(Coordinating Board Academic Approval Number 3012015122)

**ARCH 1303 Architectural Design I (3)**

(This is a common course number. Former course prefix/number ARC 161)

Basic concepts of design are studied including form, scale, proportion, rhythm, unity, accent, texture, and pattern, as applied to two-dimensional and three-dimensional abstract projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0402015422)

**ARCH 1304 Architectural Design II (3)**

(This is a common course number. Former course prefix/number ARC 162)

Prerequisites: For architecture majors only, Architecture 1307 and Architecture 1303. This course is a continuation of Architecture 1303, with emphasis upon architecture theories, perceptions, environmental factors and communication of those elements in design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0402015422)

**ARCH 1307 Architectural Graphics I (3)**

(This is a common course number. Former course prefix/number ARC 130)

Basic architectural drafting techniques are studied including orthographic projection and isometric drawing. Linework in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025322)

**ARCH 1308 Architectural Graphics II (3)**

(This is a common course number. Former course prefix/number ARC 133)

Prerequisite: Architecture 1307 or demonstrated competence approved by the division dean. Three-dimensional drawing utilizing perspective and shade/shadow theory is studied in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025322)

**ARCH 1311 Introduction to Architecture (3)**

(This is a common course number. Former course prefix/number ARC 101)

This course is an introduction to the elements of architecture; opportunities within the architectural profession are explored. (3 Lec.)

(Coordinating Board Academic Approval Number 0402015922)

**ARCH 1315 Architectural Computer Graphics I (3)**

(This is a common course number. Former course prefix/number ARC 257)

Basic computer terminology and software applications utilizing the microcomputer in architecture and design are studied. Laboratory fee. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4801025222)

**ARCH 2301 Freehand Drawing I (3)**

(This is a common course number. Former course prefix/number ARC 134)

Representational drawing is studied with emphasis upon eye-to-hand coordination utilizing light, shade, line, and tonal quality. Pencil media is utilized. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

**ARCH 2302 Freehand Drawing II (3)**

(This is a common course number. Former course prefix/number ARC 135)

Prerequisite: Architecture 2301. Representational drawing is continued using a variety of techniques in pen and ink media. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

**ARCH 2312 Materials Of Construction (3)**

(This is a common course number. Former course prefix/number ARC 151)

The nature and use of materials in construction are explored. Emphasis is placed upon appropriateness and use in design as they relate to design expression and codes. (3 Lec.)

(Coordinating Board Academic Approval Number 1501015122)

**ARCH 2370 Freehand Drawing III (3)**

(Former course prefix/number ARC 237)

Prerequisite: Architecture 1308 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of rapid graphic skills needed to formulate and communicate design concepts, including the study and practice of visualization and freehand perspective drawing of design elements. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

**ARCH 2371 Architectural Computer Graphics II (3)**

(Former course prefix/number ARC 258)

Prerequisite: Architecture 1315 or demonstrated competence approved by the division dean. This course is a continuation of the study of computer aided design (CAD) in architecture. Emphasis will include detailed applications in design and drawing. Laboratory fee. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4801025222)

## ART

**ARTS 1170 Problems In Contemporary Art (1)**

(Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 5007035330)

**ARTS 1301 Art Appreciation (3)**

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

**ARTS 1303 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1304 Survey Of Art History (3)**

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1311 Design I (3)**

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1312 Design II (3)**

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1316 Drawing I (3)**

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 1317 Drawing II (3)**

(This is a common course number. Former course prefix/number ARTS 115)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 1370 Creative Photography For The Artist I (3)**

(Former course prefix/number ART 118)

Prerequisites: Arts 1311, Arts 1316, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ARTS 2313 Computer Graphics Design I (3)**

(This is a common course number. Former course prefix/number ART 223.)

Prerequisites: Arts 1311 or Arts 1316 and computer experience or demonstrated competence approved by instructor. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2314 Computer Graphics Design II (3)**

(This is a common course number. Former course prefix/number ART 224.)

Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015130)

**ARTS 2316 Painting I (3)**

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2317 Painting II (3)**

(This is a common course number. Former course prefix/number ART 206)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)



**ARTS 2323 Drawing III (3)**

(This is a common course number. Former course prefix/number ART 201)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2333 Printmaking I (3)**

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2341 Jewelry Design And Construction (3)**

(This is a common course number. Former course prefix/number ART 116)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

**ARTS 2342 Advanced Jewelry Design And Construction (3)**

(This is a common course number. Former course prefix/number ART 117)

Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

**ARTS 2346 Ceramics I (3)**

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: Arts 1311, Arts 1312, Arts 1317 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Arts 1311, Arts 1312, and Arts 1317 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2370 Arts History (3)**

(Former course prefix/number ART 203)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2371 Arts History (3)**

(Former course prefix/number ART 204)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**BIOLOGY****BIOL 1406 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 101)

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1407 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 102)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1408 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 115)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1409 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1411 Introductory Botany (4)**

(This is a common course number. Former course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

**BIOL 1470 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 1472 Introduction To Human Anatomy And Physiology (4)**

(Former course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2306 Environmental Biology (3)**

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

**BIOL 2401 Anatomy And Physiology I (4)**

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2402 Anatomy And Physiology II (4)**

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

### **BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BIO 216)

Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

## **BUSINESS**

### **BUSI 1301 Introduction To Business (3)**

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.)

(Coordinating Board Academic Approval Number 5201015125)

### **BUSI 1307 Personal Finance (3)**

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

### **BUSI 2301 Business Law (3)**

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

## **CHEMISTRY**

### **CHEM 1207 Chemical Calculations (2)**

(This is a common course number. Former course prefix/number CHM 205)

Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025239)

### **CHEM 1411 General Chemistry (4)**

(This is a common course number. Former course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1470, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1412 General Chemistry (4)**

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1470 Chemical Science (4)**

(Former course prefix/number CHM 115)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1471 Chemical Science (4)**

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1470 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

**CHEM 2401 Quantitative Analysis (4)**

(This is a common course number. Former course prefix/number CHM 203)

Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1470. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4006026139)

**CHEM 2423 Organic Chemistry I (4)**

(This is a common course number. Former course prefix/number CHM 201)

Prerequisite: Chemistry 1412. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

**CHEM 2425 Organic Chemistry II (4)**

(This is a common course number. Former course prefix/number CHM 202)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

## COMPUTER INFORMATION SYSTEMS

**CISC 1371 Data Entry Applications And Concepts (3)**

(Former course prefix/number CIS 111)

Prerequisite: One semester of high school or college-level typing or keyboarding or demonstrated competence approved by the instructor. This course provides hands-on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

**CISC 1372 Data Communications And Operating Systems (3)**

(Former course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

**CISC 1373 BASIC Programming (3)**

(Former course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 1470 Introduction to Computer Concepts And Applications (4)**

(Former course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

**CISC 1471 Problem Solving With The Computer (4)**

(Former course prefix/number CIS 106)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1472 Database Programming I (4)**

(Former course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1473 Systems Management/Operations I (4)**

(Former course prefix/number CIS 116)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware and software are covered. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals; physical file concepts; using job documentation, standards, operating procedures, control language; and analyzing output and audit logs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1474 Text Processing Applications (4)**

(Former course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1475 Systems Management/Operations II (4)**

(Former course prefix/number CIS 126)

Prerequisites: Computer Information Systems 1470, Computer Information Systems 1471, and Computer Information Systems 1473 or demonstrated competence approved by the instructor. Management theories and multi-user operating system concepts are covered. Topics include physical and logical files; system commands and control language programming; interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1476 Programming I (4)**

(Former course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops programming skills. Topics include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1477 Programming II (4)**

(Former course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts, organization, maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1478 RPG Programming (4)**

(Former course prefix/number CIS 171)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1479 Application Development Tools (4)**

(Former course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2170 Contemporary Topics In Computer Information Systems (1)**

(Former course prefix/number CIS 260)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**CISC 2370 Fundamentals Of Networking (3)**

(Former course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2372 Contemporary Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 262)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**CISC 2373 Special Topics In Computer Information Systems (3)**

(Former course prefix/number CIS 263)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2375 User Documentation And Training (3)**

(Former course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2470 Control Language and Operating Environments (4)**

(Former course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2472 Database Programming II (4)**

(Former course prefix/number CIS 209)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2474 C Programming (4)**

(Former course prefix/number CIS 212)

Prerequisite: A minimum of 3 credit hours in a programming language or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2475 Microcomputer Assembly Language (4)**

(Former course prefix/number CIS 215)

Prerequisite: Minimum of three credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2476 Spreadsheet Applications (4)**

(Former course prefix/number CIS 218)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2478 PC Operating Systems And Utilities (4)**

(Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2479 Systems Analysis And Design (4)**

(Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2480 PC Hardware (4)**

(Former course prefix/number CIS 226)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2481 Database Applications (4)**

(Former course prefix/number CIS 228)

Prerequisites: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2482 Data Base Systems (4)**

(Former course prefix/number CIS 254)

Prerequisite: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2483 Interactive Programming (4)**

(Former course prefix/number CIS 258)

Prerequisites: Minimum of six credit hours of programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2484 Special Topics In Computer Information Systems (4)**

(Former course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2486 Advanced C Programming (4)**

(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2487 Object Oriented Programming (4)**

(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2492 RPG Interactive Subfile Processing (4)**

(Former course prefix/number CIS 271)

Prerequisites: Computer Information Systems 1473, Computer Information Systems 1475, and Computer Information Systems 1478 or demonstrated competence approved by the instructor. The course continues the study of RPG/400. Topics include interactive processing using SDA with add, update and delete; subfile inquiry and update using READC; parameter passing, calling programs and LDA; programmer commands including FILE and DEBUG; INFDS, SDA, record locking, QCMDXEXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 7271 Cooperative Work Experience (2)**

(Former course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)

**CISC 7272 Cooperative Work Experience (2)**

(Former course prefix/number CIS 712)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

**CISC 7371 Cooperative Work Experience (3)**

(Former course prefix/number CIS 703)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**CISC 7372 Cooperative Work Experience (3)**

(Former course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

**CISC 7471 Cooperative Work Experience (4)**

(Former course prefix/number CIS 704)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

**CISC 7472 Cooperative Work Experience (4)**

(Former course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

## CRIMINAL JUSTICE

**CRIJ 1301 Introduction To Criminal Justice (3)**

(This is a common course number. Former course prefix/number CJ 140)

This course is a study of history and philosophy of criminal justice including ethical considerations. Topics include the definition of crime, the nature and impact of crime, an overview of the criminal justice system, law enforcement, court system, prosecution and defense, trial process, and corrections. (3 Lec.)

**CRIJ 1306 The Courts And Criminal Justice (3)**

(This is a common course number. Former course prefix/number CJ 132)

The judiciary in the criminal justice system is explained. The structure of the American Court System is defined. Prosecutorial right to counsel is explained. Other areas covered are pretrial release, grand juries, adjudication process, and types of rules of evidence and sentencing. (3 Lec.)



**CRIJ 1307 Crime In America (3)**

(This is a common course number. Former course prefix/number CJ 139)

American crime problems are studied in the historical perspective. Social and public policy factors affecting crime are discussed. The impact of crime and crime trends are shown along with the social characteristics of specific crimes. The prevention of crime is emphasized. (3 Lec.)

**CRIJ 1310 Fundamentals Of Criminal Law (3)**

(This is a common course number. Former course prefix/number CJ 130)

A study of the nature of criminal law is presented. The philosophical and historical development of criminal law is covered. Major definitions and concepts are given. The classification of crime is covered. The elements of crimes and penalties are discussed using Texas statutes as illustrations. Criminal responsibility is defined. (3 Lec.)

**CRIJ 1370 Practical Spanish For Public Service Personnel (3)**

(Former course prefix/number CJ 143)

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.)

**CRIJ 1371 Practical Spanish For Public Service Personnel (3)**

(Former course prefix/number CJ 144)

Prerequisite: Criminal Justice 1370. This course is a continuation of Criminal Justice 1370. Emphasis continues on the skills of understanding, speaking, and listening. Specialized vocabulary and conversational drills in English and Spanish are also continued. (3 Lec.)

**CRIJ 2301 Community Resources In Corrections (3)**

(This is a common course number. Former course prefix/number CJ 251)

This course is an introductory study of the role of the community in corrections. Community programs for adults and juveniles and the administration of community programs are covered. Legal issues and future trends are presented. (3 Lec.)

**CRIJ 2313 Correctional Systems And Practices (3)**

(This is a common course number. Former course prefix/number CJ 250)

The relationship of corrections in the Criminal Justice system, the organization of correctional systems, and the correctional role are covered. Attention is given to institutional operations, alternatives to institutionalization, treatment and rehabilitation, and current and future issues. (3 Lec.)

**CRIJ 2314 Criminal Investigation (3)**

(This is a common course number. Former course prefix/number CJ 240)

Prerequisite: Criminal Justice 1301. This course covers investigative theory. Topics include the collection and preservation of evidence, sources of information, and interview and interrogation. The uses of forensic sciences and case and trial preparation are also included. (3 Lec.)

**CRIJ 2322 Juvenile Procedures (3)**

(This is a common course number. Former course prefix/number CJ 242)

Prerequisite: Criminal Justice 1301. This course covers recent research and new materials in juvenile procedures. Emphasis is on the major responsibilities of police work with children and youth. (3 Lec.)

**CRIJ 2323 Legal Aspects of Law Enforcement (3)**

(This is a common course number. Former course prefix/number CJ 247)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

**CRIJ 2328 Police Systems and Practices (3)**

(This is a common course number. Former course prefix/number CJ 248)

The police profession is studied. The organization of law enforcement systems is explained. Other topics include the police role, police discretion, ethics, and police/community interaction. Current and future issues are emphasized. (3 Lec.)

**CRIJ 2331 Traffic Planning And Administration (3)**

(This is a common course number. Former course prefix/number CJ 244)

Prerequisite: Criminal Justice 1301. The magnitude and complexities of traffic problems are presented. Topics include techniques used by various agencies to eliminate or control these problems. Emphasis is on evaluation of problems and solutions. (3 Lec.)

**CRIJ 2333 Texas Peace Officers Law (3)**

(This is a common course number. Former course prefix/number CJ 148)

Prerequisite: Thirty semester hours of approved academic courses to include fifteen hours of the transfer curriculum in law enforcement. This course is a study of laws that are directly related to police field work. Topics include traffic, intoxicated driver, Penal Code, elements of crimes, the Family Code, Alcoholic Beverage Code and civil liability. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

**CRIJ 2334 Texas Peace Officer Procedures (3)**

(This is a common course number. Former course prefix/number CJ 150)

Prerequisite: Criminal Justice 2333 or concurrent enrollment. This course is a study of the techniques and procedures used by police officers on patrol. Topics include controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control and jail operations. This course qualifies for four TCLEOSE training points. (3 Lec., 2 Lab.)

**CRIJ 2335 Texas Peace Officer Skills (3)**

(This is a common course number. Former course prefix/number CJ 232)

Prerequisites: Criminal Justice 2333 and Criminal Justice 2334 or concurrent enrollment. This course includes the demonstration and practice of the skills expected of a police officer. Topics include patrol, traffic stops, use of force, mechanics of arrest, firearms safety and emergency medical care. This course qualifies for five TCLEOSE training points. (4 Lec., 2 Lab.)

**CRIJ 7371 Cooperative Work Experience (3)**

(Former course prefix/number CJ 703)

Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 15 Lab.)

**CRIJ 7372 Cooperative Work Experience (3)**

(Former course prefix/number CJ 713)

Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 15 Lab.)

**CRIJ 7471 Cooperative Work Experience (4)**

(Former course prefix/number CJ 704)

Prerequisites: Completion of two courses in the Criminal Justice program. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, and professional development. (1 Lec., 20 Lab.)

**CRIJ 7472 Cooperative Work Experience (4)**

(Former course prefix/number CJ 714)

Prerequisite: Completion of one course in Criminal Justice 7371 or Criminal Justice 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives. (1 Lec., 20 Lab.)

## DANCE

**DANC 1147 Jazz I (1)**

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1148 Jazz II (1)**

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1147 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1151 Rehearsal and Performance (1)**

(This is a common course number. Former course prefix/number DAN 116)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1245 Beginning Contemporary Dance I (2)**

(This is a common course number. Former course prefix/number DAN 165)

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.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2303 Dance Appreciation (3)**

(This is a common course number. Former course prefix/number DAN 160)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015430)

## DESIGN

**DESI 1170 Industrial Garment Construction (1)**

(Former course prefix/number DES 129)

The equipment, techniques and skills used in making mass produced apparel are studied. Laboratory fee. (3 Lab.)

**DESI 1171 Draping (1)**

(Former course prefix/number DES 140)

Prerequisite: Pattern Design 1370. Dress designs are creatively interpreted on individual dress forms. Sketches or abstract designs are translated to muslin. Laboratory fee. (2 Lab.)

**DESI 1172 Grading (1)**

(Former course prefix/number DES 141)

Prerequisite: Pattern Design 1370. The standard production pattern is emphasized. Both large and small sizing is included. The student is introduced to computerized grading. Laboratory fee. (2 Lab.)

**DESI 1173 Introduction To Mass Production****Apparel (1)**

(Former course prefix/number DES 132)

Mass production, marketing and merchandising in the fashion industry is analyzed. (1 Lec.)

**DESI 1270 Intermediate Clothing Construction (2)**

(Former course prefix/number DES 134)

Prerequisite: Design 1170. Intermediate techniques of garment construction are studied. Total garments are completed. Laboratory fee. (6 Lab.)

**DESI 1370 Basic Color Theory And Application (3)**

(Former course prefix/number DES 110)

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.)

**DESI 1371 Textiles (3)**

(Former course prefix/number DES 135)

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.)

**DESI 1372 Fashion Sketching (3)**

(Former course prefix/number DES 136)

The structure of the fashion figure is explored. Simple methods for making quick sketches which communicate style information are emphasized. (2 Lec., 4 Lab.)

**DESI 2370 Advanced Clothing Construction (3)**

(Former course prefix/number DES 229)

Prerequisite: Design 1170 and Design 1270. Advanced techniques of garment construction are studied. Total garments are completed. Laboratory fee. (2 Lec., 3 Lab.)

**DESI 2371 History Of Costume (3)**

(Former course prefix/number DES 234)

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.)

**DESI 2372 History Of Costume (3)**

(Former course prefix/number DES 235)

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 COLLEGE LEARNING SKILLS

### **DCLS 0100 College Learning Skills (1)**

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## DEVELOPMENTAL COMMUNICATIONS

### **DCOM 0095 Communication Skills (3)**

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(Coordinating Board Academic Approval Number 320108511371)

### **DCOM 0120 Communication Skills (3)**

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 320108511371)

## DEVELOPMENTAL LEARNING

### **DLEA 0094 Learning Skills Improvement (1)**

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 320101521371)

## DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1470, 1324, 1332, 1333 and 1335. Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1371 and 1374.

### **DMAT 0060 Basic Mathematics I (1)**

(Former course prefix/number DM 060)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0061 Basic Mathematics II (1)**

(Former course prefix/number DM 061)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0070 Elementary Algebra I (1)**

(Former course prefix/number DM 070)

Prerequisites: Developmental Mathematics 0090, Developmental Mathematics 0063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0073 Introduction To Geometry (1)**

(Former course prefix/number DM 073)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0090 Pre Algebra Mathematics (3)**

(Former course prefix/number DM 090)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0091 Elementary Algebra (3)**

(Former course prefix/number DM 091)

Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0093 Intermediate Algebra (3)**

(Former course prefix/number DM 093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0097 Algebra Fundamentals I (3)**

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0098 Algebra Fundamentals II (3)**

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities, roots, radicals and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0099 Algebra Fundamentals III (3)**

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

## DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

**DREA 0090 Developmental Reading (3)**

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

**DREA 0091 Developmental Reading (3)**

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

**DREA 0093 Developmental Reading (3)**

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

## DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

**DWRI 0090 Developmental Writing (3)**

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0091 Developmental Writing (3)**

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0093 Developmental Writing (3)**

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

## **DIAGNOSTIC MEDICAL SONOGRAPHY**

**SONO 2170 Clinical Medicine III (1)**

(Former course prefix/number DMS 237)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine II, with emphasis on small parts ultrasound. (3 Lec.)

**SONO 2172 Clinical Medicine IV (1)**

(Former course prefix/number DMS 242)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Medicine III with emphasis placed on review of adult abdominal organ systems, neonatal heads and breast sonography. (3 Lec.)

**SONO 2270 Ultrasound Science I (2)**

(Former course prefix/number DMS 216)

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.)

**SONO 2271 Instrumentation/Standardization (2)**

(Former course prefix/number DMS 227)

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. Performance and safety will be discussed. (2 Lec.)

**SONO 2272 Clinical Education III (2)**

(Former course prefix/number DMS 252)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education II. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

**SONO 2273 Clinical Education IV (2)**

(Former course prefix/number DMS 253)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course is a continuation of Clinical Education III. Students will be assigned to affiliated hospital ultrasound departments. (32 Lab.)

**SONO 2274 Clinical Education I (2)**

(Former course prefix/number DMS 205)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (20 Lab.)

**SONO 2275 Pathophysiology (2)**

(Former course prefix/number DMS 215)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course presents a study of the pathology and pathophysiology of abdominal structures visualized with ultrasound examination, including urinary and reproductive systems, breast and thyroid. Correlations will be made between sonographic examination and disease processes of these organs. (1 Lec., 2 Lab.)

**SONO 2370 Cross Sectional Anatomy (3)**

(Former course prefix/number DMS 208)

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.)

**SONO 2371 Acoustical Physics (3)**

(Former course prefix/number DMS 210)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is designed to introduce the student to the study of acoustical physics, with the discussion of such topics as the interaction of ultrasound with tissues, mechanics of ultrasound production, various transducer design and construction, and principles of doppler devices. (3 Lec.)

**SONO 2372 Clinical Education I (3)**

(Former course prefix/number DMS 217)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. The student will participate in supervised experiences in an affiliated hospital ultrasound department. (20 Lab.)

**SONO 2373 Pathophysiology (3)**

(Former course prefix/number DMS 222)

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.)

**SONO 2374 Clinical Education II (3)**

(Former course prefix/number DMS 206)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Education I. Students will be assigned to affiliated hospital ultrasound departments. (24 Lab.)

**SONO 2470 Clinical Medicine I (4)**

(Former course prefix/number DMS 218)

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.)

**SONO 2471 Clinical Medicine II (4)**

(Former course prefix/number DMS 225)

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.)

**SONO 2472 Clinical Education II (4)**

(Former course prefix/number DMS 229)

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.)

**SONO 2473 Clinical Medicine I (4)**

(Former course prefix/number DMS 207)

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., 1 Lab.)

**SONO 2474 Clinical Medicine II (4)**

(Former course prefix/number DMS 209)

Prerequisite: Minimum grade of "C" or better in all previous courses. This is a continuation of Clinical Medicine I with emphasis on the male and female pelvis, and obstetrics. (4 Lec., 1 Lab.)

**DRAMA**

(Formerly Theatre)

**DRAM 1120 Rehearsal And Performance I (1)**

(This is a common course number. Former course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1221 Rehearsal And Performance II (2)**

(This is a common course number. Former course prefix/number THE 210)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1310 Introduction To The Theatre (3)**

(This is a common course number. Former course prefix/number THE 101)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

**DRAM 1330 Stagecraft I (3)**

(This is a common course number. Former course prefix/number THE 103)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 1341 Make-Up For The Stage (3)**

(This is a common course number. Former course prefix/number THE 105)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(Coordinating Board Academic Approval Number 5005025230)

**DRAM 1351 Acting I (3)**

(This is a common course number. Former course prefix/number THE 106)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 1352 Acting II (3)**

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2336 Voice And Articulation (3)**

(This is a common course number. Former course prefix/number THE 109)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**DRAM 2351 Scene Study I (3)**

(This is a common course number. Common Course Number THE 205)

Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2352 Scene Study II (3)**

(This is a common course number. Former course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2374 Lighting Design (3)**

(Former course prefix/number THE 209)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2375 Broadcasting Communications I (3)**

(Former course prefix/number THE 211)

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**DRAM 2376 Broadcasting Communications II (3)**

(Former course prefix/number THE 212)

Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

## ECONOMICS

**ECON 1303 Economics Of Contemporary Social Issues (3)**

(This is a common course number. Former course prefix/number ECO 105)

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is a credit course that can serve as a transfer elective and/or introductory course for the Principles sequence (Economics 2301 or 2302). This course, however, will not replace either Economics 2301 or 2302 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

**ECON 2301 Principles Of Economics I (3)**

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis given national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)



### **ECON 2311 Economics of Global Issues (3)**

(This is a common course number. Former course prefix/number ECO 203)

Prerequisite: Economics 2301 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

## **ENGLISH**

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

### **ENGL 1301 Composition I (3)**

(This is a common course number. Former course prefix/number ENG 101)

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### **ENGL 1302 Composition II (3)**

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### **English In The Sophomore Year**

English 2322, 2323, 2327, 2328, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

### **ENGL 2322 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1302. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2323 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1302. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 205)

Prerequisite: English 1302. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2328 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1302. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2332 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2333 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2370 Studies In Literature (3)**

(Former course prefix/number ENG 215)

Prerequisite: English 1302. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

## ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

### **ESOL 0031-0034 (Listening-Speaking)**

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

### **ESOL 0041-0044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

### **ESOL 0051-0054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

### **ESOL 0061-0064 (Grammar)**

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

### **ESOL 0031-0034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

### **ESOL 0041-0044 (Lectura)**

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

### **ESOL 0051, ESOL 0052, ESOL 0053, ESOL 0054**

Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes producen escritos para diferentes audiencias y con diversos propósitos.

### **ESOL 0061, ESOL 0062, ESOL 0063, ESOL 0064**

Estos cursos estan diseñados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

# ENGLISH AS A SECOND LANGUAGE

## **ESOL 0031 ESL Listening/Speaking (3)**

(Former course prefix/number ESL 031)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

## **ESOL 0032 ESL Listening/Speaking (3)**

(Former course prefix/number ESL 032)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

## **ESOL 0033 ESL Speaking (3)**

(Former course prefix/number ESL 033)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

## **ESOL 0034 ESL Academic Speaking (3)**

(Former course prefix/number ESL 034)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

## **ESOL 0041 ESL Reading (3)**

(Former course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## **ESOL 0042 ESL Reading (3)**

(Former course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## **ESOL 0043 ESL Reading (3)**

(Former course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## **ESOL 0044 ESL Reading (3)**

(Former course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## **ESOL 0051 ESL Writing (3)**

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

## **ESOL 0052 ESL Writing (3)**

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

## **ESOL 0053 ESL Writing (3)**

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

## **ESOL 0054 ESL Writing (3)**

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0061 ESL Grammar (3)**

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0062 ESL Grammar (3)**

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0063 ESL Grammar (3)**

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESOL 0064 ESL Grammar (3)**

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**FASHION DESIGN**

(See Apparel Design for APPD courses)

(See Design for DESI courses)

(See Pattern Design for PDDD courses)

**FIRE PROTECTION****FIRE 1370 Fundamentals Of Fire Protection (3)**

(Former course prefix/number FPT 131)

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.)

**FIRE 1371 Fire Prevention (3)**

(Former course prefix/number FPT 132)

Fire prevention administration is studied. Both principles and procedures are covered. Other topics include inspections, organization, public cooperation and image, recognition of 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.)

**FIRE 1372 Hazardous Materials I (3)**

(Former course prefix/number FPT 137)

Prerequisite: Chemistry 1412. This course includes the study of the chemical characteristics and behavior of various materials related to storage, transportation, handling hazardous materials, i.e., inflammable liquids, combustible solids and gases. Emphasis is on emergency situations and methods of handling fire fighting and control. (3 Lec.)

**FIRE 1373 Fire Fighting Tactics And Strategy (3)**

(Former course prefix/number FPT 140)

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.)

**FIRE 1374 Fire Administration I (3)**

(Former course prefix/number FPT 141)

This course focuses on personal skill building in goal setting, human relations and personal counseling. Topics included are written and oral communications, desirable instructor qualifications, and methods and techniques used in teaching and learning. The use of the five stage lesson plan and introduction to management theorists and principles are discussed. (3 Lec.)

**FIRE 1375 Fire And Arson Investigation I (3)**

(Former course prefix/number FPT 146)

This course covers a study of the detection of arson. Subjects included are investigation techniques, case histories, gathering and preserving of evidence. Selected discussions of laws, decisions and opinions; and kinds of arsonists are presented. (3 Lec.)

**FIRE 2370 Building Construction (3)**

(Former course prefix/number FPT 229)

Fundamental consideration and exploration of building construction and design with emphasis on fire resistance of building materials and assemblies are presented. Related data focuses on fire protection concerns, elements of structural collapse and failure during a fire are also included. (3 Lec.)

**FIRE 2371 Fire Protection Systems (3)**

(Former course prefix/number FPT 233)

This course examines fire protection systems. Included are the required standards for water supply, special hazards protection systems, automatic sprinklers, special extinguishing systems, automatic signaling and detection systems. (3 Lec.)

**FIRE 2372 Fire Administration II (3)**

(Former course prefix/number FPT 235)

Prerequisite: Fire Protection 1374. This course focuses on the study of the five functions of management. This includes organizational effectiveness, management information systems, program analysis, public finance, public relations, labor relations, and measurement of productivity. Management of an EMS, fire prevention bureau, training division and suppression division are also included. (3 Lec.)

**FIRE 2373 Legal Aspects Of Fire Protection (3)**

(Former course prefix/number FPT 236)

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.)

**FIRE 2374 Hazardous Materials II (3)**

(Former course prefix/number FPT 237)

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.)

**FIRE 2375 Fire Safety Education (3)**

(Former course prefix/number FPT 238)

This course includes the study of methods used in fire brigade organization and training for industrial occupancies, industrial safety demonstrations, extinguishment techniques, public relations, news media relations, and utilization of the five step planning process for public fire safety education. Fire demonstration kits, indicate of flame spread, flammable liquids, gases, explosions, home and industrial hazards, methods of teaching the sick or immobile patient supervisors evacuation and safety in hospitals and nursing homes are studied. How to teach children in kindergarten and elementary grades fire safety is explored. (3 Lec.)

**FIRE 2376 Fire Insurance Fundamentals (3)**

(Former course prefix/number FPT 240)

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.)

**FIRE 2377 Industrial Fire Protection (3)**

(Former course prefix/number FPT 244)

The history and growth of the Occupational Safety and Health Act of 1970 is studied. Topics include safety program organization, workmen's compensation insurance, human behavior and safety, industrial toxicology and chemical hazards. (3 Lec.)

**FIRE 2378 Water Systems (3)**

(Former course prefix/number FPT 245)

This course includes the study of water supply requirements and nozzle pressure, friction loss and other factors involved in calculating pump pressures. Topics include water distribution systems, water supply evaluation and testing, advanced hydraulics, field calculations, fire ground pump operations, and foam applications. (3 Lec.)

**FIRE 2379 Fire And Arson Investigation II (3)**

(Former course prefix/number FPT 246)

This course covers the evidence needed for investigation. Evidence including photography, sketching, diagramming and incident report, interviewing and interrogation, are presented. The District Attorney relationship, Grand Jury referral and direct filing, Grand Jury presentation, courtroom demeanor, and "expert" witness are also included. (3 Lec.)

**FIRE 2380 Building Codes (3)**

(Former course prefix/number FPT 247)

This course presents an in-depth study of the National Fire Protection Association's life safety code. An introduction to the other model codes and the fire codes as they relate to building design is included. (3 Lec.)

**FOOD AND HOSPITALITY SERVICE****FHSV 1370 Principles of Food and Beverage Administration (3)**

(Former course prefix/number FHS 110)

This course is an introduction to the management of food and beverage facilities. Subjects to be covered are the serving of food and beverages, classification of foods and spirits and their presentation. The marketing of food and beverage is stressed. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1371 Dining Room Service Management (3)**

(Former course prefix/number FHS 111)

This course provides students with practical skills and knowledge for effective management of food and beverage service in restaurants, cafeterias, coffee shops, room service, banquet areas, and dining rooms. Presents basic service principles while emphasizing the special needs of guests. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1372 Organization and Management (3)**

(Former course prefix/number FHS 112)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1373 Front Office Procedures (3)**

(Former course prefix/number FHS 114)

This course introduces the student to the operations, procedures and personnel functions of the front office. The course traces the flow of activities and functions performed in today's lodging operations. Comparisons are made of manual, machine assisted and computer based methods for each front office function. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1374 Principles of Hotel/Motel Administration (3)**

(Former course prefix/number FHS 115)

The physical aspects of hotel-motel operations are analyzed. Included are procedures for emergencies, check cashing, use of credit cards, and collections of accounts receivable. Emphasis is also given to guest relations, guest room facilities, protection of the property, and the development of the properties' growth. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1375 Supervision for Hospitality Services (3)**

(Former course prefix/number FHS 116)

Recruiting, selecting, training and supervising personnel for food and lodging services are studied. Personnel policies, job descriptions, training methods, scheduling and work improvements are included. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1376 Food Service Equipment (3)**

(Former course prefix/number FHS 119)

This course covers food service equipment. Specifications, uses, cleaning, and preventive maintenance are emphasized. Equipment for preparation, cooking, refrigeration, storage, and cleanup is included. The relation of air conditioning, electricity, gas, and plumbing to food service facilities is examined. Layout analysis, design, and effective use of equipment and space are also covered. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1377 Basic Food Preparation (3)**

(Former course prefix/number FHS 120)

Prerequisite or concurrent enrollment is required in Food and Hospitality Service 1370, Food and Hospitality Service 1371, Food and Hospitality Service 1372, Food and Hospitality Service 1373, Food and Hospitality Service 1374, Food and Hospitality Service 1375, Food and Hospitality Service 1376 or Food and Hospitality Service 1379. Quality food preparation and cookery are studied. Emphasis is on the importance of the person to be served, and the provision of nutritionally adequate meals. Food preparation techniques, selection of equipment, and the effective use of time are included. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1378 Advanced Food Preparation (3)**

(Former course prefix/number FHS 122)

Prerequisite: Food and Hospitality Service 1377. This course is a continuation of Food and Hospitality Service 1377. Procedures for large quantities and management for food preparation are introduced. Topics include basic cookery, safety and sanitation factors, and selection of equipment. Emphasis is on high preparation techniques for high quality. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1379 Food Service Sanitation and Safety (3)**

(Former course prefix/number FHS 124)

The principles of microbiology are studied and applied to the need for personal cleanliness. The cause, control, and investigation of illness caused by food contamination are explored. Other topics include sanitary practices, dish washing procedures, the use of cleaning materials, garbage and refuse disposal, general safety precautions, and elementary first aid. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1380 Food Purchasing, Handling and Storage (3)**

(Former course prefix/number FHS 132)

This course focuses on policies and procedures for purchasing food in quantity. Storage requirements, procedures, and controls are included. The availability of food supplies, analysis of food quality, and specification writing are also covered. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1381 Nutrition and Menu Planning (3)**

(Former course prefix/number FHS 135)

Food nutrients and their importance in maintaining health are surveyed. The digestive and absorptive characteristics of nutrients are included. The nutritional needs of all age groups are studied and applied to the planning of meals for business and institutions. Psychological needs, type of operation, and available equipment and personnel are all considered. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1382 Food Service Cost Control (3)**

(Former course prefix/number FHS 138)

Prerequisite: Mathematics 1371. The principles and procedures of the control of food cost are presented. Emphasis is on applying the principles and procedures to any food service operation. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1383 Elementary Bakery Training (3)**

(Former course prefix/number FHS 140)

Students are introduced to the work of the baker. Yeast doughs, quick breads, pies, and cookies are analyzed and produced in quantity. Also covered are all types of fillings, butter creams, puddings, cakes, cake decorating and frostings. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and the handling of the pastry bag are covered. Hands-on participation is emphasized and written tests are included. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1384 Breads And Rolls (3)**

(Former course prefix/number FHS 137)

This class is a concentration on yeast raised products and quick breads. A wide variety of techniques and products are utilized to provide students with an in-depth understanding of the principles and practical skills of quality baking. Included in the types of breads produced are brioche, sponges and sours, traditional and specialty breads, donuts and muffins. The use of manufactured and convenience products is covered. Baking terminology, tool and equipment use, formula conversions, functions of ingredients, the use of proper flours and mixing and make-up methods is emphasized. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1385 Bakery Operations And Management (3)**

(Former course prefix/number FHS 145)

Students are introduced to management, marketing, supervision and sanitation principles required in retail bakery operations. Costing, pricing, computer usage and personnel issues are included. Field trips and guest speakers supplement classroom lecture, discussion and projects. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 1386 Pies, Tarts, Tea Cakes And Cookies (3)**

(Former course prefix/number FHS 139)

Prerequisite: Food and Hospitality Service 1383 or 1384. Students produce a wide variety of pies, tea cakes, cheesecakes and cookies. American and European style pie and tart fillings and dough, numerous types of cookies and tea cakes as well as custards and batters are studied along with correct oven temperatures, make-up and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 1387 Laminated Dough, Pate A Choux And Donuts (3)**

(Former course prefix/number FHS 144)

Prerequisite: Food and Hospitality Service 1383 or 1384. Laminated doughs including croissants, danish and puff pastry, a variety of pate a choux (eclair paste) products, strudels and donuts are the focus of this class. Emphasis is placed on fillings and finishing techniques. The use of manufactured and convenience products is also covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2170 Hotel/Restaurant/Institutions Special Topics (1)**

(Former course prefix/number FHS 201)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 1 Lab.)

**FHSV 2270 Hotel/Restaurant/Institutions Special Topics (2)**

(Former course prefix/number FHS 202)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 1 Lab.)

**FHSV 2271 Entry Level Cake Decorating (2)**

(Former course prefix/number FHS 260)

Students are introduced to skills, concepts and techniques of American style cake decorating. The course includes: preparation of icings and butter creams, use of pastry tips, paper cones and pastry bags, cake preparation and icing, borders, flowers and piping. Paper cone writing, spray gun techniques and opaque projector techniques are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

**FHSV 2272 Intermediate Cake Decorating (2)**

(Former course prefix/number FHS 261)

Prerequisite: Food and Hospitality Service 2271. In this advanced course specialized and seasonal cakes are produced. Figure piping working, specialized icing flowers and wedding cakes are included. Hands-on participation and written tests. Laboratory fee. (1 Lec., 3 Lab.)

**FHSV 2370 Hotel/Restaurant/Institutions Special Topics (3)**

(Former course prefix/number FHS 203)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in identifying, defining, and analyzing current topics of interest in food and hospitality services. The course emphasizes present industry needs and problems, and students are guided to offer realistic and workable solutions which include the total knowledge of food and hospitality services processes. This course may be repeated for credit when topics vary. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2371 Hotel-Restaurant-Institutions-Special Topics (3)**

(Former course prefix/number FHS 204)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in lecture and laboratory situations in identifying, defining and analyzing current trends and topics of interest in the food and hospitality industry. The course emphasizes topics which are current needs and are covered in lectures. The laboratory allows each student to acquire hands-on experience in areas of food preparation, baking, pastry and other areas of the industry. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2372 Hotel/Motel Sales Development (3)**

(Former course prefix/number FHS 210)

The technique of developing a marketing plan for any size operation are studied. Included is the development of the departments of the hotel into a coordinated team. Emphasis is on the organization and functioning of a sales department, sales tools, techniques, advertising, and types of markets. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2373 Hotel/Motel Law (3)**

(Former course prefix/number FHS 214)

This course covers the legal responsibilities and rights of the innkeeper. The consequences caused by failure in those responsibilities are illustrated. Topics include court attitudes toward an innkeeper where negligence and liability are involved. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2374 Food Marketing (3)**

(Former course prefix/number FHS 233)

The distribution of the finished product is introduced. Emphasis is on the consumer. Included are the activities involved in developing markets, customers, and distribution services. Laboratory fee. (3 Lec., 1 Lab.)



**FHSV 2375 Garde-Manger Training (3)**

(Former course prefix/number FHS 238)

Prerequisite: Food and Hospitality Service 1378. This course covers the preparation of the cold buffet. Included are salads, sandwiches, ice carvings, lard sculptures, chaud froids hors d'oeuvres, pates, cold fish, poultry, meats, and game. Also included is the proper setup of the garde-manger station. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2376 Saucier Training (3)**

(Former course prefix/number FHS 239)

Prerequisite: Food and Hospitality Service 1378. This course covers the preparation of basic soups, sauces, vegetables, and garnitures. All meats, fish, poultry, and game are also covered. The proper setup of the saucier station is also included. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2377 Advanced Pastry Shop Training (3)**

(Former course prefix/number FHS 245)

Prerequisite: Food and Hospitality Service 1383 or 1384. Topics covered include American and European pastries. French pastries, torts, petit fours, chocolate and candies, pastillage, marzipan and other pastry shop desserts and techniques are covered. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2378 Beverage Operations and Service (3)**

(Former course prefix/number FHS 247)

This course deals with beverage service in the commercial sector. Topics include basic bar operations, sales control, beverage service, and profits. A detailed analysis is made of the organization of a beverage bar, wine cellar, or catered beverage service. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2379 Advanced Nutrition and Dietetics (3)**

(Former course prefix/number FHS 248)

Prerequisite: Food and Hospitality Service 1381. Nutrition knowledge is applied to the care of people. How people eat and what they eat is studied. The role of community health agencies, food and nutrition assistance programs and nutrition service agencies are studied. Techniques for evaluation of nutritional status and dietary intakes are included. Special emphasis is placed on meeting the needs of persons requiring modifications of food intake. The role of nutrition services extended through schools and supplementary food assistance programs is included. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2380 Child Nutrition (3)**

(Former course prefix/number FHS 249)

Prerequisite: Food and Hospitality Service 1381. The nutrition of children is studied. The time period begins with birth and extends through childhood and adolescence. Emphasis is on the contribution of feeding programs in child care centers and schools. Laboratory fee. (3 Lec., 1 Lab.)

**FHSV 2381 Advanced Pastry Shop Training II (3)**

(Former course prefix/number FHS 251)

Prerequisite: Food and Hospitality Service 2377. This course builds on the skills and techniques learned in Advanced Pastry Shop Training I. A wide variety of European desserts, showpieces utilizing chocolate, marzipan, pulled sugar and pastillage are studied and produced. Hands-on participation and written tests. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2382 Special Topics In Baking/Pastry (3)**

(Former course prefix/number FHS 253)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in lecture and laboratory situations in identifying, defining and analyzing current trends and topics of interest in baking and pastry. The course emphasizes topics which are current needs and are covered in lectures. The laboratory allows each student to acquire hands-on experience in areas of baking and pastry. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 4 Lab.)

**FHSV 2470 Quantity Food Preparation And Service (4)**

(Former course prefix/number FHS 220)

Prerequisite: Food and Hospitality Service 1378. A lecture-laboratory course offering field training study of quantity food procedures and techniques with emphasis on retention of nutritive value of foods. Kitchen organization and planning of quantity production, use of large and small institutional equipment, food control and the associated supervisory problems as related to institutional and commercial food service. Includes study and use of convenience foods. Laboratory fee. (3 Lec., 5 Lab.)

**FHSV 2471 Advanced Quantity Food Preparation And Service (4)**

(Former course prefix/number FHS 222)

Prerequisite: Food and Hospitality Service 2470. This course emphasizes the planning and management of quantity food production. Training in the field is provided. Practice is given in producing entire meals, including evaluation and controls. Quality food standards of various cost levels are studied. The planning, layout, and maintenance of equipment are also covered. Laboratory fee. (3 Lec., 5 Lab.)

**FHSV 7471 Cooperative Work Experience (4)**

(Former course prefix/number FHS 704)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of topics which include outside reading in professional journals and books. Other topics include employment guidance in resume writing, security and holding interviews, and building a professional outlook. (1 Lec., 20 Lab.)

### **FHSV 7472 Cooperative Work Experience (4)**

(Former course prefix/number FHS 714)

Prerequisites: Completion of two courses in the Food and Hospitality Service program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The weekly seminar consists of discussions with industry leaders on management/supervisory styles, marketing strategies, and procurement problems. Students will be involved concurrently in outside readings on topics of special interest in the food and hospitality industry. (1 Lec., 20 Lab.)

## **GEOLOGY**

### **GEOL 1403 Physical Geology (4)**

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### **GEOL 1404 Historical Geology (4)**

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

## **GOVERNMENT**

### **GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

### **GOVT 2371 Introduction To Comparative Politics (3)**

(Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## **HISTORY**

### **HIST 1301 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 101)

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

### **HIST 1302 History Of The United States (3)**

(This is a common course number. Former course prefix/number HST 102)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

### **HIST 2311 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 105)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

### **HIST 2370 Latin American History (3)**

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

### **HIST 2380 The Heritage Of Mexico (3)**

(This is a common course number. Former course prefix/number HST 110)

This course (cross-listed as Anthropology 1371) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **HIST 2381 Afro-American History (3)**

(This is a common course number. Former course prefix/number HST 120)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

## **HUMAN DEVELOPMENT**

### **HDEV 0092 Student Success (3)**

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 0100 Educational Alternatives (1)**

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 0110 Assessment Of Prior Learning (1)**

(Former course prefix/number HD 110)

Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 1370 Educational And Career Planning (3)**

(Former course prefix/number HD 104)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

### **HDEV 1371 Principles And Processes Of Personal And Social Adjustment (3)**

(Former course prefix/number HD 112)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

### **HDEV 1372 Cognitive Processes: The Master Student Course (3)**

(Former course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## **HUMANITIES**

### **HUMA 1301 Introduction To The Humanities (3)**

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

### **HUMA 1302 Advanced Humanities (3)**

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

# INTERIOR DESIGN

## **INTD 1370 Color Theory And Application For Interior Designers (3)**

(Former course prefix/number INT 164)

Prerequisites: Interior Design major. Actual interior design studies will be given that will involve applying various color systems (with emphasis on Munsell), along with mixing techniques to gain desired hue, value, and intensities for solving design color schemes. Color psychologies are also investigated. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 1371 Drafting For Interior Designers (3)**

(Former course prefix/number INT 171)

Prerequisites: Interior Design major. This course provides the beginning interior design student with basic drafting skills including the correct use of drafting instruments and supplies to obtain good line quality and lettering. Emphasis is placed on the ability to draw orthographic projections and paraline drawings, and an introduction to architectural symbols, dimensioning and notes, and the use of the print machine to reproduce drawings. Building codes and barrier free design are utilized. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 1372 Construction Drawings For Interior Designers (3)**

(Former course prefix/number INT 173)

Prerequisite: Interior Design 1371. This course teaches the student how to take design drawings and develop the necessary construction drawings needed to build a structure. Emphasis is on the knowledge of building construction as well as the correct representation of building materials and construction assemblies in construction drawings. Typical wood frame residential construction will be utilized with plans, elevations, sections, details, schedules, and specifications included to produce a representative set of building documents. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 1373 History Of Modern Design (3)**

(Former course prefix/number INT 191)

This course surveys the evolution of 20th Century design from the Industrial Revolution to the present, including 19th Century developments and major influences of the 20th Century. Special attention is given to significant designers, architects, and personalities and their affect on the modern movement. Laboratory fee. (3 Lec.)

## **INTD 1374 Fundamental Design Studio I (3)**

(Former course prefix/number INT 168)

Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 1375 Interior Design Studio II (3)**

(Former course prefix/number INT 167)

Prerequisites: Interior Design 1370, 1374 and 1371. Introduction to the basic design principles as they apply to furniture layouts and space distribution for interiors. The complete design process is investigated. Freehand sketching is emphasized through plans, elevations, sections, perspectives, and schedules. Functional priorities, including circulation and spatial usages will be investigated. Building codes are introduced. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 1376 Perspective Drawing And Design Sketching (3)**

(Former course prefix/number INT 177)

Prerequisites: Interior Design 1371 and Art 1316. This course introduces the student to the principles of one- and two-point perspective construction including the office method, grid system and printed charts. Freehand sketching methods of spatial representation are included. Shading, shadows and simple pencil sketching techniques are introduced. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 2371 Interior Design Studio III (3)**

(Former course prefix/number INT 261)

Prerequisites: Interior Design 1370, 1375, 1372 and 1376. The principles studied in Interior Design 1375 are expanded to include studies and experimentation dealing with abstract spatial concepts leading to conceptual planning of specific spaces. Projects deal with general furnishings and simple manipulations of surfaces and volumes. Laboratory fee. (2 Lec., 4 Lab.)

## **INTD 2372 Interior Design Studio IV (3)**

(Former course prefix/number INT 262)

Prerequisites: Interior Design 2371, 2374, and 2377. The principles studied in Interior Design 2371 are expanded to include detailed space planning and selection of specific furnishings and accessories as well as design and detailing of millwork and other interior construction. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 2373 Rendering for Interior Design (3)**

(Former course prefix/number INT 277)

Prerequisites: Interior Design 1370 and 1376. This course introduces the student to basic delineation techniques to render two- and three-dimensional drawings of interior architectural spaces. Emphasis is on the development of black and white and color rendering procedures dealing with plans, elevations, and perspectives. 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.)

**INTD 2374 Textiles For Interior Design (3)**

(Former course prefix/number INT 281)

This course is a study of the textile products, characteristics, and their uses as applied to the interior design industry. Fibers, yarns, construction, and finishes are individually studied. A history of decorative textiles and their uses in traditional interiors is included. Contemporary textiles and their application to new uses in interior design are studied. A project notebook is required. (3 Lec.)

**INTD 2375 Materials For Interior Design (3)**

(Former course prefix/number INT 283)

Prerequisites: Interior Design major. A comprehensive overview is presented to introduce the student to the various interior design materials, finishes, and methods of construction installation that are available for specification today, and to compile an actual working source file through field trips, guest speakers, demonstrations, and class lectures. How to specify through measurements, millwork, finish types, quantities, and costs is stressed. (2 Lec., 4 Lab.)

**INTD 2376 Lighting Design (3)**

(Former course prefix/number INT 284)

Prerequisites: Interior Design 1370 and 1372. Qualitative and quantitative aspects of lighting are assessed. Topics include lamp types, fixture systems, design calculations, system layouts, electrical symbols, electrical plans and specifications, lighting schedules, and emphasis on the effects of lighting systems on colors. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 2377 History Of Interior Arts (3)**

(Former course prefix/number INT 293)

Prerequisites: Art 1303 and Art 1304. This course is a historical survey of the interior arts and interior architecture covering the Antiquities, Italian Renaissance and the French styles. Emphasis for the semester is placed on the French styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

**INTD 2378 Comparative Survey Of Styles (3)**

(Former course prefix/number INT 294)

Prerequisite: Interior Design 2377. This course is a comparative survey of the interior arts and interior architecture of the English, Oriental, and American styles. Emphasis for the semester is placed on the English styles. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 Lab.)

**INTD 3370 Interior Design Studio V (3)**

(Former course prefix/number INT 363)

Prerequisites: Interior Design 2372, 2373, 2375, 2376, and 2378. The principles studied in Interior Design 2372 are expanded to include consideration of spatial psychologies, historical design applications, and interior mechanical equipment. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 3372 Professional Practice For Interior Designers (3)**

(Former course prefix/number INT 385)

Prerequisite: Interior Design 2372 or demonstrated competence approved by the instructor. This course involves the theory and application of design office practices and procedures as well as discussion of client psychology. Various management systems and methods are studied. Topics include the marketing of professional services, coordination with consultants, professional organizations, legal and tax issues, business insurance, project management forms, building codes, and consumer issues. (3 Lec.)

**INTD 3373 Restoration And Preservation (3)**

(Former course prefix/number INT 395)

Prerequisites: Interior Design 2378 and concurrent enrollment in Interior Design 3370 and 3372. This is an introductory course to the many aspects of restoration, preservation, and adaptive reuse of structures and spaces. Emphasis is placed on the architectural interior. Legal and tax issues are discussed. Restoration projects involving actual local structures are studied, along with theoretical problems. Specialized resources are included. (2 Lec., 2 Lab.)

**INTD 3374 Directed Design Research (3)**

(Former course prefix/number INT 367)

**Prerequisite:** Interior Design 2372, 2375, 2376, 2378, and English 1301. The student will select a design topic and formulate a design project proposal for review and approval by the faculty. Original written research will include a review of the literature, surveys and case observations. An emphasis will be placed on a system of programming of the research data, evaluation of that data through analytical thinking and conclusions drawn from the evaluations. A statement of purpose, needs, goals, expected outcomes and timelines will be set for the project. A concept statement will be written. A research paper for the capstone design course for next semester will be presented at the end of this course. (2 Lec., 4 Lab.)

**INTD 3375 Directed Design Studies (3)**

(Former course prefix/number INT 368)

**Prerequisite:** Interior Design 3370 and 3374. The student will implement the design research document completed in Interior Design 3374 and develop it into a capstone design experience project in the final semester of the Interior Design program. This project will require the students to demonstrate their mastery of the interior design process from conception to completion. The students will demonstrate a competency of specialized knowledge and technologies that will allow them to secure a valuable entry level position, to enhance the portfolio in an area of major interest and to strengthen any weak aspects that may exist. (2 Lec., 4 Lab.)

**INTD 3470 Interior Design Studio VI (4)**

(Former course prefix/number INT 365)

**Prerequisites:** Interior Design 1373, 3370, 3372, and 3373. The principles studied in Interior Design 3370 are expanded to include project management. Advanced construction documents are prepared. Efforts are made to achieve advanced levels of fully developed creative projects. Laboratory fee. (2 Lec., 4 Lab.)

**INTD 7271 Cooperative Work Experience (2)**

(Former course prefix/number INT 702)

**Prerequisites:** All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 10 Lab.)

**INTD 7371 Cooperative Work Experience (3)**

(Former course prefix/number INT 703)

**Prerequisites:** All second year major courses. This course provides practical work experience in a Dallas interior design studio with emphasis placed in the specialty of the students' choice. Areas of specialization are: commercial, residential, institutional, medical, architectural, retail, specifiers, lighting, restaurants, hotels, workroom vendors, computer aided drafting, education and others. The student, employer and instructor compile a written competency-based learning plan in the form of work objectives to be accomplished on the job. Sixteen seminar sessions each semester consist of informational speakers and film presentations concerning special problems and interests in the work place. This course may be repeated for credit. (1 Lec., 15 Lab.)

## **INVASIVE CARDIOVASCULAR TECHNOLOGY**

**ICVT 1170 Cath Lab Fundamentals II (1)**

(Former course prefix/number ICV 130)

**Prerequisite:** A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1171. This course is a continuation of Invasive Cardiovascular Technology 1374. This course emphasizes x-ray technology and interventional procedures in the cardiac cath lab. Discussion will also focus on the beginning cath lab clinical experience. (3 Lec.)

**ICVT 1171 Introduction To The Cath Lab (1)**

(Former course prefix/number ICV 132)

**Prerequisite:** A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1170. This course introduces the student to a working cath lab. Under the supervision of faculty and clinical staff, the student will observe and familiarize themselves with different cath labs, including setups, standard procedures, and laboratory operations. (8 Lab.)

**ICVT 1172 Cardiac Cath I (1)**

(Former course prefix/number ICV 134)

**Prerequisite:** A grade of "C" or better on all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1271. In this course, basic life support, cardiac pharmacology, and emergency procedures as they relate to the cath lab experience will be covered. (3 Lec.)

### **ICVT 1270 Introduction to Cardiovascular Technology (2)**

(Former course prefix/number ICV 101)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or 2401, Mathematics 1314 or Mathematics 1470, Chemistry 1470 and English 1301. Concurrent enrollment in Invasive Cardiovascular Technology 1370 and 1371. This course is designed to introduce the student to the field of invasive cardiovascular technology and the role of the Cardiovascular Technologist. Medical terminology, ethical-legal aspects and communication skills will be covered. (2 Lec.)

### **ICVT 1271 Cath Lab Clinical I (2)**

(Former course prefix/number ICV 136)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1172. This course is a continuation of Invasive Cardiovascular Technology 1171. Under the supervision of faculty and clinical staff, the student will observe, assist, and perform tasks specific to the cath lab in assigned affiliated hospital cath labs. (32 Lab.)

### **ICVT 1370 Cardiovascular Physiology (3)**

(Former course prefix/number ICV 110)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or 2401, Mathematics 1314 or Mathematics 1470, Chemistry 1470 and English 1301. Concurrent enrollment in Invasive Cardiovascular 1270 and 1371. This course provides a study of the anatomy, physiology, and structural relationships of the human heart and vascular system. This course will concentrate on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (3 Lec.)

### **ICVT 1371 Medical Instrumentation I (3)**

(Former course prefix/number ICV 112)

Prerequisite: A grade of "C" or better in prerequisite courses of Biology 1470 or 2401, Mathematics 1314 or Mathematics 1470, Chemistry 1470 and English 1301. Concurrent enrollment in Invasive Cardiovascular 1270 and 1370. This course emphasizes basic principles in medical electronics and computers for the cardiovascular student. The theory and operation of medical instrumentation will be the focus. (3 Lec.)

### **ICVT 1372 Cardiovascular Physiology II (3)**

(Former course prefix/number ICV 120)

Prerequisite: A grade of "C" or better in all previous support courses and Invasive Cardiovascular Technology 1270, 1370, and 1371. Concurrent enrollment in Invasive Cardiovascular Technology 1373 and 1374. This course is a continuation of Invasive Cardiovascular Technology 1370 with emphasis on cardiac disease states. The methods of hemodynamic data collection and implications in relation to cardiac diseases will be studied. (3 Lec.)

### **ICVT 1373 Medical Instrumentation II (3)**

(Former course prefix/number ICV 122)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1372 and 1374. This course is a continuation of Invasive Cardiovascular Technology 1371. The course will focus on the theory, calibration, operation and clinical application of cardiovascular diagnostic instrumentation. Methods of hemodynamic data collection, calculation, analysis and implications will be studied. Laboratory fee. (2 Lec., 2 Lab.)

### **ICVT 1374 Cath Lab Fundamentals I (3)**

(Former course prefix/number ICV 124)

Prerequisite: A "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 1372 and 1373. This course introduces the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical instrumentation will be applied to cath lab procedures including patient preparation and monitoring, angiographic equipment setup and the coronary angiography procedure itself. Laboratory fee. (2 Lec., 2 Lab.)

### **ICVT 1375 Cath Lab Fundamentals (3)**

(Former course prefix/number ICV 137)

Prerequisite: Current American Heart Association Class C Basic Life Support certification. A grade of "C" or better in all previous support courses and Allied Health Imaging Core course work. Concurrent enrollment in Invasive Cardiovascular Technology 1570. This course introduces the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical imaging will be applied to cath lab procedures including patient preparation and monitoring, angiographic equipment setup and the coronary angiography procedure itself. Emphasis will be placed on hemodynamic data collection and analysis, X-Ray technology, and interventional procedures in the cardiac cath lab. Discussion will also focus on the beginning cath lab clinical experience. Laboratory fee. (3 Lec., 3 Lab.)

**ICVT 1570 Introduction to the Cath Lab (5)**

(Former course prefix/number ICV 138)

Prerequisite: A grade of "C" or better in all previous support courses and Allied Health Imaging Core course work. Concurrent enrollment in Invasive Cardiovascular Technology 1375. This course introduces the student to a working cath lab. Under the supervision of faculty and clinical staff, the student will observe and familiarize themselves with various affiliated hospital cath labs. The student will, under the supervision of faculty and clinical staff, observe, assist, and perform tasks specific to the cath lab. Such tasks may include sterile back table setup, standard procedures, and laboratory operations. (32 Lab.)

**ICVT 2370 Cardiac Cath II (3)**

(Former course prefix/number ICV 210)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular courses. Concurrent enrollment in Invasive Cardiovascular Technology 2570. This course is a continuation of Invasive Cardiovascular Technology 1172. An intensive study of advance cardiovascular diagnostic and therapeutic procedures will occur. Topics include percutaneous transluminal coronary angioplasty and electrophysiology studies. A term paper will be required. (3 Lec.)

**ICVT 2371 Cath Lab III (3)**

(Former course prefix/number ICV 220)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 2571. This course is a continuation of Invasive Cardiovascular Technology 2370. The student will study areas of opportunity outside the cath lab. These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. The course will also assist the student in role transition from student to cath lab employee. (3 Lec.)

**ICVT 2470 Cath Lab I (4)**

(Former course prefix/number ICV 223)

Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2670. This course is a continuation of Invasive Cardiovascular Technology 1375. An intensive study of advanced cardiovascular diagnostic procedures will occur. Emphasis will be on hemodynamic data collection and implications in relation to cardiac diseases. Topics include electrophysiology studies, pacemakers, and an introduction to interventional procedures. A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

**ICVT 2471 Cath Lab II (4)**

(Former course prefix/number ICV 224)

Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2671. This course is a continuation of Invasive Cardiovascular Technology 2470. The student will study areas of opportunity outside the cath lab. These will include non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. The course will also assist the student in the role transition from student to cath lab employee. A term paper will be required. Laboratory fee. (3 Lec., 3 Lab.)

**ICVT 2570 Cath Lab Clinical II (5)**

(Former course prefix/number ICV 212)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 2370. This course is a continuation of Invasive Cardiovascular Technology 1271. This course will provide the student continued opportunity to observe, assist, and perform tasks specific to the cath lab. Student will be assigned to an affiliated hospital cath lab. (24 Lab.)

**ICVT 2571 Cath Lab Clinical III (5)**

(Former course prefix/number ICV 222)

Prerequisite: A grade of "C" or better in all previous support courses and invasive cardiovascular course work. Concurrent enrollment in Invasive Cardiovascular Technology 2371. This course is a continuation of Invasive Cardiovascular Technology 2570. The student will be provided continued opportunity to observe, assist, and perform tasks specific to the cath lab. Students will be assigned to an affiliated hospital cath lab. Laboratory fee. (24 Lab.)

**ICVT 2670 Cath Lab Clinical I (6)**

(Former course prefix/number ICV 225)

Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2470. This course will provide the student continued opportunity to observe, assist, and perform tasks specific to the cath lab. Student will be assigned to an affiliated hospital cath lab. Laboratory fee. (32 Lab.)



**ICVT 2671 Cath Lab Clinical II (6)**

(Former course prefix/number ICV 226)

Prerequisite: A grade of "C" or better in all previous support, Allied Health Imaging Core, and Invasive Cardiovascular Technology course work. Concurrent enrollment in Invasive Cardiovascular Technology 2471. This course is a continuation of Invasive Cardiovascular Technology 2670. The student will be provided continued opportunity to observe, assist, and perform tasks specific to the cath lab. Students will be assigned to an affiliated hospital cath lab. Laboratory fee. (32 Lab.)

## **LEGAL ASSISTANT**

**LEGL 1370 Introduction To Paralegalism (3)**

(Former course prefix/number LA 131)

Prerequisites: Legal Assistant 1370 is a corequisite for Legal Assistant 1373 and Legal Assistant 1374 and is a prerequisite for all other Legal Assistant courses. This course introduces the student to the legal assistant/paralegal's role in the legal system. Topics include ethics and professional responsibility, regulation, professional trends, issues and associations, and an overview of basic legal concepts. Legal analysis, critical thinking, and writing skills are introduced through reading and briefing cases. Legal vocabulary is emphasized. (3 Lec.)

**LEGL 1371 Real Property And Real Estate Transactions (3)**

(Former course prefix/number LA 133)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, and English 1301 or demonstrated competence approved by the instructor. This course focuses on general and Texas-specific concepts of real property law and common real estate transactions. Topics include property rights, principles of land ownership, sale, financing and conveyance, contracts, liens, mortgages and deeds of trust, deeds, recording, public records research, leasing, and other property concepts. Problems involved in the drafting of these instruments and ethical considerations for a paralegal working in this area of law are examined. Emerging computer software and applications in real estate practice are introduced. Legal vocabulary unique to this area is emphasized. (3 Lec.)

**LEGL 1372 Family Law (3)**

(Former course prefix/number LA 134)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, and English 1301 or demonstrated competence approved by the instructor. This course examines general and Texas-specific concepts of family/domestic relations law. The content of the course covers such areas as formation of the marital relationship, divorce, separation, child custody and support, adoption, guardianship, domestic relations court procedures, public records research, and alternative dispute resolution/mediation. Drafting of applicable documents and other practical activities are included. Ethical problems for a paralegal working in this area of law are examined. Emerging computer software and applications in domestic relations practice are introduced. Legal vocabulary unique to this area is emphasized. (3 Lec.)

**LEGL 1373 Introduction to Texas And Federal Court Systems (3)**

(Former course prefix/number LA 135)

Prerequisites: Legal Assistant 1373 is a corequisite for Legal Assistant 1370 and Legal Assistant 1374, and is a prerequisite for all other Legal Assistant courses. Trial and appellate Texas and federal courts are introduced. This course covers such areas as the jurisdiction, function, legal practices, and principles of court administration of these courts. Legal vocabulary is emphasized and ethical considerations for a paralegal are examined. (3 Lec.)

**LEGL 1374 Introduction to Legal Research (3)**

(Former course prefix/number LA 138)

Prerequisites: Corequisites Legal Assistant 1370, Legal Assistant 1373, and English 1301 or demonstrated competence approved by the instructor. This course familiarizes the beginning legal assistant/paralegal student with the collection and operation of a typical law library and the use of various legal research materials and tools. General and Texas legal research resources are emphasized. The student also studies legal research terminology, ethical considerations in legal research, and introductory computerized legal research techniques. Basic citation form for legal resources is discussed. The student is given several opportunities to research rudimentary legal problems, read and brief cases, and draft legal memoranda. (3 Lec.)

**LEGL 2371 Business Organizations (3)**

(Former course prefix/number LA 225)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, and English 1301. General and Texas-specific concepts relating to long-established business organizations such as sole proprietorships, general partnerships and general corporations are studied. Newer business organizations such as limited liability companies and limited liability partnerships are also covered. The formation, operation, and dissolution of these entities are studied. Other subjects covered are the law of agency, ethical considerations and legal vocabulary unique to this area, and emerging computer software and applications being used in this field. Practical organizational and writing skills are emphasized through assigned drafting and formation projects. (3 Lec.)

**LEGL 2372 Civil Litigation I (3)**

(Former course prefix/number LA 227)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, English 1301 or demonstrated competence approved by the instructor. This course is a general overview of civil litigation procedures and rules with special attention to procedures and rules of Texas civil courts. Particular emphasis is given to how a legal assistant/paralegal can assist the trial attorney in preparation for litigation (interviewing clients and witnesses, reviewing public information), discovery proceedings (drafting interrogatories, requests for admissions, depositions), pretrial proceedings (preparing motions to dismiss, motions for summary judgment, pretrial orders) and trial (assisting with witnesses and exhibits). Aspects for alternative dispute resolution/mediation in civil litigation proceedings are also discussed. 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. Problems involved in the drafting of the various instruments and ethical considerations in this area are examined. Computer software and applications utilized in civil litigation activities are studied. (3 Lec.)

**LEGL 2374 Wills, Trusts, And Probate Administration (3)**

(Former course prefix/number LA 231)

Prerequisites: Legal Assistant 1370, Legal Assistant 1371 and Legal Assistant 1373 or demonstrated competence approved by the instructor. The forms and principles of law for estate planning, wills, trusts, and probate administration are covered for general and Texas-specific situations. Other concepts include professional responsibility in estate planning and the drafting of wills and trusts, methods of transfer of property other than by will or formal trust, limitations on the right to dispose of property, and estate and inheritance taxation. Emerging computer software and applications used in this field are examined and the legal terminology unique to this subject is emphasized. (3 Lec.)

**LEGL 2375 Tort And Insurance Law And Claims Investigation (3)**

(Former course prefix/number LA 232)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, and English 1301 or demonstrated competence approved by the instructor. The law of torts and insurance is the focus of this course. Topics such as personal injury, negligence, products liability, intentional torts, and strict liability are examined. The techniques of investigation involved in tort and insurance claims are considered and the various forms of pleadings for making and defending against the claims are studied. Emerging computer software and applications used in this field and ethical considerations are examined. Legal terminology unique to this subject is emphasized. (3 Lec.)

**LEGL 2376 Contracts and Personal Property Transactions (3)**

(Former course prefix/number LA 234)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373, and English 1301 or demonstrated competence approved by the instructor. The content of the course covers such areas as the formation, discharge and breach of contracts, acceptance and rejection of offers, commercial paper, the Uniform Commercial Code and its effects, and ethical considerations for the paralegal working in this field. Emerging computer software and applications used in this field as well as the unique legal terminology to contracts and personal property transactions are studied. The special forms related to the law of contracts and credit transactions and special drafting problems of various instruments are covered. (3 Lec.)

**LEGL 2377 Legal Office Management (3)**

(Former course prefix/number LA 238)

Prerequisites: Legal Assistant 1370, Legal Assistant 1373 and English 1301. All aspects of law office management are covered. Topics include concepts of financial and administrative management of large and small practices such as accounting systems, budgets, cash flow planning, systems, marketing, and human resources. Also covered are expense control techniques, equipment, ethics and malpractice avoidance, marketing, time and billing systems, current developments in computer applications, benefits, effective utilization of resources, mediation practices, and changes in the legal profession which necessitate better law office management. Employment opportunities for the paralegal in this field and basic law office management responsibilities that may be a part of a paralegal's job description are discussed. (3 Lec.)

**LEGL 2378 Advanced Legal Research and Drafting (3)**

(Former course prefix/number LA 240)

Prerequisites: Minimum of 36 credit hours of Legal Assistant courses. In this course the student will continue to learn additional legal research resources (particularly federal resources) and computerized legal research techniques begun in Legal Assistant 1374. The student will complete a capstone activity that will require him/her to synthesize and consolidate the specialized knowledge and technologies learned in all previous Legal Assistant courses. (3 Lec.)

**LEGL 2379 Criminal Law and Procedures (3)**

(Former course prefix/number LA 248)

Prerequisites: Legal Assistant 1370 and Legal Assistant 1373 and English 1301 or demonstrated competence approved by the instructor. Students cover the elements of criminal law and evidence with practice on drafting documents related to these areas. Areas such as the criminal court system, stages in a criminal prosecution, constitutional rights and limitations, investigation procedures, the juvenile justice system, dealing with clients, problems of ethics for the paralegal, and criminal law terminology are studied. Computer systems' impact on criminal courts and criminal law attorneys is also examined. (3 Lec.)

**LEGL 2380 Civil Litigation II (3)**

(Former course prefix/number LA 251)

Prerequisite: Legal Assistant 1370, Legal Assistant 1371, Legal Assistant 2372 and English 1301 or demonstrated competence approved by the instructor. This course is a study of predominantly federal civil court techniques and problems coordinated with the required Civil Litigation I course. It includes specialized study and training in the preparation for and procedures of advanced litigation practices, including discovery and pretrial procedures, trial, and post-trial activities. Ethical considerations for the paralegal, emerging computer applications, and legal terminology related to federal civil litigation are examined. (3 Lec.)

**LEGL 2381 Bankruptcy and Creditors' Rights (3)**

(Former course prefix/number LA 253)

Prerequisites: Legal Assistant 1370 and Legal Assistant 1373 and English 1301 or demonstrated competence approved by the instructor. This course provides the student with a historical overview of the Bankruptcy Code, Title 11, United States Code, and understanding of the stages generally applicable to bankruptcy proceedings. The student will acquire a practical, comprehensive knowledge of chapters 7, 9, 11, and 13 of the Bankruptcy Code, the operations of the United States Trustee's Office, recovery of fraudulent and preferential transfers, creditors' rights under the Bankruptcy Code, use of bankruptcy forms and schedules, and ethical considerations for paralegals working in this field. Preparation of documents related to this topic is emphasized. Emerging computer software and applications used in this field are examined and the legal terminology unique to this subject is emphasized. (3 Lec.)

**LEGL 7371 Cooperative Work Experience (3)**

(Former course prefix/number LA 703)

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.)

**LEGL 7372 Cooperative Work Experience (3)**

(Former course prefix/number LA 713)

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.)

**LEGL 7471 Cooperative Work Experience (4)**

(Former course prefix/number LA 704)

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.)

**LEGL 7472 Cooperative Work Experience (4)**

(Former course prefix/number LA 714)

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.)

## MANAGEMENT

**MGMT 1370 Principles Of Management (3)**

(Former course prefix/number MGT 136)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

**MGMT 1371 Introduction To Total Quality Management (3)**

(Former course prefix/number MGT 140)

This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

**MGMT 1372 Small Business Management (3)**

(Former course prefix/number MGT 153)

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

**MGMT 1373 Principles Of Purchasing (3)**

(Former course prefix/number MGT 160)

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.)

**MGMT 1374 Introduction To Supervision (3)**

(Former course prefix/number MGT 171)

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

**MGMT 2170 Special Problems In Business (1)**

(Former course prefix/number MGT 212)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

**MGMT 2370 Small Business Capitalization, Acquisition And Finance (3)**

(Former course prefix/number MGT 210)

Prerequisite: Accounting 2301 or Accounting 2401 or demonstrated competence approved by instructor. The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

**MGMT 2371 Small Business Operations (3)**

(Former course prefix/number MGT 211)

Skills in decision making necessary for the operation of a small business are covered. Topics include strategic planning, forecasting, organizational structure, and the expansion of such business functions as human resources, marketing, finance and accounting, purchasing, and control processes. (3 Lec.)

**MGMT 2372 Special Problems In Management (3)**

(Former course prefix/number MGT 232)

Topics will vary and will be annotated in each semester's schedule. Selection of topics will be based on current areas of interest expressed by service area management students and employers. (3 Lec.)

**MGMT 2373 Organizational Behavior (3)**

(Former course prefix/number MGT 237)

The persisting human problems of managing in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

**MGMT 2374 Human Resources Management (3)**

(Former course prefix/number MGT 242)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

**MGMT 2375 Problem Solving And Decision-Making (3)**

(Former course prefix/number MGT 244)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

**MGMT 7371 Cooperative Work Experience (3)**

(Former course prefix/number MGT 703)

Prerequisite: Previous credit in or concurrent enrollment in Management 1374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 14 Lab.)

**MGMT 7372 Cooperative Work Experience (3)**

(Former course prefix/number MGT 713)

Prerequisite: Previous credit in or concurrent enrollment in Management 2374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 14 Lab.)

**MGMT 8381 Cooperative Work Experience (3)**

(Former course prefix/number MGT 803)

Prerequisite: Previous credit in or concurrent enrollment in Management 2373 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 14 Lab.)

**MGMT 8382 Cooperative Work Experience (3)**

(Former course prefix/number MGT 813)

Prerequisite: Previous credit in or concurrent enrollment in Management 2375 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 14 Lab.)

## **MARKETING CAREERS**

**MRKT 2370 Principles Of Marketing (3)**

(Former course prefix/number MKT 206)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**MRKT 2373 Salesmanship (3)**

(Former course prefix/number MKT 230)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

**MATHEMATICS**

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

*MATH 1314 is a 3 credit hour lecture course. MATH 1470 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.*

**MATH 1314 College Algebra (3)**

(This is a common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)  
(Coordinating Board Academic Approval Number 2701015437)

**MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1470 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)  
(Coordinating Board Academic Approval Number 2701015337)

**MATH 1324 Mathematics For Business And Economics I (3)**

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)  
(Coordinating Board Academic Approval Number 2703015237)

**MATH 1325 Mathematics For Business And Economics II (3)**

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)  
(Coordinating Board Academic Approval Number 2703015237)

**MATH 1332 College Mathematics I (3)**

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)  
(Coordinating Board Academic Approval Number 2701015137)

**MATH 1333 College Mathematics II (3)**

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)  
(Coordinating Board Academic Approval Number 2701015137)

**MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)  
(Coordinating Board Academic Approval Number 2701015137)

**MATH 1342 Introductory Statistics (3)**

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)  
(Coordinating Board Academic Approval Number 2705015137)

**MATH 1371 Business Mathematics (3)**

(Former course prefix/number MTH 130)

Prerequisites: An appropriate assessment test score. This course is a study of quantitative concepts in solving problems in various business areas. Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance. (3 Lec.)

**MATH 1373 Applied Mathematics (3)**

(Former course prefix/number MTH 139)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

*MATH 1470 is a 4 credit hour lecture and laboratory course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.*

**MATH 1470 College Algebra (4)**

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)  
(Coordinating Board Academic Approval Number is 2701015437.)

**MEDICAL ASSISTING****MEDA 1170 Law and Ethics for Health Professionals (1)**

(Former course prefix/number MA 100)

Prerequisites: GED or High school diploma. Principles of medical ethics and law will be examined. Topics include legal relationship between physician and patient, preparation and distribution of legal documents, initiation and termination of contracts, informed consent, professional liability and torts especially negligence, medico-legal aspects of Medical Assisting, maintenance of licenses and accreditation, types of medical practice. (1 Lec.)

**MEDA 1171 Medical Emergencies (1)**

(Former course prefix/number MA 101)

Prerequisites: GED or High School diploma. Participants will learn to recognize a medical emergency, maintain and utilize emergency equipment and supplies, apply first aid, communication in emergency situations and legal considerations. Eight hours of the course are dedicated to lifesaving skills in respiratory and cardiac emergencies involving adults, children and infants and meets CPR certification standards. Laboratory fee. (1 Lab.)

**MEDA 1172 Computer Applications for the Medical Office (1)**

(Former course prefix/number MA 102)

Prerequisite: Medical Assisting 1370. Skill development in keyboarding is emphasized as the student is introduced to software applications for the medical office. Continued emphasis on business communication skills, correspondence, grammar and writing occurs. Laboratory fee. (1 Lec., 1 Lab.)

**MEDA 1270 Medical Office Procedures I (2)**

(Former course prefix/number MA 103)

This course introduces telephone techniques, filing and indexing, correspondence, mail handling and bookkeeping skills. Keyboarding and office skills and business transactions are emphasized. Scheduling, appointment monitoring and hospital admission and surgical/outpatient procedures are also covered. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1271 Human Diseases (2)**

(Former course prefix/number MA 104)

Prerequisite: Medical Assisting 1370. This course provides an overall view of the more common human diseases including the definition, etiology, signs and symptoms, course of the disease, diagnostic tests, and treatments. (2 Lec.)

**MEDA 1272 Transcription for the Medical Office (2)**

(Former course prefix/number MA 105)

Prerequisite: Medical Assisting 1172 and Medical Assisting 1370. Word processing and beginning transcription skills are emphasized in transcribing medical data. Emphasis will be on medical office applications. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1273 Medical Office Procedures II (2)**

(Former course prefix/number MA 106)

Prerequisite: Medical Assisting 1270 and Medical Assisting 1370. This course provides an overview of administrative techniques required in a health care setting. Emphasis is placed on time management, policies and procedures, quality control, equipment and supply inventory, and hiring. (2 Lec.)

**MEDA 1274 Medical Office Externship (2)**

(Former course prefix/number MA 107)

Prerequisites: Successful completion of all the following coursework: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1270, Medical Assisting 1271, Medical Assisting 1272, Medical Assisting 1273, Medical Assisting 1279, Medical Assisting 1370, English 1301, and Speech Communications 1311. Medical Assisting Externship gives the student the opportunity to perform clinical and administrative medical assisting skills in health care settings. The student performs 80 hours of the administrative functions of medical assisting in a job setting. (5 Lab.)

**MEDA 1275 Clinical Procedures I (2)**

(Former course prefix/number MA 108)

Prerequisites: Medical Assisting 1271 and Medical Assisting 1370. This course instructs the Medical Assisting student in obtaining and recording patient histories, assessing patients' vital signs, assisting the physician with physical examinations, recognizing instruments used in the various examinations, caring for equipment in the office, and disposing of hazardous wastes. Additional topics include basic aseptic techniques, prevention of infections, materials management, and cultural awareness. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1276 Clinical Procedures II (2)**

(Former course prefix/number MA 109)

Prerequisite: Medical Assisting 1275. This course introduces the Medical Assisting student to more complex physical examinations techniques including assisting with surgical office procedures, surgical asepsis, setting up surgical trays, gowning and gloving, collecting and labeling of surgical specimens, and maintaining surgical records including informed consent. The technique and theory of phlebotomy including capillary puncture, venipuncture, pediatric phlebotomy and universal precautions are also covered. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1277 Medical Office Laboratory Procedures (2)**

(Former course prefix/number MA 110)

Prerequisite: Medical Assisting 1275. This course provides an overview of the collection of specimens of body fluids and secretions using CDC universal precautions guidelines. Also included are techniques for processing specimens using quality control, the use and care of the microscope and other laboratory equipment, and basic microbiology. Laboratory fee. (1 Lec., 2 Lab.)

**MEDA 1278 Clinical Office Externship (2)**

(Former course prefix/number MA 111)

Prerequisite: Successful completion of all the following course work: Medical Assisting 1170, Medical Assisting 1171, Medical Assisting 1172, Medical Assisting 1275, Medical Assisting 1276, Medical Assisting 1277, Medical Assisting 1280, Medical Assisting 1370, and English 1301. Clinical Office Externship gives the student the opportunity to perform clinical assisting skills in health care settings. The student performs 80 hours of the clinical functions of medical assisting in a job setting. (5 Lab.)

**MEDA 1279 Medical Office Coding and Insurance (2)**

(Former course prefix/number MA 112)

Prerequisites: Medical Assisting 1271 and Medical Assisting 1370 must be taken prior to or concurrently. Diagnosis and procedure coding for the medical office is presented. ICD-9 coding CPT are covered as well as insurance programs, both public and private, including worker's compensation claims, Medicare and Medicaid claims. Fundamentals of medical recordkeeping including creation, maintenance and protection of medical records, electronic claims submission and the precertification process are presented. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1280 Pharmacology and Medication Administration (2)**

(Former course prefix/number MA 113)

Prerequisites: Medical Assisting 1275 and Medical Assisting 1370. This course provides an overview of the drug classifications used in the physicians' offices, dosage preparation, the administration of oral and parenteral medications, and the maintenance of medication records. Laboratory fee. (2 Lec., 1 Lab.)

**MEDA 1370 Medical Terminology (3)**

(Former course prefix/number MA 114)

Prerequisites: GED or high school diploma. This course presents a basic introduction to the organization, structure, function and tissues of the human body. Major systems to be discussed include the skeletal, muscle, nervous and endocrine systems, as well as the structure and organization of the human body. Students will examine the word structure and spelling of terms related to these system. (3 Lec.)



# MEDICAL LABORATORY TECHNOLOGY

## **MDLT 1370 Immunology/Serology (3)**

(Former course prefix/number MLT 136)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1470 or demonstrated competence approved by instructor. The theory and practice of clinical immunology are presented. Serological laboratory procedures are performed and applied to diagnostic correlations. Laboratory fee. (2 Lec., 3 Lab.)

## **MDLT 1371 Immunohematology (3)**

(Former course prefix/number MLT 137)

Prerequisites: Acceptance into the Medical Laboratory Technology Program and a minimum grade of "C", and concurrent enrollment in Medical Lab Technology 1370. The theory and practice of clinical immunohematology are presented. An overview of modern blood banking will include component preparation to specialized testing necessary for antibody identification. Laboratory fee. (2 Lec., 4 Lab.)

## **MDLT 1372 Phlebotomy Seminar (3)**

(Former course prefix/number MLT 142)

Prerequisites: Acceptance into the Medical Laboratory Technology program and completion of Biology 2401 or 1470 and English 1301 with a minimum grade of "C". This course is designed to introduce the student to the skills of phlebotomy and the medical laboratory profession. Topics include collecting blood samples from adults and children, specimen handling, safety, management, communication, ethics and quality assurance. Laboratory fee. (3 Lec., 2 Lab.)

## **MDLT 1470 Hematology (4)**

(Former course prefix/number MLT 133)

Prerequisite: Acceptance into the Medical Laboratory Technician Program, completion of Biology 2401 or Biology 1470 and English 1301 with a minimum grade of "C", and completion or concurrent enrollment in Medical Laboratory Technology 1372. The theory and basic techniques used in the hematological examination of blood are presented. Laboratory fee. (3 Lec., 4 Lab.)

## **MDLT 1471 Clinical Practice I (4)**

(Former course prefix/number MLT 141)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in hematology, serology, blood banking, and phlebotomy. The student will perform procedures associated with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

## **MDLT 2271 Medical Microbiology II (2)**

(Former course prefix/number MLT 237)

Prerequisite: Minimum grade of "C" in Medical Laboratory Technology 2470. This course is a continuation of Medical Laboratory Technology 2470. It includes a study of the isolation and identification procedures for selected bacteria, fungi, and parasites. Laboratory fee. (1 Lec., 4 Lab.)

## **MDLT 2370 Urinalysis And Body Fluids (3)**

(Former course prefix/number MLT 225)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 1370, 1371, 1372, and 1470 or demonstrated competence approved by the instructor. This course is a study of the theory and laboratory procedures used in the analysis of urine and other body fluids. Laboratory fee. (2 Lec., 4 Lab.)

## **MDLT 2470 Medical Microbiology I (4)**

(Former course prefix/number MLT 229)

Prerequisites: Completion of the first year of the Medical Laboratory Technology Program or demonstrated competence approved by the instructor. The fundamentals of microbial life are studied. Methods and procedures used in diagnostic microbiology are covered. Included are the principles of aseptic techniques, susceptibility testing of bacteria, quantification of selected bacteria. The normal body flora are discussed, and the relationship of these bacteria to disease in humans is emphasized. Laboratory fee. (3 Lec., 4 Lab.)

## **MDLT 2471 Clinical Chemistry (4)**

(Former course prefix/number MLT 231)

Prerequisites: Minimum grade of "C" in Medical Laboratory Technology 2470 and completion of Chemistry 2401. This course focuses on the theory and procedures used in the clinical chemistry laboratory. Both manual and automated methods are presented in lectures and laboratory assignments. Laboratory fee. (3 Lec., 4 Lab.)

## **MDLT 2472 Clinical Practice II (4)**

(Former course prefix/number MLT 241)

Prerequisites: Minimum grade of "C" in all previous Medical Laboratory Technology course work and an overall minimum grade of "C" in non-technical course work. This course provides supervised clinical practice in diagnostic microbiology and clinical chemistry and urinalysis. The student will perform procedures associated with the various laboratory areas including computer applications. The student is assigned to a clinical laboratory. (35 Lab.)

## MEDICAL TRANSCRIPTION

### **MEDT 1270 Disease Processes I (2)**

(Former course prefix/number MTR 135)

This course includes the study of common human disease conditions, including prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. Medical references will be used for research and verification. (2 Lec.)

### **MEDT 1271 Introduction to Medical Word Processing (2)**

(Former course prefix/number MTR 137)

Prerequisite: Admission to the Medical Transcription program. This course is designed to introduce students to the concepts of word processing with actual experience in composing, dictating, and producing simulated written communications as used in the medical field. Laboratory fee. (1 Lec., 2 Lab.)

### **MEDT 1370 Fundamentals of Medical Transcription (3)**

(Former course prefix/number MTR 133)

Prerequisite: Admission to the Medical Transcription program and typing skills of 50 words per minute corrected or instructor approval. This course is an introduction to the health care record and medical documentation. Included will be transcription of basic medical dictation utilizing English mechanics and machine transcription skills. Proofreading, editing and accuracy and production will be stressed. Medicolegal and ethics issues will also be covered. Laboratory fee. (2 Lec., 3 Lab.)

### **MEDT 1470 Medical Terminology (4)**

(Former course prefix/number MTR 131)

This course is a study of the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Emphasis is on pronunciation, spelling, and definitions. Exercises in the use of the medical dictionary are included. (4 Lec.)

### **MEDT 1471 Medical Transcription (4)**

(Former course prefix/number MTR 141)

Prerequisite: Admission to the Medical Transcription program and completion of Medical Transcription 1370 and prior course work with a "C" or better or instructor approval. Speed and accuracy in transcription, use of transcribing equipment, and medical-surgical terminology are all included in this course. Practice in completing medical forms, transcribing medical-surgical reports, and handling medical correspondence is emphasized. Laboratory fee. (2 Lec., 6 Lab.)

### **MEDT 1472 Disease Processes II (4)**

(Former course prefix/number MTR 145)

Prerequisite: "C" or better in previous courses and completion of Medical Transcription 1270. This course is a continuation of Medical Transcription 1270. Common human disease conditions will be covered. Included will be prevention, etiology, signs and symptoms, diagnostic and treatment modalities and prognosis. (4 Lec.)

### **MEDT 7472 Cooperative Work Experience (4)**

(Former course prefix/number MTR 714)

Prerequisite: Completion of all Medical Transcription course work with a "C" or concurrent enrollment in Medical Transcription 1471 or coordinator approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. The seminar will consist of exploration and analysis of the impact of the work environment on the medical transcriptionist. Resources for professional and career development will be included. (1 Lec., 20 Lab.)

## MUSIC

### **(Music [MUSI] and Applied Music [MUAP])**

#### **MUSI 1116 Musicianship I (1)**

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

#### **MUSI 1117 Musicianship II (1)**

(This is a common course number. Former course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

#### **MUSI 1132 Keyboard Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137 Guitar Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1143 Vocal Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 165)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 1151 Chamber Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 177)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

**MUSI 1181 Piano Class I (1)**

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1182 Piano Class II (1)**

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 1183 Voice Class I (1)**

(This is a common course number. Former course prefix/number MUS 151)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1184 Voice Class II (1)**

(This is a common course number. Former course prefix/number MUS 152)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085130)

**MUSI 1192 Guitar Class I (1)**

(This is a common course number. Former course prefix/number MUS 119)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1193 Guitar Class II (1)**

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUSI 1300 Foundations Of Music I (3)**

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306 Music Appreciation (3)**

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

**MUSI 1308 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1309 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUSI 1311 Music Theory I (3)**

(This is a common course number. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1312 Music Theory II (3)**

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1371 Foundations Of Music II (3)**

(Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1372 Digital Music Production (3)**

(Former course prefix/number MUS 153)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009035630.)

**MUSI 1373 Digital Music Production (3)**

(Former course prefix/number MUS 154)

Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2. Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009045130.)

**MUSI 1386 Composition (3)**

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

**MUSI 2116 Musicianship III (1)**

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2118 Musicianship IV (1)**

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2311 Music Theory III (3)**

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2312 Music Theory IV (3)**

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 9175 Recital (1)**

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUAP 1101-1181 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2201-2281 Applied Music-Concentration (2)**

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 2201 Applied Music-Violin (2)**

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2205 Applied Music-Viola (2)**

(This is a common course number. Former course prefix/number MUS 225)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2261 Applied Music-Guitar (2)**

(This is a common course number. Former course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2265 Applied Music-Organ (2)**

(This is a common course number. Former course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2269 Applied Music-Piano (2)**

(This is a common course number. Former course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2281 Applied Music-Voice (2)**

(This is a common course number. Former course prefix/number MUS 223)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2301-2381 Applied Music-Major (3)**

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

**MUAP 2301 Applied Music-Violin (3)**

(This is a common course number. Former course prefix/number MUS 254)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2305 Applied Music-Viola (3)**

(This is a common course number. Former course prefix/number MUS 255)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2361 Applied Music-Guitar (3)**

(This is a common course number. Former course prefix/number MUS 270)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2365 Applied Music-Organ (3)**

(This is a common course number. Former course prefix/number MUS 252)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2369 Applied Music-Piano (3)**

(This is a common course number. Former course prefix/number MUS 251)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2381 Applied Music-Voice (3)**

(This is a common course number. Former course prefix/number MUS 253)

(Coordinating Board Academic Approval Number 5009035430)

## **NURSING**

**NURS 1370 Basic Pharmacology (3)**

(Former course prefix/number NUR 101)

Prerequisites: Minimum grade of "C" in Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402. Registered Nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will be a comprehensive study of pharmacologic agents utilized by nurses and other health care workers. The focus is on the overall classification and pharmacokinetic properties of that classification. Drugs affecting all body systems are included. (3 Lec.)

**NURS 1371 Introduction To Pathophysiology (3)**

(Former course prefix/number NUR 102)

Prerequisites: Biology 1470 and concurrent enrollment in Biology 1472. Registered nurses or Licensed Vocational Nurses may enroll for refresher purposes. This course will provide a basic introduction to pathophysiology of disease processes. The focus of the course will include a systems approach to the development of disease, abnormal physiological responses, clinical manifestations, and some treatment modalities. (3 Lec.)

**NURS 1570 Nursing II A (5)**

(Former course prefix/number NUR 147)

Prerequisites: Current Texas LVN license, admission to the Associate Degree Nursing Program, and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better. Additional prerequisites include Biology 1472 or 2402, 2420, Psychology 2314 and Speech Communication 1311 with a minimum grade of "C". Licensed Vocational Nurses will take this course in place of Nursing 1870 and 1970. 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 1870 and 1970. Laboratory fee. (4 Lec., 3 Lab.)

**NURS 1870 Introduction to Process and Practice of Nursing (8)**

(Former course prefix/number NUR 144)

Prerequisites: Admission to the program and "C" grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 or Mathematics 1470 equaling a grade point average of 2.5 or better. Concurrent enrollment in Biology 1472 or Biology 2402 and Psychology 2314. This course introduces the nursing process and nursing behaviors appropriate to roles performed in the practice of nursing. Focus is on health promotion/disease prevention, basic pharmacological concepts, and decision making processes in the care of adults in acute and transitional care settings. Emphasis is on beginning assessment, psychomotor, and communication skills. Content includes applicable competencies in basic workplace skills. Laboratory fee. (4 Lec., 2 Lab., 10 Ext.)

**NURS 1970 Nursing II (9)**

(Former course prefix/number NUR 146)

Prerequisites: Minimum grade of "C" in Nursing 1870, and in all Semester I support courses. Concurrent enrollment in Biology 2420 and Psychology 2314. This course focuses on the application of the basic principles, concepts, and skills from Nursing 1870. 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 and computer simulations 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.)

**NURS 1971 Family Nursing (9)**

(Former course prefix/number NUR 148)

Prerequisites: Minimum grade of "C" in Nursing 1870, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. This course utilizes the nursing process to deliver care to individuals and families in varied health care settings. Focus is on the unique roles of the nurse in the collaborative management of individuals and families during childbearing and childrearing ages. Students are introduced to the role of the nurse and participate in caring for individuals undergoing surgical intervention. Emphasized are aspects of health promotion and health maintenance, nutrition, pharmacologic management, communication and course-related psychomotor skills. Clinical experiences provide opportunities for physical and psychosocial assessment of newborns, children and adults. Content includes applicable competencies in basic workplace skills. Laboratory fee. (5 Lec., 2 Lab., 10 Ext.)

**NURS 2170 Nursing V - A Role Transition (1)**

(Former course prefix/number NUR 259)

Prerequisites: Minimum grade of "C" in Nursing 2970. Concurrent enrollment in Nursing 2971 and an approved elective course. 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.)

**NURS 2270 Transition to Professional Nursing (2)**

(Former course prefix/number NUR 262)

Prerequisites: Minimum grade of "C" in Nursing 2870 and Nursing 2375. Concurrent enrollment in Nursing 2972 and an approved elective course. This course focuses on leadership and management theories, economics, trends and issues in health care. Emphasis is on ethical/legal aspects of professional nursing roles in health care delivery systems. Content includes applicable competencies in basic workplace skills. (2 Lec.)

**NURS 2374 Nursing III (3)**

(Former course prefix/number NUR 245)

Prerequisites: August admission: minimum grade of "C" in Nursing 1970, and in all required Semester II support courses. January admission: minimum grade of "C" in Nursing 2970, 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 2970 precedes Nursing 2374 in the January admission curriculum plan. Laboratory fee. (6 Lec., 10 Lab.)

**NURS 2375 Mental Health Nursing (3)**

(Former course prefix/number NUR 260)

Prerequisites: Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2870 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of individuals and families who are experiencing alterations in mental health. Focus is on assessment, communication techniques, and collaborative roles of the nurse in a variety of health settings. Emphasis is on psychopathology of mental disorders as well as promotion of mental health. Students are introduced to a wide range of therapeutic modalities, with an emphasis on pharmacotherapeutic interventions. Content includes applicable competencies in basic workplace skills. Laboratory fee. (2 Lec., 3 Ext.)

**NURS 2870 Nursing of Adults With Commonly Occurring Health Problems (8)**

(Former course prefix/number NUR 281)

**Prerequisites:** Minimum grade of "C" in Nursing 1971, Biology 2420, and Speech Communication 1311. Concurrent enrollment in Nursing 2375 and in a Humanities course. LVN Option: Minimum of "C" in Nursing 1570. This course introduces the students to nursing care of adults who are experiencing commonly occurring health problems. Emphasis is on health promotion and the pathophysiology and treatment modalities for a variety of illnesses. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Provision of care in diverse health care settings, work organization, time management, communication techniques, and critical thinking skills will be emphasized. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 12 Ext.)

**NURS 2970 Nursing IV (9)**

(Former course prefix/number NUR 250)

**Prerequisites:** August admission: minimum grade of "C" in Nursing 2374. January admission: minimum grade of "C" in Nursing 1970. LVN option: Minimum grade of "C" in Nursing 1570. Concurrent enrollment in a humanities elective. 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 and computer simulations 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.)

**NURS 2971 Nursing V-Care Of Patients With Complex Illnesses (9)**

(Former course prefix/number NUR 258)

**Prerequisites:** August admission: Minimum grade of "C" in Nursing 2970. January admission: Minimum grade of "C" in Nursing 2374. Concurrent enrollment in Nursing 2170 and 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. Clinical experiences and computer simulations focus on the management of care for these patients, using the nursing process, and emphasizing decision making and priority setting. A supervised role transition 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.)

**NURS 2972 Advance Medical-Surgical Nursing/Synthesis (9)**

(Former course prefix/number NUR 263)

**Prerequisites:** Minimum grade of "C" in Nursing 2870 and Nursing 2375. Concurrent enrollment in Nursing 2270 and an approved elective course. This course focuses on nursing care of individuals who are experiencing acute episodes of illness and/or multi-system failure. Pathophysiology, treatment modalities, and nursing interventions are emphasized. Focus is on integration of critical thinking skills in coordinating care of multiple individuals in collaboration with the health care team. Principles of health promotion and health restoration are addressed. Content includes applicable competencies in course-related psychomotor and basic workplace skills. Laboratory fee. (4 Lec., 15 Ext.)

## **NUTRITION**

**NUTR 1322 Principles of Nutrition (3)**

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)



# OFFICE TECHNOLOGY

## **OFCT 1170 Contemporary Topics In Office Technology (1)**

(Former course prefix/number OFC 143)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

## **OFCT 1171 Keyboarding (1)**

(Former course prefix/number OFC 176)

This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

## **OFCT 1172 Introduction To Word Processing (1)**

(Former course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (1 Lec., 1 Lab.)

## **OFCT 1173 Keyboarding For Speed And Accuracy (1)**

(Former course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

## **OFCT 1175 Office Machines I (1)**

(Former course prefix/number OFC 192)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

## **OFCT 1270 Contemporary Topics In Office Technology (2)**

(Former course prefix/number OFC 144)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

## **OFCT 1370 Contemporary Topics In Office Technology (3)**

(Former course prefix/number OFC 145)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

## **OFCT 1371 Automated Filing Procedures (3)**

(Former course prefix/number OFC 150)

Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

## **OFCT 1372 Office Calculating Machines (3)**

(Former course prefix/number OFC 160)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

## **OFCT 1373 Office Procedures (3)**

(Former course prefix/number OFC 162)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

## **OFCT 1374 Legal Terminology And Transcription (3)**

(Former course prefix/number OFC 167)

Prerequisites: Office Technology 1376 and Office Technology 1378 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

## **OFCT 1375 Beginning Keyboarding (3)**

(Former course prefix/number OFC 172)

This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1376 Intermediate Keyboarding (3)**

(Former course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1377 Office Systems and Applications (3)**

(Former course prefix/number OFC 101)

Prerequisite: Concurrent enrollment in Office Technology 1375 and Office Technology 1377 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1378 Text Processing Transcription (3)**

(Former course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1379 Word Processing I (3)**

(Former course prefix/number OFC 105)

Prerequisite: Office Technology 1375 or demonstrated competence. This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use. Emphasis is on creating, editing, formatting, and printing documents. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 1380 Business Software Applications I (3)**

(Former course prefix/number OFC 112)

Prerequisite: Office Technology 1375 or demonstrated competence. This beginning-level course emphasizes the basic functions of spreadsheet, database, graphics, or communication software required for office employment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2170 Word Processing Applications (1)**

(Former course prefix/number OFC 282)

Prerequisites: Office Technology 1172 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 2171 Specialized Software I (1)**

(Former course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 2172 Specialized Software II (1)**

(Former course prefix/number OFC 284)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (1 Lec., 1 Lab.)

**OFCT 2270 Advanced Keyboarding Applications (2)**

(Former course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of keyboarding techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFCT 2370 Business Communications (3)**

(Former course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

**OFCT 2371 Legal Secretarial Procedures (3)**

(Former course prefix/number OFC 274)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

**OFCT 2372 Word Processing II (3)**

(Former course prefix/number OFC 205)

Prerequisite: Office Technology 1379, Word Processing I, or demonstrated competence. This course is designed to develop advanced features to a proficient level of a comprehensive word processing program. Applications and desktop publishing projects requiring critical thinking and decision making as expected in the office environment will be included. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2373 Business Software Applications II (3)**

(Former course prefix/number OFC 212)

Prerequisite: Business Software Applications I (Office Technology 1380) or demonstrated competence. This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking and decision making. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2374 Business Software Applications III (3)**

(Former course prefix/number OFC 222)

Prerequisite: Business Software Applications II (Office Technology 2373) or demonstrated competence. This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 7371 Cooperative Work Experience (3)**

(Former course prefix/number OFC 703)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7471 Cooperative Work Experience (4)**

(Former course prefix/number OFC 704)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 8381 Cooperative Work Experience (3)**

(Former course prefix/number OFC 803)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**OFCT 8481 Cooperative Work Experience (4)**

(Former course prefix/number OFC 804)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

## **PATTERN DESIGN**

**PDDD 1370 Pattern Drafting I (3)**

(Former course prefix/number PDD 151)

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.)

**PDDD 1371 Pattern Drafting II (3)**

(Former course prefix/number PDD 152)

Prerequisite: Pattern Design 1370. Drafting and draping basic patterns for separates and dresses are covered. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 1372 Pattern Drafting III (3)**

(Former course prefix/number PDD 153)

Prerequisite: Pattern Design 1371. Techniques are developed for drafting and draping patterns for the apparel industry. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 2370 Pattern Drafting IV (3)**

(Former course prefix/number PDD 254)

Prerequisite: Pattern Design 1372. Advanced techniques are developed for drafting and draping patterns for misses and junior sizes. The student will be introduced to the computer to draft patterns. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 2371 Pattern Drafting V (3)**

(Former course prefix/number PDD 255)

Prerequisite: Pattern Design 2370. Techniques are developed for drafting and draping patterns for junior and misses daytime and dressy dresses. The student will complete patterns on the computer. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 2372 Pattern Drafting VI (3)**

(Former course prefix/number PDD 256)

Prerequisite: Pattern Design 2371. Techniques are developed for drafting and draping patterns for misses and junior sportswear. Computer pattern design will be explored. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 2374 Pattern Drafting VII (3)**

(Former course prefix/number PDD 257)

Prerequisite: Pattern Design 2372. Techniques are developed for drafting and draping patterns for misses and junior tailored garments. Advanced computer pattern design will be explored. Laboratory fee. (2 Lec., 4 Lab.)

**PDDD 7371 Cooperative Work Experience (3)**

(Former course prefix/number PDD 703)

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.)

**PDDD 7471 Cooperative Work Experience (4)**

(Former course prefix/number PDD 704)

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**

**PHIL 1301 Introduction To Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 101)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015135)

**PHIL 1370 Critical Thinking (3)**

(Former course prefix/number PHI 103)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

**PHIL 2303 Logic (3)**

(This is a common course number. Former course prefix/number PHI 105)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

**PHIL 2306 Ethics (3)**

(This is a common course number. Former course prefix/number PHI 203)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

**PHIL 2307 Introduction To Social And Political Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

**PHIL 2316 History Of Ancient Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

**PHIL 2317 History Of Modern Philosophy (3)**

(This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

## PHOTOGRAPHY

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

**PHOT 1316 Introduction To Photography And Photojournalism (3)**

(Former course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

**PHOT 1317 Advanced Photography And Photojournalism (3)**

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

**PHOT 2324 Introduction to Multimedia (3)**

(Former course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2325 Introduction to Digital Imaging (3)**  
(Former course prefix/number PHO 124. Common Course Number is COMM 2325)

**Prerequisite:** Photography 1316 or Art 1370. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2326 Advanced Digital Imaging (3)**

(Former course prefix/number PHO 125. Common Course Number is COMM 2326)

**Prerequisites:** Photography 1316 or Art 1370, Photography 2325. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2356 Commercial Photography I (3)**

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)

**Prerequisites:** Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

**PHOT 2370 Photography For Publications (3)**

(Former course prefix/number PHO 207)

**Prerequisites:** Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

**PHOT 2371 Advanced Multimedia (3)**

(Former course prefix/number PHO 213)

**Prerequisites:** Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2375 Special Photographic Topics And Problems (3)**

(Former course prefix/number PHO 215)

**Prerequisites:** Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

## PHYSICAL EDUCATION

**PHED 1100 Lifetime Sports Activities (1)**

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1104 Beginning Softball (1)**

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1107 Intramural Athletics (1)**

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1112 Folk Dance (1)**

(This is a common course number. Former course prefix/number PEH 121)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1115 Social Dance (1)**

(This is a common course number. Former course prefix/number PEH 124)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1116 Conditioning Exercise (1)**

(This is a common course number. Former course prefix/number PEH 125)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1117 Beginning Basketball And Volleyball (1)**

(This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1118 Modern Dance (1)**

(This is a common course number. Former course prefix/number PEH 129)

This beginning course is designed to emphasize basic dance technique, body alignment and placement, floor work, locomotor patterns, and creative movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1119 Weight Training And Conditioning (1)**

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1121 Jogging for Fitness (1)**

(This is a common course number. Former course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1123 Walking For Fitness (1)**

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1124 Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1130 Lifetime Sports Activities II (1)**

(This is a common course number. Former course prefix/number PEH 200)

Prerequisite: Associate Physical Education 1000 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1134 Intermediate Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 215)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1141 Intermediate Weight Training (1)**

(This is a common course number. Former course prefix/number PEH 231)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1143 Intermediate Jogging (1)**

(This is a common course number. Former course prefix/number PEH 233)

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1144 Walking For Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 236)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1145 Intermediate Aerobic Dance (1)**

(This is a common course number. Former course prefix/number PEH 237)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1164 Physical Fitness (1)**

(This is a common course number. Former course prefix/number PEH 115)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

**PHED 1301 Introduction To Physical Education (3)**

(This is a common course number. Former course prefix/number PEH 144)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3105015228)

**PHED 1304 Health For Today (3)**

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

**PHED 1306 Advanced First Aid And Emergency Care (3)**

(This is a common course number. Former course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

## PHYSICAL SCIENCE

(See Physics)



## PHYSICS

### **PHYS 1401 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

### **PHYS 1402 Introductory General Physics (4)**

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

### **PHYS 1405 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 117)

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

### **PHYS 1407 Concepts In Physics (4)**

(This is a common course number. Former course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

### **PHYS 1415 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

### **PHYS 1417 Physical Science (4)**

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

## PSYCHOLOGY

### **PSYC 1370 Applied Psychology And Human Relations (3)**

(Former course prefix/number PSY 131)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

### **PSYC 2302 Applied Psychology (3)**

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: Psychology 2301. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2314 Developmental Psychology (3)**

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: Psychology 2301. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

**PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: Psychology 2301. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201016740)

## **RADIOLOGIC SCIENCES**

**RADS 1170 Radiation Biology And Protection (1)**

(Former course prefix/number RAD 123)

Prerequisites: Minimum of "C" or better in all previous Radiologic Sciences and support courses. This course is designed to introduce the student to the application of radiation-limiting devices and techniques utilized in radiography to protect the public from excessive radiation during radiographic examinations. Discussion will include patient and personnel protective measures, as well as various methods to detect and measure radiation. This course will also provide an introduction to the theory of radiobiology. Discussion will focus on the interaction between ionizing radiation and living tissue, with emphasis on fundamental radiological principles. Cellular, systemic, and total body response to radiation from diagnostic technology, nuclear medicine technology, and radiation therapy will be presented. (1 Lec.)

**RADS 1273 Introduction To Radiologic Sciences I (2)**

(Former course prefix/number RAD 110)

Prerequisites: Admission to the Radiologic Sciences program, completion of Biology 1470 and Biology 2401 and Mathematics 1314 or Mathematics 1470 with a minimum grade of "C" and concurrent enrollment or previous completion of required semester support courses. This course is designed to introduce the student to the field of Radiologic Technology and Diagnostic Medical Sonography. This course will focus on medical ethics, medical terminology, and history of radiology. An orientation to area medical center Radiology Departments for demonstration and observation of radiologic skills will be included. (2 Lec., 1 Lab.)

**RADS 1274 Clinical Practicum I (2)**

(Former course prefix/number RAD 124)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. Under supervision of faculty and clinical staff, the student will assist, observe, and perform basic diagnostic radiographic procedures in a clinical setting. Students are assigned to an affiliated hospital radiology department. (12 Ext.)

**RADS 1275 Clinical Practicum II (2)**

(Former course prefix/number RAD 125)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 1274. Students will be assigned to an affiliated hospital radiology department. (20 Ext.)

**RADS 1276 Radiographic Exposure II (2)**

(Former course prefix/number RAD 126)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 1374 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technical information, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

**RADS 1372 Radiographic Positioning And Osteology I (3)**

(Former course prefix/number RAD 127)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is designed to give the student an introduction to the study of basic routine positioning and osteology of various human structures. Laboratory fee. (2 Lec., 3 Lab.)

**RADS 1374 Radiographic Exposure I (3)**

(Former course prefix/number RAD 129)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course will offer an introduction to radiographic exposure. The course will include basic radiation protection, radiographic quality factors, and conditions influencing technical exposure factors. Laboratory fee. (2 Lec., 2 Lab.)

**RADS 1375 Patient Care in Radiography (3)**

(Former course prefix/number RAD 136)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses 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.)

**RADS 1376 Radiographic Positioning And Osteology II (3)**

(Former course prefix/number RAD 128)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiographic Positioning and Osteology I, with emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

**RADS 2170 Routine Special Studies (1)**

(Former course prefix/number RAD 247)

The focus of this course is on those procedures considered advanced to the Diagnostic Radiology Department. An introduction to highly specialized equipment, contrast media, and radiographic procedures will be done. (1 Lec.)

**RADS 2270 Radiographic Pathology (2)**

(Former course prefix/number RAD 209)

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.)

**RADS 2271 Radiation Protection And Radiation Biology (2)**

(Former course prefix/number RAD 251)

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.)

**RADS 2272 Radiographic Equipment and Maintenance (2)**

(Former course prefix/number RAD 275)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. The course will include an analysis of the basic principles from applied electrodynamics to the production of x-rays, with emphasis on electrodynamics, diagnostic x-ray tubes, x-ray circuitry and the production and characteristics of radiation. In addition, C. T., Fluoroscopy, and AEC and quality assurance systems will be presented. (2 Lec.)

**RADS 2370 Radiographic Positioning And Osteology II (3)**

(Former course prefix/number RAD 236)

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 emphasis on the positioning and osteology of the thoracic cage, vertebral column, skull, paranasal sinuses, facial bones, and pelvic girdle. Laboratory fee. (2 Lec., 3 Lab.)

**RADS 2371 Principles of Radiologic Exposure II (3)**

(Former course prefix/number RAD 237)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 1270 with an emphasis on the study of processor quality assurance and quality control, mathematical relationships related to technical information, and various imaging modalities. Laboratory fee. (2 Lec., 1 Lab.)

**RADS 2372 Clinical Practicum III (3)**

(Former course prefix/number RAD 276)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 1275. This externship will also include a Registry review. (24 Ext.)

**RADS 2373 Radiographic Exposure III (3)**

(Former course prefix/number RAD 277)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences and support courses. This course is a continuation of Radiologic Exposure II with an emphasis on radiographic qualities of density, contrast, recorded detail and distortion. In addition, the control and limiting of radiation will be emphasized relevant to radiographic grids. (2 Lec., 1 Lab.)

**RADS 2374 Radiographic Positioning and Osteology III (3)**

(Former course prefix/number RAD 278)

Prerequisites: Minimum grade of "C" or better in all completed Radiologic Sciences and support courses. The focus of this course is to provide the student with the knowledge and skills necessary to perform selected craniofacial procedures, a summary knowledge of routine special studies, and demonstration of continued overall competency. (2 Lec., 2 Lab.)

**RADS 2470 Clinical Education I (4)**

(Former course prefix/number RAD 227)

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.)

**RADS 2471 Clinical Education III (Externship) (4)**

(Former course prefix/number RAD 248)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 2670. This externship will also include a Registry review. (40 Lab.)

**RADS 2472 Clinical Practicum IV (4)**

(Former course prefix/number RAD 279)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This course is a continuation of Clinical Practicum. The student will begin rotation to special areas for introduction to these modalities. Increased proficiency will be evidenced for routine radiographic procedures. (32 Ext.)

**RADS 2473 Clinical Practicum V (4)**

(Former course prefix/number RAD 280)

Prerequisites: Minimum grade of "C" or better in all previous Radiologic Sciences courses and support courses. This is the final clinical practicum course. Final performance competency will be determined. The course will include a Registry Review and successful completion of a capstone activity is required for graduation. (40 Ext.)

**RADS 2670 Clinical Education II (6)**

(Former course prefix/number RAD 244)

Prerequisite: Minimum grade of "C" or better in all previous Radiologic Sciences courses. This course is a continuation of Radiologic Sciences 2470. Students will be assigned to an affiliated hospital radiology department. (32 Lab.)

(SONO) See Diagnostic Medical Sonography

## RESPIRATORY CARE

**RESP 1270 Basic Respiratory Pharmacology (2)**

(Former course prefix/number RES 173)

Prerequisite: Admission to the Respiratory Care program and minimum grade of "C" in required prerequisite courses. Basic principles and practices of respiratory care pharmacology are presented. Identification, classification, dosage, mode of action, and side effects of drugs administered by the respiratory care practitioner are discussed. Identification of other classifications of drugs which may affect the cardiopulmonary system are also included. (2 Lec.)

**RESP 1370 Structure And Function Of The Cardiopulmonary System (3)**

(Former course prefix/number RES 159)

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. This course focuses on the normal anatomy and physiology of the cardiopulmonary system. (3 Lec.)

**RESP 1470 Technology I (4)**

(Former course prefix/number RES 155)

Prerequisites: Admission to the Respiratory Care Program and minimum grade of "C" in required prerequisite courses. Basic respiratory care skills are described, demonstrated, then practiced in the laboratory and hospital setting. Equipment function, maintenance and patient response to therapy are discussed. Therapeutic procedures are generally limited to the noncritical patient. Laboratory fee. (3 Lec., 6 Lab.)

**RESP 1471 Basic Respiratory Pathology (4)**

(Former course prefix/number RES 172)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of disease states related to cardiopulmonary function and the application and interpretation of related diagnostic, evaluation, and therapeutic procedures. (4 Lec.)

**RESP 1670 Technology II (6)**

(Former course prefix/number RES 171)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1470. Specific details of the design and function of respiratory therapy equipment are discussed. Procedures will be demonstrated and practiced in the laboratory and clinical setting. Laboratory fee. (3 Lec., 20 Lab.)

**RESP 1671 Technology III (6)**

(Former course prefix/number RES 176)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course is a continuation of Respiratory Care 1670. The course will focus on management of critical patient procedures. Equipment and procedures utilized in long term mechanical ventilatory support are emphasized. Topics such as patient assessment and complications of continuous mechanical ventilation are discussed. Laboratory fee. (4 Lec., 25 Lab.)

**RESP 2170 Pediatric/Neonatal Respiratory Laboratory (1)**

(Former course prefix/number RES 286)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This laboratory course presents respiratory care procedures for pediatric and neonatal patients. Mechanical ventilation procedures for pediatric/neonatal patients are introduced. (3 Lab.)

**RESP 2370 Advanced Pathology/  
Pharmacology (3)**

(Former course prefix/number RES 275)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides advanced study in assessment and monitoring of patients with cardiopulmonary diseases. The student is introduced to pharmacologic agents not administered by inhalational methods which may affect the cardiopulmonary system. (3 Lec.)

**RESP 2371 Pediatric/Neonatal Respiratory Care (3)**

(Former course prefix/number RES 285)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course provides an in-depth study of fetal lung development and cardiopulmonary disorders associated with pediatric and neonatal patients. Theory and application of respiratory care procedures for pediatric and neonatal patients is introduced. (3 Lec.)

**RESP 2470 Technology IV (4)**

(Former course prefix/number RES 283)

Prerequisite: Minimum grade of "C" in all previous Respiratory Care courses and support courses. This course is a continuation of Respiratory Care 1671. Advanced techniques and procedures used in the critical care setting for adult patients are presented. Laboratory procedures emphasize advanced technology for mechanically ventilated adult patients. In clinical activities, students will practice management of mechanically ventilated adult patients in the critical care environment. Laboratory fee. (1 Lec., 19 Lab.)

**RESP 2670 Technology V (6)**

(Former course prefix/number RES 284)

Prerequisites: Minimum grade of "C" in all previous Respiratory Care courses and required support courses. This course presents advanced theory and technology available for diagnostic procedures on patients with diseases or conditions which may affect the cardiopulmonary system. In addition, theory and procedure for rehabilitation care on patients with cardiopulmonary diseases is presented. The laboratory emphasizes problem-solving skills for clinical situations. Clinical practice includes specialty rotations in adult critical care, pediatric/neonatal critical care, and rehabilitation care. Laboratory fee. (3 Lec., 20 Lab.)

**SOCIAL WORK**

(See Criminal Justice Program)

**SWAT 1372 Abnormal Behavior (3)**

(Former course prefix/number SW 107)

Factors associated with defining and identifying abnormal behavior are explored. The psychological meaning of mental illness in the family and the consequences of seeking help for the mentally ill family member will be covered. Attention will be paid to the social consequences of abnormal behavior. (3 Lec.)

### **SWAT 2371 Social Policies And Programs For The Aging (3)**

(Former course prefix/number SW 205)

The legislative origins of social policies affecting the aging are analyzed. Resources and services for the aging are surveyed. Emphasis is placed on fostering independent living. Concepts of alternate housing, health care, community services, and leisure time activities are presented. (3 Lec.)

## **SOCIOLOGY**

### **SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

### **SOCI 1306 Social Problems (3)**

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

### **SOCI 2301 Marriage, Family, and Close Relationships (3)**

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

### **SOCI 2306 Human Sexuality (3)**

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

### **SOCI 2319 American Minorities (3)**

(This is a common course number. Former course prefix/number SOC 204)

Prerequisite: Sociology 1301 or six hours of U.S. history recommended. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **SOCI 2370 Selected Topics (3)**

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

### **SOCI 2371 Urban Social Problems (3)**

(Former course prefix/number SOC 231)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

## **SONOGRAPHY**

(See Diagnostic Medical Sonography)

## **SPANISH**

### **SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

### **SPAN 1412 Beginning Spanish (4)**

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPAN 2306 Spanish Conversation I (3)**

(This is a common course number. Former course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPAN 2312 Intermediate Spanish (3)**

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPEECH COMMUNICATION****SPCH 1145 Speech Communication Workshop (1)**

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

**SPCH 1311 Introduction To Speech Communication (3)**

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

**SPCH 1315 Fundamentals Of Public Speaking (3)**

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015335)

**SPCH 1321 Business And Professional Communication (3)**

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

**SPCH 2389 Academic Cooperative in Communication (3)**

(This is a common course number. Former course prefix/number SC 211)

An instructional program designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035230)

**SUBSTANCE ABUSE**

(See Criminal Justice Program)

**SCAT 1371 Alcoholism Counseling (3)**

(Former course prefix/number SA 113)

Specific counseling approaches used in treating persons labeled as alcoholics will be presented, including simulated individual and group counseling sessions. Students will be exposed to a variety of counseling styles and community and residential treatment programs. (3 Lec.)

# **SURGICAL TECHNOLOGY**

## **SGTC 1070 Surgical Procedures (10)**

(Former course prefix/number SGT 163)

Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. During this course the student expands the basic principles from Surgical Technology 1870 to include specific patient preparation, medications, instrumentation and complications related to selected surgical procedures. Student participation in the clinical setting is incorporated. Laboratory fee. (6 Lec., 20 Lab.)

## **SGTC 1170 Seminar (1)**

(Former course prefix/number SGT 159)

Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in Surgical Technology 1670. This course focuses on issues and special situations a student may face as a surgical technologist. Role transition from student to employee is incorporated. (2 Lec.)

## **SGTC 1270 Medical Terminology (2)**

(Former course prefix/number SGT 145)

Prerequisite: Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470. Admission to the Surgical Technology Program or by permission of the Surgical Technology Coordinator. The origin and structure of medical terms are studied. Emphasis is on building a medical vocabulary. (2 Lec.)

## **SGTC 1271 Surgical Pharmacology (2)**

(Former course prefix/number SGT 146)

Prerequisites: Successful completion, "C" or better, in English 1301, Speech Communication 1311, and Biology 1470. Admission to the Surgical Technology program or by permission of the Surgical Technology Coordinator. This course is designed to introduce students to the principles and practices of pharmacology as applied in the surgical setting. Topics include weights and measures, dosages and solutions, common routes of administration, and drug classifications. Precautions and safe practices when handling drugs specific to the operating room are discussed. (2 Lec.)

## **SGTC 1670 Clinical Procedures (6)**

(Former course prefix/number SGT 158)

Prerequisites: Successful completion, "C" or better, of all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in Surgical Technology 1170. The student will gain further expertise in providing patient care in the surgical setting. An effective level of practice and knowledge must be demonstrated by the student in selected surgical procedures. (35 Lab.)

## **SGTC 1671 Perioperative Nurse Internship I (6)**

(Former course prefix/number SGT 161)

Prerequisites: Current R.N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. This course is designed for the registered nurse or a new graduate desiring perioperative practice. The course is an introduction to the operating room environment. The intraoperative aspect of perioperative nursing is emphasized. The following are presented: basic principles of asepsis; sterilization, preparation and care of surgical supplies and equipment; ethical/legal implications; surgical pharmacology; basic care and the safety of the patient in the operating room. Laboratory fee. (5 Lec., 10 Lab.)

## **SGTC 1672 Perioperative Nurse Internship II (6)**

(Former course prefix/number SGT 162)

Prerequisites: Minimum grade of "C" in Perioperative Nurse Internship I and current licensure by the Board of Nurse Examiners for the State of Texas. In this course the student expands the principles and skills learned in Perioperative Nurse Internship I. Included are: specific patient preparations and care for given surgical procedures; wound healing; complications of anesthesia and surgery; and pre and post-operative visits. The circulating role is emphasized. Laboratory fee. (4 Lec., 20 Lab.)

## **SGTC 1870 Surgical Techniques (8)**

(Former course prefix/number SGT 147)

Prerequisites: Acceptance to the Surgical Technology Program and successful completion, "C" or better, of English 1301, Speech Communication 1311, and Biology 1470. Concurrent enrollment in, or previous successful completion, "C" or better, of Surgical Technology 1270, Surgical Technology 1271, and Biology 1472. This course is an introduction to the operating room and its environment. Basic principles of surgical asepsis; preparation and care of surgical instruments, supplies and equipment; and care and safety of the patient in the operating room are studied. Ethical and legal implications are discussed. Student participation in the clinical setting is incorporated. Laboratory fee. (6 Lec., 10 Lab.)

# **THEATRE**

(See Drama and Dance)



## **VOCATIONAL NURSING**

### **VNUR 1071 Nursing Process II (15)**

(Former course prefix/number VN 160)

Prerequisite: Completion of Vocational Nursing 1370, 1970, 1270, support courses and also Maternal Child Health for Spring admission curriculum plan with a grade of "C" or better. This course builds on previously acquired knowledge and skills. The course emphasizes the application of the Nursing Process including drug and diet therapy to the care of patients with various medical-surgical, and/or emotional problems. Simulated lab experiences prepare the students to meet the basic needs of patients in medical-surgical clinical situations. Selected clinical and computer simulations focus on application of the nursing process with emphasis on priority setting. Successful completion of a Calculation-Proficiency Test (CCP) is a required component of this course. Supervised practice in the administration of medication is included. Laboratory fee. (8 Lec., 27 Lab.)

### **VNUR 1270 Pharmacology (2)**

(Former course prefix/number VN 151)

Prerequisite: Admission to the Vocational Nursing program. This course emphasizes basic principles of drug actions and interactions associated with drug therapy using a body system and drug classification approach. The nursing process is used to identify physiological changes which occur with drug therapy. (2 Lec.)

### **VNUR 1370 Health Maintenance Through The Life Cycle (3)**

(Former course prefix/number VN 144)

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.)

### **VNUR 1470 Maternal Child Health Clinical (4)**

(Former course prefix/number VN 158)

Prerequisites: Completion of Vocational Nursing 1370, 1970 and all support courses with a minimum grade of "C" or better. Concurrent enrollment or completion of Vocational Nursing 1870. This course provides clinical experiences focusing on normal prenatal, labor and delivery, postpartum, 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)

### **VNUR 1870 Maternal Child Health (8)**

(Former course prefix/number VN 153)

Prerequisites: Completion of Vocational Nursing 1370, 1970 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.)

### **VNUR 1970 Nursing Process I (9)**

(Former course prefix/number VN 159)

Prerequisite: Admission to the Vocational Nursing Program. Nursing Process I 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, communication techniques, loss, and principles of medication administration. The course focuses on meeting basic physical and psychological needs of patients and emphasizes nursing skills in simulated lab situations that prepare the student to meet the needs of patients in geriatric and medical-surgical situations. Selected clinical experiences and computer simulations will enable the student to use the nursing process to provide nursing care. Successful completion of a Calculation-Conversion Proficiency Test (CCP) is a required component of the course. Laboratory fee. (3 Lec., 24 Lab.)

# **CROSSWALK of NEW to OLD Course Prefixes & Numbers for 1997-98 Catalog**

Beginning with the 1995-96 academic year, all Dallas County Community College District Courses have been renumbered. Courses designated as Texas common Course Numbers have been underlined. For all courses, the numbering scheme is based on the following: the first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; the third digit, if "7", "8", or "9", generally indicates courses that are not Texas Common Course Numbers; the fourth digit is a free number. (Selected Automotive Technology courses offered at Brookhaven College do not currently follow this numbering scheme.)

The following list is a comprehensive one which includes courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all colleges. To determine which courses are available at specific colleges, please consult the college course schedule.

## **ACCOUNTING**

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ACCT 1372.....	ACC	132
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<u>ACCT 2302</u> .....	ACC	202
ACCT 2370.....	ACC	250
ACCT 2372.....	ACC	239
ACCT 2375.....	ACC	205
ACCT 2376.....	ACC	238
ACCT 2377.....	ACC	204
ACCT 2378.....	ACC	203
ACCT 2379.....	ACC	207
<u>ACCT 2401</u> .....	ACC	208
<u>ACCT 2402</u> .....	ACC	209
ACCT 7371.....	ACC	703
ACCT 7372.....	ACC	713
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## **AIR CONDITIONING AND REFRIGERATION** (See Heating, Ventilation and Air Conditioning)

## **ALLIED HEALTH IMAGING**

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AHIC 1270.....	AHI	101
AHIC 1271.....	AHI	102
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## **ANTHROPOLOGY**

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## **APPAREL DESIGN**

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## **ARCHITECTURE**

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<u>ARCH 1301</u> .....	ARC	233
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<u>ARCH 1304</u> .....	ARC	162
<u>ARCH 1307</u> .....	ARC	130
<u>ARCH 1308</u> .....	ARC	133
<u>ARCH 1311</u> .....	ARC	101
<u>ARCH 1315</u> .....	ARC	257
<u>ARCH 1403</u> .....	ART	165
<u>ARCH 2301</u> .....	ARC	134
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<u>ARTS 1303</u> .....	ART	105
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<u>ARTS 1311</u> .....	ART	110
<u>ARTS 1312</u> .....	ART	111
<u>ARTS 1316</u> .....	ART	114
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<u>ARTS 2312</u> .....	ART	229
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<u>ARTS 2314</u> .....	ART	224
<u>ARTS 2316</u> .....	ART	205
<u>ARTS 2317</u> .....	ART	206
<u>ARTS 2323</u> .....	ART	201
<u>ARTS 2324</u> .....	ART	202
<u>ARTS 2326</u> .....	ART	208
<u>ARTS 2327</u> .....	ART	209
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<u>ARTS 2336</u> .....	ART	232
<u>ARTS 2337</u> .....	ART	233
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(See Physics)

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ABDY 1571.....	AB	152
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## **AUTOMOTIVE TECHNOLOGY**

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GEOG 1303.....GPY 104  
GEOG 2312.....GPY 102

**GEOLOGY**

GEOL 1401.....ES 117  
GEOL 1403.....GEO 101  
GEOL 1404.....GEO 102  
GEOL 1445.....GEO 105  
GEOL 1470.....ES 115  
GEOL 2407.....GEO 207  
GEOL 2409.....GEO 201  
GEOL 2470.....GEO 205  
GEOL 2471.....GEO 209

**GERMAN**

GERM 1411.....GER 101  
GERM 1412.....GER 102  
GERM 2311.....GER 201  
GERM 2312.....GER 202

**GOVERNMENT**

GOVT 2301.....GVT 201  
GOVT 2302.....GVT 202  
GOVT 2371.....GVT 211

**GRAPHIC  
COMMUNICATIONS**  
(Graphic Arts)

GRAP 1270.....GA 126  
GRAP 1271.....GA 127  
GRAP 1370.....GA 120  
GRAP 1371.....GA 125  
GRAP 1372.....GA 134  
GRAP 1373.....GA 136  
GRAP 1374.....GA 140  
GRAP 1375.....GA 142  
GRAP 1376.....GA 143  
GRAP 1377.....GA 124  
GRAP 2170.....GA 210  
GRAP 2370.....GA 206  
GRAP 2371.....GA 225  
GRAP 2372.....GA 234  
GRAP 2373.....GA 236  
GRAP 2374.....GA 240  
GRAP 2375.....GA 241  
GRAP 2376.....GA 242  
GRAP 2377.....GA 205  
GRAP 2378.....GA 208  
GRAP 2379.....GA 209  
GRAP 2470.....GA 204  
GRAP 7471.....GA 704  
GRAP 7472.....GA 714

**GREEK**

GREE 1311.....GRK 101  
GREE 1312.....GRK 102  
GREE 2311.....GRK 201  
GREE 2312.....GRK 202

**HEALTH INFORMATION  
MANAGEMENT**

HIMT 1270.....HIM 115  
HIMT 1370.....HIM 101  
HIMT 1371.....HIM 120  
HIMT 1372.....HIM 140  
HIMT 1470.....HIM 108  
HIMT 2270.....HIM 210  
HIMT 2271.....HIM 245  
HIMT 2272.....HIM 216  
HIMT 2370.....HIM 201  
HIMT 2470.....HIM 131  
HIMT 2471.....HIM 208

**HEATING, VENTILATION  
AND AIR CONDITIONING**  
(Air Conditioning and  
Refrigeration Technology)

HVAC 1170.....ACR 137  
HVAC 1270.....ACR 109  
HVAC 1271.....ACR 138  
HVAC 1370.....ACR 110  
HVAC 1371.....ACR 121  
HVAC 1372.....ACR 122  
HVAC 1373.....ACR 126  
HVAC 1374.....ACR 127  
HVAC 1375.....ACR 131  
HVAC 1376.....ACR 132

HVAC 1377.....	ACR	139
HVAC 1378.....	ACR	141
HVAC 1379.....	ACR	142
HVAC 1670.....	ACR	120
HVAC 1671.....	ACT	125
HVAC 1672.....	ACR	130
HVAC 1673.....	ACR	140
HVAC 2370.....	ACR	209
HVAC 2371.....	ACR	210
HVAC 2372.....	ACR	213
HVAC 2373.....	ACR	214
HVAC 2374.....	ACR	221
HVAC 2375.....	ACR	222
HVAC 2376.....	ACR	223
HVAC 2377.....	ACR	224
HVAC 2378.....	ACR	227
HVAC 2379.....	ACR	228
HVAC 2380.....	ACR	229
HVAC 2381.....	ACR	230
HVAC 2670.....	ACR	200
HVAC 2671.....	ACR	212
HVAC 7371.....	ACR	703
HVAC 7372.....	ACR	713
HVAC 7471.....	ACR	704
HVAC 7472.....	ACR	714

#### HISTORY

HIST 1301.....	HST	101
HIST 1302.....	HST	102
HIST 2311.....	HST	105
HIST 2312.....	HST	106
HIST 2321.....	HST	103
HIST 2322.....	HST	104
HIST 2370.....	HST	112
HIST 2372.....	HST	205
HIST 2380.....	HST	110
HIST 2381.....	HST	120

#### HORTICULTURE TECHNOLOGY

HORT 1270.....	HLN	132
HORT 1271.....	HLN	133
HORT 1272.....	HLN	134
HORT 1370.....	HLN	140
HORT 1371.....	HLN	145
HORT 1372.....	HLN	146
HORT 1373.....	HLN	147
HORT 1470.....	HLN	131
HORT 1471.....	HLN	141
HORT 2270.....	HLN	235
HORT 2370.....	HLN	233
HORT 2371.....	HLN	238
HORT 2372.....	HLN	246
HORT 2373.....	HLN	248
HORT 2374.....	HLN	249
HORT 2375.....	HLN	250
HORT 2376.....	HLN	252
HORT 2470.....	HLN	227
HORT 2471.....	HLN	231
HORT 7371.....	HLN	703
HORT 7372.....	HLN	713

#### HUMAN DEVELOPMENT

HDEV 0092.....	HD	092
HDEV 0100.....	HD	100
HDEV 0110.....	HD	110
HDEV 1370.....	HD	104
HDEV 1371.....	HD	112
HDEV 1372.....	HD	108

#### HUMANITIES

HUMA 1301.....	HUM	101
HUMA 1302.....	HUM	102

#### INTERIOR DESIGN

INTD 1370.....	INT	164
INTD 1371.....	INT	171
INTD 1372.....	INT	173
INTD 1373.....	INT	191
INTD 1374.....	INT	168
INTD 1375.....	INT	167
INTD 1376.....	INT	177
INTD 2371.....	INT	261
INTD 2372.....	INT	262
INTD 2373.....	INT	277
INTD 2374.....	INT	281
INTD 2375.....	INT	283
INTD 2376.....	INT	284
INTD 2377.....	INT	293
INTD 2378.....	INT	294
INTD 3370.....	INT	363
INTD 3372.....	INT	385
INTD 3373.....	INT	395
INTD 3374.....	INT	367
INTD 3375.....	INT	368
INTD 3470.....	INT	365
INTD 7271.....	INT	702
INTD 7371.....	INT	703

#### INTERNATIONAL BUSINESS AND TRADE

IBTR 2370.....	IBT	275
IBTR 2371.....	IBT	276
IBTR 2372.....	IBT	270
IBTR 2373.....	IBT	271
IBTR 2374.....	IBT	272
IBTR 2375.....	IBT	273
IBTR 2377.....	IBT	277
IBTR 2378.....	IBT	278
IBTR 2379.....	IBT	279
IBTR 2380.....	IBT	280
IBTR 2381.....	IBT	281
IBTR 7471.....	IBT	704

#### INTERPRETER TRAINING PROGRAM (See Eastfield Interpreter Training Program)

#### INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 1170.....	ICV	130
ICVT 1171.....	ICV	132
ICVT 1172.....	ICV	134
ICVT 1270.....	ICV	101
ICVT 1271.....	ICV	136
ICVT 1370.....	ICV	110
ICVT 1371.....	ICV	112
ICVT 1372.....	ICV	120
ICVT 1373.....	ICV	122
ICVT 1374.....	ICV	124
ICVT 1375.....	ICV	137
ICVT 1570.....	ICV	138
ICVT 2370.....	ICV	210
ICVT 2371.....	ICV	220
ICVT 2470.....	ICV	223
ICVT 2471.....	ICV	224
ICVT 2570.....	ICV	212
ICVT 2571.....	ICV	222
ICVT 2670.....	ICV	225
ICVT 2671.....	ICV	226

#### JAPANESE

JAPN 1411.....	JPN	101
JAPN 1412.....	JPN	102
JAPN 2311.....	JPN	201
JAPN 2312.....	JPN	202

#### JOURNALISM

These courses carry a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.

JOUR 1307.....	JN	101
(CCN# COMM 1307)		
JOUR 1335.....	JN	203
(CCN# COMM 1335)		
JOUR 1370.....	JN	106
(No CCN#)		
JOUR 2131.....	JN	104
(CCN# COMM 2131)		
JOUR 2132.....	JN	105
(CCN# COMM 2132)		
JOUR 2311.....	JN	102
(CCN# COMM 2311)		
JOUR 2315.....	JN	103
(CCN# COMM 2315)		
JOUR 2327.....	JN	202
(CCN# COMM 2327)		
JOUR 2370.....	JN	204
(No CCN#)		

#### LATIN

LATI 1411.....	LAT	101
LATI 1412.....	LAT	102
LATI 2311.....	LAT	201
LATI 2312.....	LAT	202

#### LEGAL ASSISTANT

LEGL 1370.....	LA	131
LEGL 1371.....	LA	133
LEGL 1372.....	LA	134
LEGL 1373.....	LA	135
LEGL 1374.....	LA	138
LEGL 2371.....	LA	225
LEGL 2372.....	LA	227
LEGL 2374.....	LA	231
LEGL 2375.....	LA	232
LEGL 2376.....	LA	234
LEGL 2377.....	LA	238
LEGL 2378.....	LA	240
LEGL 2379.....	LA	248
LEGL 2380.....	LA	251
LEGL 2381.....	LA	253
LEGL 7371.....	LA	703
LEGL 7372.....	LA	713
LEGL 7471.....	LA	704
LEGL 7472.....	LA	714

#### LIBRARY SKILLS

LIBR 1370.....	LS	102
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#### MANAGEMENT

MGMT 1370.....	MGT	136
MGMT 1371.....	MGT	140
MGMT 1372.....	MGT	153
MGMT 1373.....	MGT	160
MGMT 1374.....	MGT	171
MGMT 2170.....	MGT	212
MGMT 2370.....	MGT	210
MGMT 2371.....	MGT	211
MGMT 2372.....	MGT	232
MGMT 2373.....	MGT	237
MGMT 2374.....	MGT	242
MGMT 2375.....	MGT	244

MGMT 7371.....	MGT	703
MGMT 7372.....	MGT	713
MGMT 8381.....	MGT	803
MGMT 8382.....	MGT	813

#### MARKETING CAREERS

MRKT 1370.....	MKT	137
MRKT 2170.....	MKT	211
MRKT 2270.....	MKT	212
MRKT 2370.....	MKT	206
MRKT 2371.....	MKT	223
MRKT 2372.....	MKT	224
MRKT 2373.....	MKT	230
MRKT 2374.....	MKT	233
MRKT 2375.....	MKT	239
MRKT 2376.....	MKT	251
MRKT 2377.....	MKT	290
MRKT 2380.....	MKT	231
MRKT 2381.....	MKT	235
MRKT 2382.....	MKT	237
MRKT 7371.....	MKT	703
MRKT 7372.....	MKT	713

#### MATHEMATICS

MATH 1314.....	MTH	101
MATH 1316.....	MTH	102
MATH 1324.....	MTH	111
MATH 1325.....	MTH	112
MATH 1332.....	MTH	115
MATH 1333.....	MTH	116
MATH 1335.....	MTH	117
MATH 1342.....	MTH	202
MATH 1348.....	MTH	121
MATH 1371.....	MTH	130
MATH 1372.....	MTH	136
MATH 1373.....	MTH	139
MATH 1374.....	MTH	195
MATH 1375.....	MTH	196
MATH 1470.....	MTH	103
MATH 2305.....	MTH	215
MATH 2315.....	MTH	226
MATH 2318.....	MTH	221
MATH 2320.....	MTH	230
MATH 2370.....	MTH	297
MATH 2412.....	MTH	109
MATH 2414.....	MTH	225
MATH 2513.....	MTH	124

#### MEDICAL ASSISTING

MEDA 1170.....	MA	100
MEDA 1171.....	MA	101
MEDA 1172.....	MA	102
MEDA 1270.....	MA	103
MEDA 1271.....	MA	104
MEDA 1272.....	MA	105
MEDA 1273.....	MA	106
MEDA 1274.....	MA	107
MEDA 1275.....	MA	108
MEDA 1276.....	MA	109
MEDA 1277.....	MA	110
MEDA 1278.....	MA	111
MEDA 1279.....	MA	112
MEDA 1280.....	MA	113
MEDA 1370.....	MA	114

#### MEDICAL LABORATORY TECHNOLOGY

MDLT 1370.....	MLT	136
MDLT 1371.....	MLT	137
MDLT 1372.....	MLT	142
MDLT 1470.....	MLT	133
MDLT 1471.....	MLT	141
MDLT 2271.....	MLT	237

MDLT 2370.....	MLT 225
MDLT 2470.....	MLT 229
MDLT 2471.....	MLT 231
MDLT 2472.....	MLT 241

#### MEDICAL TRANSCRIPTION

MEDT 1270.....	MTR 135
MEDT 1271.....	MTR 137
MEDT 1370.....	MTR 133
MEDT 1470.....	MTR 131
MEDT 1471.....	MTR 141
MEDT 1472.....	MTR 145
MEDT 7472.....	MTR 714

#### MORTGAGE BANKING

MOBA 1170.....	MB 104
MOBA 1370.....	MB 101
MOBA 1372.....	MB 102
MOBA 1373.....	MB 103
MOBA 2370.....	MB 205
MOBA 2372.....	MB 206
MOBA 2373.....	MB 207
MOBA 7471.....	MB 704
MOBA 7472.....	MB 714

#### MOTORCYCLE MECHANICS

(See Engine Technology-  
Motorcycle Mechanics)

#### MULTIMEDIA TECHNOLOGY

MULT 1370.....	MUL 100
MULT 1371.....	MUL 101
MULT 1372.....	MUL 102
MULT 1373.....	MUL 103
MULT 1374.....	MUL 104
MULT 1375.....	MUL 105
MULT 1376.....	MUL 106
MULT 1377.....	MUL 107
MULT 1378.....	MUL 108
MULT 1379.....	MUL 109
MULT 1380.....	MUL 110
MULT 1381.....	MUL 111
MULT 7371.....	MUL 703

#### MUSIC

(Music and Applied Music)

MUSI 1116.....	MUS 161
MUSI 1117.....	MUS 162
MUSI 1123.....	MUS 170
MUSI 1125.....	MUS 184
MUSI 1132.....	MUS 174
MUSI 1133.....	MUS 171
MUSI 1134.....	MUS 172
MUSI 1137.....	MUS 103
MUSI 1138.....	MUS 173
MUSI 1139.....	MUS 175
MUSI 1140.....	MUS 176
MUSI 1143.....	MUS 155
MUSI 1151.....	MUS 177
MUSI 1152.....	MUS 156
MUSI 1160.....	MUS 105
MUSI 1161.....	MUS 108
MUSI 1170.....	MUS 147
MUSI 1172.....	MUS 148
MUSI 1173.....	MUS 191
MUSI 1174.....	MUS 198
MUSI 1181.....	MUS 117
MUSI 1182.....	MUS 118
MUSI 1183.....	MUS 151
MUSI 1184.....	MUS 152
MUSI 1192.....	MUS 119
MUSI 1193.....	MUS 120
MUSI 1237.....	MUS 160

MUSI 1263.....	MUS 115
MUSI 1270.....	MUS 180
MUSI 1271.....	MUS 189
MUSI 1272.....	MUS 190
MUSI 1273.....	MUS 197
MUSI 1300.....	MUS 113
MUSI 1306.....	MUS 104
MUSI 1308.....	MUS 110
MUSI 1309.....	MUS 111
MUSI 1310.....	MUS 166
MUSI 1311.....	MUS 145
MUSI 1312.....	MUS 146
MUSI 1370.....	MUS 112
MUSI 1371.....	MUS 114
MUSI 1372.....	MUS 153
MUSI 1373.....	MUS 154
MUSI 1374.....	MUS 192
MUSI 1375.....	MUS 193
MUSI 1376.....	MUS 194
MUSI 1377.....	MUS 196
MUSI 1386.....	MUS 203
MUSI 2116.....	MUS 271
MUSI 2118.....	MUS 272
MUSI 2143.....	MUS 150
MUSI 2160.....	MUS 107
MUSI 2161.....	MUS 106
MUSI 2181.....	MUS 217
MUSI 2182.....	MUS 218
MUSI 2192.....	MUS 205
MUSI 2237.....	MUS 181
MUSI 2270.....	MUS 289
MUSI 2311.....	MUS 245
MUSI 2312.....	MUS 246
MUSI 2370.....	MUS 292
MUSI 2371.....	MUS 293
MUSI 2372.....	MUS 296
MUSI 2373.....	MUS 297
MUSI 7371.....	MUS 703
MUSI 7372.....	MUS 713
MUSI 9175.....	MUS 199
MUAP 1101.....	MUS 124
MUAP 1105.....	MUS 125
MUAP 1109.....	MUS 126
MUAP 1113.....	MUS 127
MUAP 1115.....	MUS 141
MUAP 1117.....	MUS 128
MUAP 1121.....	MUS 129
MUAP 1125.....	MUS 131
MUAP 1129.....	MUS 130
MUAP 1133.....	MUS 132
MUAP 1137.....	MUS 133
MUAP 1141.....	MUS 134
MUAP 1145.....	MUS 135
MUAP 1149.....	MUS 136
MUAP 1153.....	MUS 137
MUAP 1157.....	MUS 138
MUAP 1158.....	MUS 143
MUAP 1161.....	MUS 140
MUAP 1165.....	MUS 122
MUAP 1169.....	MUS 121
MUAP 1177.....	MUS 139
MUAP 1181.....	MUS 123
MUAP 2201.....	MUS 224
MUAP 2205.....	MUS 225
MUAP 2209.....	MUS 226
MUAP 2213.....	MUS 227
MUAP 2215.....	MUS 241
MUAP 2217.....	MUS 228
MUAP 2221.....	MUS 229
MUAP 2225.....	MUS 231
MUAP 2229.....	MUS 230
MUAP 2233.....	MUS 232
MUAP 2237.....	MUS 233

MUAP 2241.....	MUS 234
MUAP 2245.....	MUS 235
MUAP 2249.....	MUS 236
MUAP 2253.....	MUS 237
MUAP 2257.....	MUS 238
MUAP 2258.....	MUS 243
MUAP 2261.....	MUS 240
MUAP 2265.....	MUS 222
MUAP 2269.....	MUS 221
MUAP 2277.....	MUS 239
MUAP 2281.....	MUS 223
MUAP 2301.....	MUS 254
MUAP 2305.....	MUS 255
MUAP 2309.....	MUS 256
MUAP 2313.....	MUS 257
MUAP 2317.....	MUS 258
MUAP 2321.....	MUS 259
MUAP 2325.....	MUS 261
MUAP 2329.....	MUS 260
MUAP 2333.....	MUS 262
MUAP 2337.....	MUS 263
MUAP 2341.....	MUS 264
MUAP 2345.....	MUS 265
MUAP 2349.....	MUS 266
MUAP 2353.....	MUS 267
MUAP 2357.....	MUS 268
MUAP 2361.....	MUS 270
MUAP 2365.....	MUS 252
MUAP 2369.....	MUS 251
MUAP 2377.....	MUS 269
MUAP 2381.....	MUS 253

#### NURSING

NURS 1370.....	NUR 101
NURS 1371.....	NUR 102
NURS 1570.....	NUR 147
NURS 1870.....	NUR 144
NURS 1970.....	NUR 146
NURS 1971.....	NUR 148
NURS 2170.....	NUR 259
NURS 2270.....	NUR 262
NURS 2374.....	NUR 245
NURS 2375.....	NUR 260
NURS 2870.....	NUR 261
NURS 2970.....	NUR 250
NURS 2971.....	NUR 258
NURS 2972.....	NUR 263

#### NUTRITION

This course carries a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.

NUTR 1322.....	NTR 101
(CCN# <u>HECO 1322</u> )	

#### OFFICE TECHNOLOGY

OFCT 1170.....	OFC 143
OFCT 1171.....	OFC 176
OFCT 1172.....	OFC 182
OFCT 1173.....	OFC 183
OFCT 1175.....	OFC 192
OFCT 1270.....	OFC 144
OFCT 1271.....	OFC 179
OFCT 1370.....	OFC 145
OFCT 1371.....	OFC 150
OFCT 1372.....	OFC 160
OFCT 1373.....	OFC 162
OFCT 1374.....	OFC 167
OFCT 1375.....	OFC 172
OFCT 1376.....	OFC 173
OFCT 1377.....	OFC 101
OFCT 1378.....	OFC 102

OFCT 1379.....	OFC 105
OFCT 1380.....	OFC 112
OFCT 2170.....	OFC 282
OFCT 2171.....	OFC 283
OFCT 2172.....	OFC 284
OFCT 2270.....	OFC 273
OFCT 2370.....	OFC 231
OFCT 2371.....	OFC 274
OFCT 2372.....	OFC 205
OFCT 2373.....	OFC 212
OFCT 2374.....	OFC 222
OFCT 7371.....	OFC 703
OFCT 7372.....	OFC 713
OFCT 7471.....	OFC 704
OFCT 7472.....	OFC 714
OFCT 8381.....	OFC 803
OFCT 8481.....	OFC 804

#### OUTBOARD MARINE ENGINE MECHANICS

(See Engine Technology-  
Outboard Engine)

#### PATTERN DESIGN

PDDD 1370.....	PDD 151
PDDD 1371.....	PDD 152
PDDD 1372.....	PDD 153
PDDD 2370.....	PDD 254
PDDD 2371.....	PDD 255
PDDD 2372.....	PDD 256
PDDD 2374.....	PDD 257
PDDD 7371.....	PDD 703
PDDD 7471.....	PDD 704

#### PHILOSOPHY

PHIL 1310.....	PHI 101
PHIL 1370.....	PHI 103
PHIL 2303.....	PHI 105
PHIL 2306.....	PHI 203
PHIL 2307.....	PHI 202
PHIL 2316.....	PHI 207
PHIL 2317.....	PHI 208

#### PHOTOGRAPHY

These courses carry a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.

PHOT 1316.....	PHO 110
(CCN# <u>COMM 1316</u> )	
PHOT 1317.....	PHO 111
(CCN# <u>COMM 1317</u> )	
PHOT 1370.....	PHO 115
● (No CCN#)	
PHOT 2324.....	PHO 212
(CCN# <u>COMM 2324</u> )	
PHOT 2325.....	PHO 124
(CCN# <u>COMM 2325</u> )	
PHOT 2326.....	PHO 125
(CCN# <u>COMM 2326</u> )	
PHOT 2356.....	PHO 122
(CCN# <u>ARTS 2356</u> )	
PHOT 2357.....	PHO 123
(CCN# <u>ARTS 2357</u> )	
PHOT 2370.....	PHO 207
(No CCN#)	
PHOT 2371.....	PHO 213
(No CCN#)	
PHOT 2375.....	PHO 215
(No CCN#)	

**PHYSICAL EDUCATION**

All PHED courses carry Texas Common Course Numbers; however, only those that are underlined exactly match Texas Common Course Numbers. The other course numbers are assigned Texas Common Course Numbers within a general range of numbers identified by the Texas Common Course Numbering Consortium.

PHED 1100.....	PEH 100
PHED 1101.....	PEH 103
PHED 1102.....	PEH 104
PHED 1103.....	PEH 105
PHED 1104.....	PEH 112
PHED 1105.....	PEH 113
PHED 1106.....	PEH 114
PHED 1107.....	PEH 116
PHED 1108.....	PEH 117
PHED 1109.....	PEH 118
PHED 1110.....	PEH 119
PHED 1111.....	PEH 120
PHED 1112.....	PEH 121
PHED 1113.....	PEH 122
PHED 1114.....	PEH 123
PHED 1115.....	PEH 124
PHED 1116.....	PEH 125
PHED 1117.....	PEH 127
PHED 1118.....	PEH 129
PHED 1119.....	PEH 131
PHED 1120.....	PEH 132
PHED 1121.....	PEH 133
PHED 1122.....	PEH 134
PHED 1123.....	PEH 135
PHED 1124.....	PEH 137
PHED 1125.....	PEH 143
PHED 1126.....	PEH 145
PHED 1127.....	PEH 146
PHED 1128.....	PEH 149
PHED 1129.....	PEH 150
PHED 1130.....	PEH 200
PHED 1131.....	PEH 204
PHED 1132.....	PEH 212
PHED 1133.....	PEH 213
PHED 1134.....	PEH 215
PHED 1135.....	PEH 217
PHED 1136.....	PEH 218
PHED 1137.....	PEH 219
PHED 1139.....	PEH 222
PHED 1140.....	PEH 223
PHED 1141.....	PEH 231
PHED 1142.....	PEH 232
PHED 1143.....	PEH 233
PHED 1144.....	PEH 235
PHED 1145.....	PEH 237
PHED 1146.....	PEH 239
PHED 1147.....	PEH 240
PHED 1148.....	PEH 241
PHED 1149.....	PEH 245
PHED 1150.....	PEH 220
<u>PHED 1164.....</u>	<u>PEH 115</u>
PHED 1270.....	PEH 142
<u>PHED 1301.....</u>	<u>PEH 144</u>
<u>PHED 1304.....</u>	<u>PEH 101</u>
<u>PHED 1306.....</u>	<u>PEH 257</u>
<u>PHED 1308.....</u>	<u>PEH 147</u>
<u>PHED 1309.....</u>	<u>PEH 148</u>
<u>PHED 1321.....</u>	<u>PEH 236</u>
<u>PHED 1336.....</u>	<u>PEH 109</u>
<u>PHED 1337.....</u>	<u>PEH 110</u>

<u>PHED 2155.....</u>	<u>PEH 226</u>
<u>PHED 2255.....</u>	<u>PEH 234</u>
PHED 2270.....	PEH 225
PHED 2271.....	PEH 228

**PHYSICAL FITNESS TECHNOLOGY**

PFIT 1170.....	PFT 102
PFIT 1181.....	PFT 181
PFIT 1191.....	PFT 191
PFIT 1370.....	PFT 101
PFIT 1371.....	PFT 130
PFIT 1470.....	PFT 120
PFIT 1471.....	PFT 140
PFIT 2170.....	PFT 281
PFIT 2171.....	PFT 290
PFIT 2172.....	PFT 291
PFIT 2370.....	PFT 200
PFIT 2371.....	PFT 212
PFIT 2372.....	PFT 230
PFIT 2373.....	PFT 240
PFIT 2374.....	PFT 250
PFIT 2375.....	PFT 283
PFIT 2470.....	PFT 220
PFIT 7371.....	PFT 703
PFIT 7372.....	PFT 713
PFIT 7471.....	PFT 704
PFIT 7472.....	PFT 714
PFIT 8381.....	PFT 803
PFIT 8481.....	PFT 804

**PHYSICAL SCIENCE**  
(See Physics)**PHYSICS**

<u>PHYS 1111.....</u>	<u>AST 103</u>
<u>PHYS 1112.....</u>	<u>AST 104</u>
<u>PHYS 1311.....</u>	<u>AST 101</u>
<u>PHYS 1312.....</u>	<u>AST 102</u>
<u>PHYS 1401.....</u>	<u>PHY 111</u>
<u>PHYS 1402.....</u>	<u>PHY 112</u>
<u>PHYS 1405.....</u>	<u>PHY 117</u>
<u>PHYS 1407.....</u>	<u>PHY 118</u>
<u>PHYS 1411.....</u>	<u>AST 111</u>
<u>PHYS 1412.....</u>	<u>AST 112</u>
<u>PHYS 1415.....</u>	<u>PSC 118</u>
<u>PHYS 1417.....</u>	<u>PSC 119</u>
PHYS 1470.....	PHY 131
PHYS 1471.....	PHY 132
<u>PHYS 2425.....</u>	<u>PHY 201</u>
<u>PHYS 2426.....</u>	<u>PHY 202</u>

**PORTUGUESE**

<u>PORT 1411.....</u>	<u>POR 101</u>
<u>PORT 1412.....</u>	<u>POR 102</u>

**POSTAL SERVICE**

POST 1375.....	PSA 110
POST 1376.....	PSA 120
POST 1377.....	PSA 122
POST 2375.....	PSA 216

**PSYCHOLOGY**

PSYC 1370.....	PSY 131
<u>PSYC 2301.....</u>	<u>PSY 101</u>
<u>PSYC 2302.....</u>	<u>PSY 202</u>
<u>PSYC 2306.....</u>	<u>PSY 103</u>
<u>PSYC 2314.....</u>	<u>PSY 201</u>
<u>PSYC 2316.....</u>	<u>PSY 205</u>
<u>PSYC 2319.....</u>	<u>PSY 207</u>
PSYC 2370.....	PSY 211

**RADIO, FILM AND TELEVISION**

(Formerly Video Technology)

RFTV 1370.....	VFT 101
RFTV 1371.....	VFT 103
RFTV 1372.....	VFT 115
RFTV 1373.....	VFT 105
RFTV 1470.....	VFT 106
RFTV 1471.....	VFT 110
RFTV 1472.....	VFT 112
RFTV 2370.....	VFT 205
RFTV 2371.....	VFT 214
RFTV 2372.....	VFT 215
RFTV 2373.....	VFT 218
RFTV 2374.....	VFT 220
RFTV 2375.....	VFT 226
RFTV 2376.....	VFT 232
RFTV 2377.....	VFT 201
RFTV 2470.....	VFT 203
RFTV 2471.....	VFT 210
RFTV 2472.....	VFT 213
RFTV 7371.....	VFT 703
RFTV 7372.....	VFT 713
RFTV 7471.....	VFT 704
RFTV 7472.....	VFT 714

**RADIO AND TELEVISION**  
(See Communications)**RADIOLOGIC SCIENCES**

RADS 1170.....	RAD 123
RADS 1273.....	RAD 110
RADS 1274.....	RAD 124
RADS 1275.....	RAD 125
RADS 1276.....	RAD 126
RADS 1372.....	RAD 127
RADS 1374.....	RAD 129
RADS 1375.....	RAD 106
RADS 1376.....	RAD 128
RADS 2170.....	RAD 247
RADS 2270.....	RAD 209
RADS 2271.....	RAD 251
RADS 2272.....	RAD 275
RADS 2370.....	RAD 236
RADS 2371.....	RAD 237
RADS 2372.....	RAD 276
RADS 2373.....	RAD 277
RADS 2374.....	RAD 278
RADS 2470.....	RAD 227
RADS 2471.....	RAD 248
RADS 2472.....	RAD 279
RADS 2473.....	RAD 280
RADS 2670.....	RAD 244

**READING**

READ 1370.....	RD 101
READ 1371.....	RD 102

**REAL ESTATE**

REAL 1370.....	RE 130
REAL 1371.....	RE 131
REAL 1372.....	RE 133
REAL 1373.....	RE 134
REAL 1374.....	RE 135
REAL 1375.....	RE 136
REAL 1376.....	RE 138
REAL 1378.....	RE 110
REAL 1379.....	RE 111
REAL 2170.....	RE 240
REAL 2270.....	RE 242
REAL 2370.....	RE 230
REAL 2371.....	RE 233
REAL 2372.....	RE 235

REAL 2373.....	RE 237
REAL 2374.....	RE 241
REAL 7471.....	RE 704
REAL 7472.....	RE 714

**RELIGION**

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

RELI 1304.....	REL 201
(CCN# PHIL 1304)	
RELI 1370.....	REL 101
(No CCN#)	
RELI 1371.....	REL 102
(No CCN#)	
RELI 1372.....	REL 105
(No CCN#)	

**RESPIRATORY CARE**

RESP 1270.....	RES 173
RESP 1370.....	RES 159
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RESP 1471.....	RES 172
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RESP 1671.....	RES 176
RESP 2170.....	RES 286
RESP 2370.....	RES 275
RESP 2371.....	RES 285
RESP 2470.....	RES 283
RESP 2670.....	RES 284

**SEMICONDUCTOR MANUFACTURING**

SEMI 1370.....	SEM 100
SEMI 1470.....	SEM 101
SEMI 1471.....	SEM 102
SEMI 2370.....	SEM 200
SEMI 2371.....	SEM 201
SEMI 2470.....	SEM 202
SEMI 7371.....	SEM 703
SEMI 7372.....	SEM 713

**SMALL ENGINE MECHANICS**

(See Engine Technology-Small Engine Mechanics)

**SOCIAL WORK**

(Social Work Associate Training)

SWAT 1370.....	SW 101
SWAT 1371.....	SW 105
SWAT 1372.....	SW 107
SWAT 1373.....	SW 111
SWAT 1374.....	SW 115
SWAT 2370.....	SW 201
SWAT 2371.....	SW 205
SWAT 2372.....	SW 209
SWAT 2373.....	SW 213
SWAT 2374.....	SW 217
SWAT 2375.....	SW 219
SWAT 2376.....	SW 228
SWAT 2377.....	SW 229
SWAT 2378.....	SW 232
SWAT 2470.....	SW 226
SWAT 2471.....	SW 227
SWAT 7371.....	SW 703
SWAT 7372.....	SW 713
SWAT 7471.....	SW 704



**SOCIOLOGY**

SOCI 1301.....	SOC 101
SOCI 1306.....	SOC 102
SOCI 2301.....	SOC 203
SOCI 2306.....	SOC 103
SOCI 2319.....	SOC 204
SOCI 2320.....	SOC 210
SOCI 2326.....	SOC 207
SOCI 2370.....	SOC 209
SOCI 2371.....	SOC 231
SOCW 2361.....	SOC 206

**SPANISH**

SPAN 1100.....	SPA 107
SPAN 1411.....	SPA 101
SPAN 1412.....	SPA 102
SPAN 2306.....	SPA 207
SPAN 2311.....	SPA 201
SPAN 2312.....	SPA 202
SPAN 2321.....	SPA 203
SPAN 2322.....	SPA 204
SPAN 2370.....	SPA 208
SPAN 2371.....	SPA 211
SPAN 2372.....	SPA 212

**SPEECH COMMUNICATION**

SPCH 1144.....	SC 100
SPCH 1145.....	SC 110
SPCH 1311.....	SC 101
SPCH 1315.....	SC 105
SPCH 1318.....	SC 203
SPCH 1321.....	SC 209
SPCH 1342.....	SC 109
SPCH 2144.....	SC 201
SPCH 2335.....	SC 205
SPCH 2341.....	SC 206
SPCH 2370.....	SC 208
SPCH 2389.....	SC 211
(CCN# COMM 2389)	

**SUBSTANCE ABUSE**

(Substance Abuse Counselor Training)

SCAT 1370.....	SA 109
SCAT 1371.....	SA 113
SCAT 2370.....	SA 203
SCAT 2371.....	SA 207
SCAT 2372.....	SA 211
SCAT 2373.....	SA 215
SCAT 7472.....	SA 714

**SURGICAL TECHNOLOGY**

SGTC 1070.....	SGT 163
SGTC 1170.....	SGT 159
SGTC 1270.....	SGT 145
SGTC 1271.....	SGT 146
SGTC 1670.....	SGT 158
SGTC 1671.....	SGT 161
SGTC 1672.....	SGT 162
SGTC 1870.....	SGT 147

**THEATRE**

(See Dance and Drama)

**TRAVEL AND TOURISM MANAGEMENT**

TRAV 1170.....	TRA 103
TRAV 1171.....	TRA 113
TRAV 1270.....	TRA 106
TRAV 1272.....	TRA 114
TRAV 1370.....	TRA 101
TRAV 1371.....	TRA 105
TRAV 1372.....	TRA 107

TRAV 1373.....	TRA 109
TRAV 1374.....	TRA 115
TRAV 1375.....	TRA 123
TRAV 1376.....	TRA 110
TRAV 2370.....	TRA 202
TRAV 2371.....	TRA 210
TRAV 2372.....	TRA 217
TRAV 2373.....	TRA 221
TRAV 2374.....	TRA 222
TRAV 2375.....	TRA 231
TRAV 2376.....	TRA 232
TRAV 7371.....	TRA 240

**VETERINARY****TECHNOLOGY**

VETT 1170.....	VT 113
VETT 1171.....	VT 120
VETT 1172.....	VT 134
VETT 1270.....	VT 122
VETT 1370.....	VT 132
VETT 1371.....	VT 136
VETT 1470.....	VT 114
VETT 1471.....	VT 115
VETT 1472.....	VT 121
VETT 1473.....	VT 131
VETT 1570.....	VT 135
VETT 2170.....	VT 214
VETT 2171.....	VT 220
VETT 2370.....	VT 215
VETT 2371.....	VT 221
VETT 2372.....	VT 223
VETT 2373.....	VT 217
VETT 2374.....	VT 226
VETT 2470.....	VT 211
VETT 2471.....	VT 212
VETT 2472.....	VT 222
VETT 2570.....	VT 213
VETT 7371.....	VT 703
VETT 7471.....	VT 704

**VIDEO TECHNOLOGY**

(See Radio, Film and Television)

**VISUAL COMMUNICATIONS**

VCOM 1170.....	VC 199
VCOM 1371.....	VC 101
VCOM 1372.....	VC 111
VCOM 1373.....	VC 115
VCOM 1374.....	VC 122
VCOM 1375.....	VC 123
VCOM 1376.....	VC 126
VCOM 1377.....	VC 127
VCOM 2270.....	VC 299
VCOM 2371.....	VC 200
VCOM 2372.....	VC 210
VCOM 2373.....	VC 206
VCOM 2374.....	VC 216
VCOM 2375.....	VC 219
VCOM 2376.....	VC 208
VCOM 2377.....	VC 220
VCOM 2378.....	VC 207
VCOM 2379.....	VC 217
VCOM 2471.....	VC 295
VCOM 2472.....	VC 296
VCOM 7371.....	VC 703
VCOM 7372.....	VC 713
VCOM 7471.....	VC 704
VCOM 7472.....	VC 714

**VOCATIONAL NURSING**

VNUR 1071.....	VN 160
VNUR 1270.....	VN 151

VNUR 1370.....	VN 144
VNUR 1470.....	VN 158
VNUR 1870.....	VN 153
VNUR 1970.....	VN 159

**WELDING**

WELD 1270.....	WE 111
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WELD 1272.....	WE 113
WELD 1273.....	WE 114
WELD 1370.....	WE 101
WELD 1371.....	WE 117
WELD 1470.....	WE 115
WELD 1471.....	WE 116
WELD 1472.....	WE 118
WELD 2170.....	WE 221
WELD 2270.....	WE 211
WELD 2271.....	WE 212
WELD 2272.....	WE 214
WELD 2273.....	WE 215
WELD 2274.....	WE 222
WELD 2370.....	WE 217
WELD 2371.....	WE 218
WELD 2372.....	WE 219
WELD 2373.....	WE 223
WELD 2470.....	WE 213
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# Dallas County Community College District Application

Complete all items. **PLEASE PRINT!**

Please check the college to which you are applying: Brookhaven ☐ Cedar Valley ☐ Eastfield ☐ El Centro ☐ Mountain View ☐ North Lake ☐ Richland ☐

1. SOCIAL SECURITY NUMBER    -   -

2. NAME: Give full legal name. Do not use initials unless initials constitute your legal name.

\* ☐ MALE

\* ☐ FEMALE

Last

First

Middle

Give name, if different from above, that will appear on transcripts from other institutions.

3. ADDRESS:

Number & Street

Apt. No.

City

State

Zip

County

4. TELEPHONE: (Home)

Area Code & Number

(Business)

Area Code & Number

5. BIRTHDATE

Month

Day

Year

6. \*ETHNIC BACKGROUND

☐ White - Non-Hispanic

☐ Hispanic

☐ American Indian or Alaskan Native

☐ Black - Non-Hispanic

☐ Asian or Pacific Islander

☐ Non-Resident Alien/Foreign National

\*Your response will be voluntary, will not be used in a discriminatory fashion, and will be used for affirmative action purposes only.

7. LAST HIGH SCHOOL ATTENDED

School Name

City & State

8. DID YOU (or will you) GRADUATE FROM HIGH SCHOOL? Yes ☐ (Year of Graduation \_\_\_\_\_) ☐ No ☐ GED ☐ Did not graduate, but finished 4 yrs. of high school

9. LIST ALL COLLEGES ATTENDED, INCLUDING THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT: (List more recent first)

Name & Location (City & State)	Dates Attended	Hrs./Credits Attempted	Hrs./Credits Earned	Degree Earned, if any

**OFFICIAL TRANSCRIPTS FOR ALL PREVIOUS COLLEGE WORK (except DCCCD Colleges) MUST BE SUBMITTED WITH THE APPLICATION.)**

10. ARE YOU CURRENTLY ON SUSPENSION AT ANOTHER COLLEGE FOR EITHER ACADEMIC OR DISCIPLINARY REASONS? ☐ No ☐ Yes

If yes, Name of School: \_\_\_\_\_

11. ARE YOU A CITIZEN OF THE UNITED STATES? ☐ Yes, native born ☐ Yes, naturalized: If "naturalized," how long have you lived in the U.S.? \_\_\_\_\_ ☐ No

If "No," do you have "permanent resident" status? ☐ Yes ☐ No

If "Yes," date permanent resident card issued \_\_\_\_\_ Number \_\_\_\_\_ (Permanent Resident card must be viewed by Admissions Personnel.)

Is English your first language? ☐ Yes ☐ No If "No," what is your first language? \_\_\_\_\_

If you are a citizen of another country, please complete the following:

Country of Citizenship

Type of Visa

Registration Number

12. RESIDENCY INFORMATION: (You may claim Texas residency only if you have resided in Texas for the 12 months prior to your enrolling in a state supported college/university.)

Do you live in Dallas County? ☐ Yes ☐ No Are you claiming Texas residency for tuition purposes? ☐ Yes ☐ No (if no, go to question 13)

☐ Parent OR ☐ Legal Guardian (if legal guardian, guardianship papers must be provided) COMPLETE **PART II** ON THE BACK OF THIS APPLICATION

☐ Active duty military based in Texas OR ☐ Dependent of active service member based in Texas COMPLETE **PART III** ON THE BACK OF THIS APPLICATION

13. SEMESTER YOU PLAN TO BEGIN AT DCCCD COLLEGE: ☐ Fall ☐ Spring ☐ 1st Summer ☐ 2nd Summer ☐ Check here if you plan to attend **only** in the summer

14. PERSON TO BE NOTIFIED IN THE EVENT OF SERIOUS ILLNESS OR ACCIDENT: Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**READ, COMPLETE AND SIGN THE REVERSE SIDE**

# DOCUMENTATION & OATH REQUIREMENT

As a state supported college we are required to collect documentation evidence of your Texas residency immediately prior to your enrollment. The Admissions/Registrar's Office reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with state residency requirements.

## DOCUMENTS SUBMITTED TO MEET ADMISSIONS REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND WILL NOT BE RETURNED.

### PART I

If claim for residency is based upon self, please answer the following questions:

How long have you resided in Texas? \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

Previous State or Country of residence \_\_\_\_\_

If you came here within the past 5 years, why did you move to Texas? \_\_\_\_\_ Education \_\_\_\_\_ Employment  
\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State issued \_\_\_\_\_ Exp. Date \_\_\_\_\_

Address on Driver's License: \_\_\_\_\_

Is this a new or renewed license? \_\_\_\_\_ New \_\_\_\_\_ Renewed

Have you been employed in Texas for the last 12 months? \_\_\_\_\_ Yes \_\_\_\_\_ No

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: (\_\_\_\_\_) \_\_\_\_\_

Period of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment: \_\_\_\_\_ Part-time \_\_\_\_\_ Full-time

### PART II

If claim for residency is based upon parent or legal guardian, please answer the following questions:

Name of the person upon whom claim is based: \_\_\_\_\_ (parent or guardian)

How long has this person resided in Texas? \_\_\_\_\_ Year(s) \_\_\_\_\_ Month(s)

Previous state or country of residence: \_\_\_\_\_

If this person came here within the past 5 years, why did this person move to Texas? \_\_\_\_\_ Education \_\_\_\_\_ Employment  
\_\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Is this person a U.S. Citizen? \_\_\_\_\_ Yes \_\_\_\_\_ No

Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will this person claim you for the current tax year? \_\_\_\_\_ Yes \_\_\_\_\_ No

### PART III

If claim for residency is based upon active duty military assignment in Texas (of you or your parent/legal guardian), please answer the following questions:

Person on active duty: \_\_\_\_\_ Self \_\_\_\_\_ Spouse \_\_\_\_\_ Parent/Legal Guardian

Home Of Record (State of legal residence): \_\_\_\_\_ Has proof of military assignment in Texas been provided to the College's office of admissions/Registrar? \_\_\_\_\_ Yes \_\_\_\_\_ No\*

\*Proof of military assignment in Texas must be provided upon each subsequent enrollment into the college.

### OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by the College officials to determine my status for admissions and residency eligibility. I authorize the College to verify the information provided. I agree to notify the proper officials of the College of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**El Centro College**  
Main & Lamar Streets  
Dallas, Texas 75202