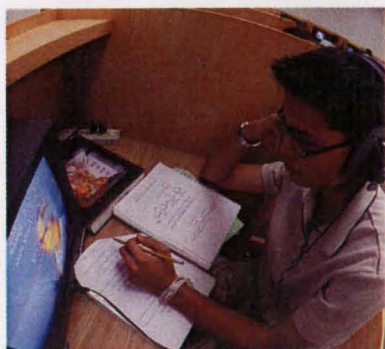
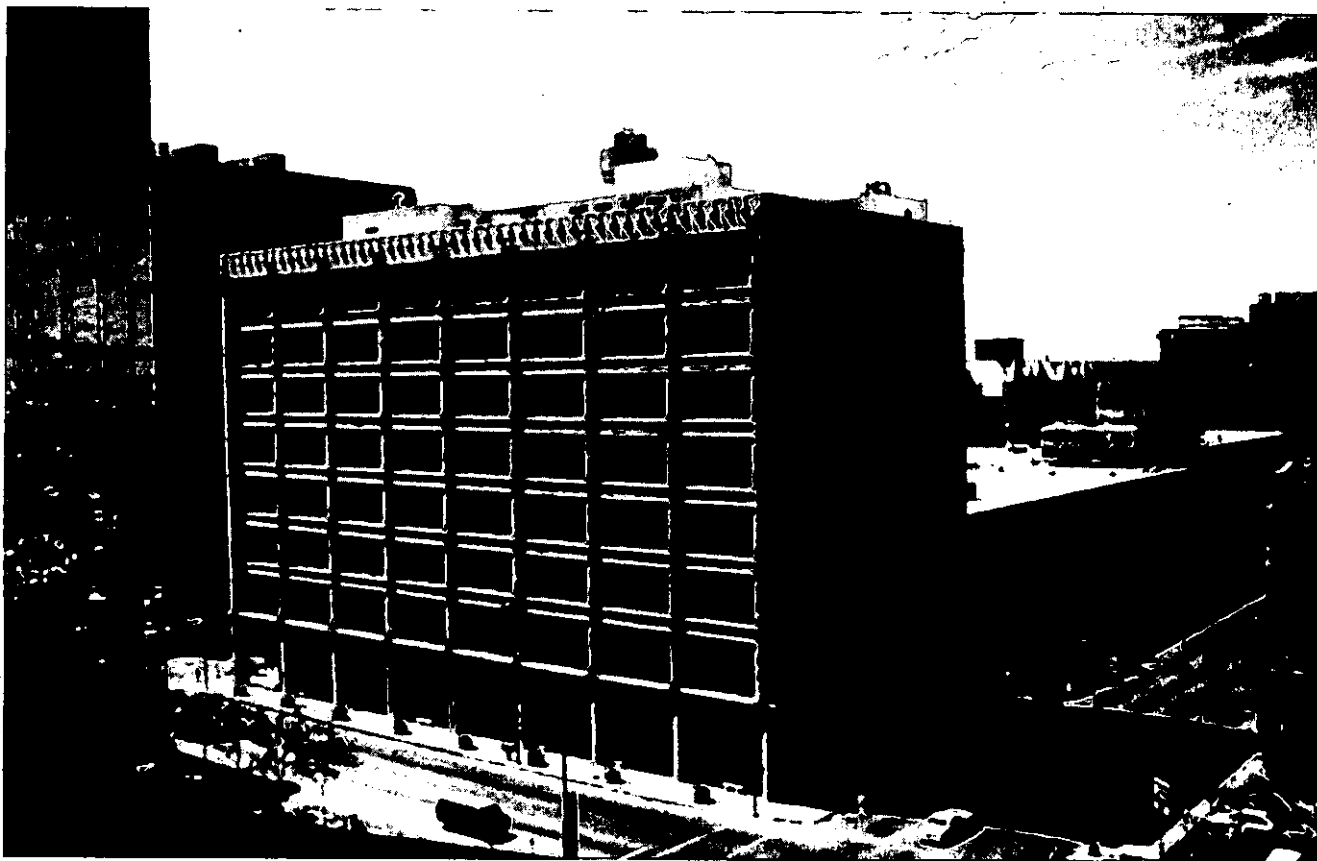




**All blank
pages
have been
removed
from this
document.**

2000-2001

El Centro College Catalog



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.ecc.dcccd.edu>

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

This publication 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 DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

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

1. **What is TASP and who must take it?** TASP is both a test and a program to ensure Texas college students have the academic skills to be successful in college. All students, unless otherwise exempt or waived, must participate in the TASP program.
2. **Who is exempt or waived from TASP requirements?** There are a number of exemptions and waivers. For a complete list, see the section entitled "TASP" within this catalog.
3. **How can the TASP requirements be met?** Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the state approved DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area that was originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods must check with the college TASP Coordinator to learn of all required steps to be met.
4. **What happens if a student fails a section of TASP, QuickTASP or Alternate Assessment?** Students who fail either a section of the TASP, QuickTASP, or the DCCCD Alternate Assessment test must enroll and actively participate in developmental courses related to the failed area(s) or be dropped from college-level courses. (Concurrently enrolled high school students who take and fail a section of TASP, QuickTASP or DCCCD Alternate Assessment will not be required to take developmental courses as long as they are in high school.) Students must continue to participate in mandated developmental coursework until (1) they pass the failed section of TASP or QuickTASP (please note that the DCCCD Alternate Assessment tests cannot be used for retesting purposes), or (2) they have completed the required developmental coursework at which time the college may release the student from further developmental courses.
5. **How are the tests administered?** The DCCCD Alternate Assessment and QuickTASP are offered at each DCCCD Assessment/Testing Center throughout the year during various dates and times. Please contact your DCCCD campus Assessment/Testing Center for specific information regarding DCCCD Alternate Assessment and QuickTASP test administration procedures. The TASP test is administered statewide at least six times a year. Students MUST register on forms available in the college Assessment/Testing Center in order to take the TASP test. The on-time registration fee for TASP and QuickTASP is \$29. A TASP study guide is available for purchase.
6. **When must all TASP requirements be met?** Students must meet all TASP requirements prior to receiving a certificate (if TASP is required) or degree OR before taking junior/senior courses at a Texas public university.
7. **Will other institutions have my DCCCD Alternate Assessment scores?** TASP, QuickTASP, and Alternate Assessment scores will be printed on an official Texas public college or university transcript. DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

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

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

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

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

Additional TASP information can be found at The Texas Higher Education Coordinating Board's website:
WWW.theccb.state.tx.us/

Table of Contents

Texas Academic Skills Program (TASP).....	2
--	----------

Academic Calendar.....	5
-------------------------------	----------

Board of Trustees/Administrators.....	6
--	----------

El Centro College Information.....	7-10
---	-------------

Accreditation	7
Institutional Memberships.....	7
DCCCD Statement of Purpose.....	7
El Centro Mission and Purpose.....	7
Student and Campus Services.....	7
Administrators.....	8
Division Deans.....	8
Faculty and Staff	8-10

I. General Information.....	11-13
------------------------------------	--------------

History of the DCCCD.....	11
Mission of the DCCCD.....	11
Philosophy of the DCCCD	11-12
District Responsibilities.....	12
League for Innovation	12
Equal Educational and Employment Opportunity Policy.....	12
Family Educational Rights and Privacy Act.....	12
Student Consumer Info Services.....	12
Standard of Conduct.....	12-13
Accreditation	13

II. Important Terms and Abbreviations.....	13-14
---	--------------

III. Admissions and Registration ...	14-24
---	--------------

General Admissions Policy.....	14
Admissions Requirements.....	15
Beginning Freshmen	15
Students Concurrently Enrolled in High School and the DCCCD.....	15-16
High School Students Enrolled in Dual Credit Programs.....	16
Transfer Students.....	16
Former Students.....	16
Academic Forgiveness Policy	16
International Students.....	17
Evaluation of Foreign Credentials.....	17
American English and Cultural Institute.....	17
Application and Admissions Procedures.....	17-18
Reciprocal Tuition Agreement.....	18-19
Tuition.....	19
Tuition Installment Pay Plan (TIPP)	19
HOPE and Lifetime Learning Tax Credits.....	19

Additional Fees.....	19
Special Fees and Charges	19
Registration Fee.....	19
Laboratory Fee.....	19
Class Fee.....	19
Bowling Class Fee.....	19
Private Music Lesson Fee.....	19
Audit Fee.....	19
Credit By Examination.....	19
Refund Policy	19-20
Returned Checks.....	20
Assessment and Advisement Procedures.....	20,22
Tuition and Fees Schedule.....	21
Change of Schedule	22
Non-Credit Student (Audit)	22
Acceptance of Credit in Transfer.....	22
Address Changes and Social Security Number.....	22-23
TASP	23-24

IV. Academic Information	24-31
---------------------------------------	--------------

Scholastic Standards: Grades & GPA.....	24-25
Acceptable Scholastic Performance	25
Recommended Academic Load	25
Classification of Students.....	25
Class Attendance.....	25
Dropping a Course or Withdrawing from College.....	25
Academic Recognition.....	25-26
Scholastic Probation, Scholastic Suspension and Academic Dismissal.....	26
Grade Reports.....	26
DCCCD Transcript of Credit.....	26
Degree Requirements.....	26
Associate of Arts and Sciences Degree	26-27
Associate of Arts and Sciences Degree with Major in Business.....	27
Associate of College/University Transfer Degree.....	28-29
Associate of Applied Sciences.....	29
Guarantee for Job Competency.....	29-39
Certificate Programs	30
Transcript Evaluations.....	30
Procedure for Filing Degree and Certificate Plans for Graduation.....	30-31
Tuition Rebate Program.....	31
Waiving of Scholastic Deficiency.....	31

(Continued on next page)

V. Educational and Special Opportunities for Students Wishing to Transfer.....31-36

Core Curriculum.....	31-32
Academic Transfer Programs	32
Earning an Associate Degree Prior to Transferring.....	32-33
Guarantee for Transfer Credit.....	33
Transfer Dispute Resolution	33
Choosing a Major and Developing an Educational Plan	33-34
College Resources for Transfer Students.....	34
World Wide Web Home Page.....	34
Counseling/Advisement Center.....	34
Transfer Guides	35
Course-By-Course Equivalency Guides.....	35
Common Course Numbering System	35
Choosing a Catalog Year.....	35
Other Things To Consider	35-36

VI. Distance Learning Programs..36-37

What Is Distance Learning.....	36
Comparing Distance Learning and Campus Courses.....	36
What Kinds of Distance Learning Courses Are Available	36
How Do I Register for Distance Learning Courses.....	36-37
Will Distance Learning Courses Transfer.....	37
How Can I Get More Information.....	37

VII. Other Educational Programs...37-42

Workforce/Technical Programs	37-38
Workforce Education Course Manual (WECM).....	37
Tech-Prep.....	37-38
Credit By Examination	38-39
Credit for Experiential Learning.....	39
Flexible Entry Courses	39
External Learning Experiences for Workforce/Technical Programs	39
International Studies/Study Abroad Opportunities.....	39-40
Human Development Courses.....	40
Developmental Education	40
Evening and Weekend College	40
Library and Student Obligations.....	40
Reserve Officers Training Corps(ROTC)	40-41
Serviceman's Opportunity College.....	41
Continuing Education Programs	41
Continuing Education Units.....	41
Bill J. Priest Institute for Economic Development.....	41
Assessment (Testing)	41
Training.....	41
Counseling.....	41
Job Placement.....	41-42

VIII. Student Development.....42-44

Student Programs and Resources.....	42
Counseling/Advisement Services	42
Tutoring Services.....	42
Assessment/Testing Center	42
Health Services.....	43
Student Health Insurance	43
Career Planning and Job Placement Services	43
Disability Services/Special Services Offices.....	43
Student Organizations.....	43
Phi Theta Kappa.....	43
Who's Who Among Students in American Community Colleges.....	44
Intercollegiate Athletics.....	44
Intramural Sports	44
Housing.....	44
College Police Departments.....	44
Drug-Free Schools & Communities Act.....	44

IX. Financial Aid.....44-49

How to Apply.....	44-45
Priority Processing Dates.....	45
Grants.....	45
Scholarships.....	46
Loans.....	46-47
Employment	47
Tuition Exemption Programs.....	47
Vocational Rehabilitation.....	47
Bureau of Indian Affairs.....	47
Veteran's Benefits Programs.....	47-48
Guidelines for Veterans	48
Academic Progress Requirements	48
Financial Aid Standards of Academic Progress	48-49

Student Code of Conduct.....50-56

Health Immunization Schedule.....57

Associate Degree Plan Outlines ..58-61

Technical/Occupational Program Listings.....62-64

EI Centro Associate/Certificate Programs.....65-116

Course Descriptions.....117-201

Index to Programs/Courses.....202-203

Academic Calendar for 2000-2001

Fall Semester, 2000

Note: Students should register as early as possible. By registering early, students may take full advantage of academic advisement and may have more course options available. Fall registration begins June 13, 2000.

August 21 (M)	Faculty Reports
August 28 (M)	Classes Begin
September 4 (M)	Labor Day Holiday
September 11 (M)	12th Class Day
September 16 (S)	TASP Test Administered
November 11 (S)	TASP Test Administered
November 16 (R)	Last Day to Withdraw with a Grade of "W"
November 23 (R)	Thanksgiving Holidays Begin
November 27 (M)	Classes Resume
December 11-14 (M-R)	Final Exams
December 14 (R)	Semester Closes
December 18 (M)	Grades due in Registrar's office by 10am
December 22 (F)	College Buildings and Offices Close for the Holidays at end of workday

Winter Term, 2000/2001

Contact Colleges for availability and schedules.

Spring Semester, 2001

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

January 2 (T)	College Buildings and Offices Open
January 8 (M)	Faculty Reports
January 15 (M)	Martin Luther King, Jr. Day Holiday
January 16 (T)	Classes Begin
January 29 (M)	12th Class Day
March 1 (R)	Dist. Conference Day, Faculty & Admin.
March 2 (F)	Faculty Professional Devel. (TCCTA)
March 3 (S)	TASP Test Administered
March 12 (M)	Spring Break Begins
March 15 (R)	District Conference Day, Prof. Sup. Staff
March 16 (F)	Spring Holiday for All Employees

Spring Semester, 2001 (cont'd)

March 19 (M)	Classes Resume
April 12 (R)	Last Day to Withdraw with a Grade of "W"
April 13 (F)	Holidays Begin
April 16 (M)	Classes Resume
April 28 (S)	TASP Test Administered
May 7-10 (M-R)	Final Exams
May 10 (R)	Semester Closes
May 10 (R)	Graduation
May 14 (M)	Grades due in Registrar's office by 10 am

May Term, 2001

Contact Colleges for availability and schedules.

Summer Sessions, 2001

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

First Summer Session:

(Based on 4 day class week plus 1st and 2nd Friday)

May 28 (M)	Memorial Day Holiday
June 4 (M)	Classes Begin
June 7 (R)	4th Class Day
June 8 (F)	Class Day (1st Friday class meeting)
June 15 (F)	Class Day (2nd Friday class meeting)
June 16 (S)	TASP Test Administered
June 21 (R)	Last Day to Withdraw with a Grade of "W"
July 3 (T)	Final Exams
July 3 (T)	Semester Closes
July 4 (W)	Fourth of July Holiday
July 6 (F)	Grades due in Registrar's Office by 10am

Second Summer Session:

(Based on 4 day class week - No Fridays)

July 11 (W)	Classes Begin
July 14 (S)	4th Class Day
July 28 (S)	TASP Test Administered
August 2 (R)	Last Day to Withdraw with a Grade of "W"
August 14 (T)	Final Exams
August 14 (T)	Semester Closes
August 16 (R)	Grades due in Registrar's office by 10 am

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

Dallas County Community College District Board of Trustees



Kitty Boyle
Chair



Carla McGee
Vice Chair



Charletta Compton



Diana Flores



Randy Leake



Pattie T. Powell



Jerry Prater



J. William Wenrich
Chancellor

Dallas County Community College District Administrators

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

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.

Mission

El Centro College: at the forefront of education, serving the community in an urban, multicultural setting.

Purpose*

In keeping with the mission, the purpose of El Centro College is to provide:

- Freshman and sophomore courses in arts and sciences;
- Workforce education programs leading to associate degrees or certificates;
- Continuing adult education programs for occupational or cultural enrichment;
- Workforce development programs designed to meet local and statewide needs;
- Education programs designed to fulfill the commitment of an admission policy allowing the enrollment of underprepared students.
- Ongoing counseling and guidance designed to assist students in achieving their individual educational goals;
- Adult literacy and other basic skills programs; and
- Such other purposes as may be prescribed by the Texas Higher Education Coordinating Board or local governing boards in the best interest of post-secondary education in Texas.

*Purpose is adapted from Texas Education Code 130.003e.

STUDENT AND CAMPUS SERVICES

Admissions/Registrar	214-860-2311	Financial Aid	214-860-2199
Adult Resource Center	214-860-2427	Health Center	214-860-2113
Assessment Center	214-860-2178	Health Occupations Admissions	214-860-2272
Bookstore	214-698-0461	Human Resources	214-860-2064
Campus Main Line/Information	214-860-2037	International Center	214-860-2090
Campus Police	214-860-2232	Job Placement	214-860-2066
Cashier	214-860-2044	Learning Center	214-860-2133
Continuing Education	214-860-2147	Library	214-860-2175
Counseling/Advisement	214-860-2084	Media Services	214-860-2170
Disability Services	214-860-2411	Student Programs	214-860-2137
Educational Resources Center	214-860-2176	TRIO Program	214-860-2684
Facilities Services	214-860-2057	Workforce Education	214-860-2413

EL CENTRO COLLEGE ADMINISTRATION

President.....	Wright Lassiter, Jr.	214-860-2010
Interim College Vice President	Jan Brobst.....	214-860-2019
Vice President, Administrative Services	Ed DesPlas	214-860-2041
Assistant to College Vice President.....	Mary Cooper-Wallace	214-860-2419
Dean of Students.....	Felicitas Alfaro	214-860-2454
Dean of Educational & Administrative Technology	Susan Turner	214-860-2166
Associate Dean, Allied Health	LaCheeta McPherson	214-860-2271
Associate Dean, Continuing/Workforce Education	Phyllis Andrews	214-860-2413
Associate Dean, Counseling and Special Services	Jim Handy	214-860-2073
Associate Dean, Nursing.....	Charlotte Green.....	214-860-2269
Associate Dean, Resource and Workforce Development.....	Lisa Theriot.....	214-860-2263
Associate Dean, Student Support and Auxiliary Services	Howard Finney.....	214-860-2137
Assistant Dean, Continuing/Workforce Education	Samantha Jones.....	214-860-2262
Assistant Dean, Continuing/Workforce Education	Jennie Pollard-Bratcher	214-860-2142
Assistant Dean, Continuing/Workforce Education	Gretchen Riehl	214-860-2236
Assistant Dean, Educational Resources	Norman Howden.....	214-860-2176
Assistant Dean, Institutional Effectiveness and Research	Karen Laljani.....	214-860-2016
Director of Admissions and Registrar.....	Stevie Stewart	214-860-2618
Director of Assessment Center	Demetria Bradfield.....	214-860-2178
Director of Business Operations	Terry Collazo	214-860-2042
Director of Facilities Services.....	William Butler	214-860-2057
Director of Financial Aid	John W. Wells.....	214-860-2096
Director of Health Center.....	Vanessa Miller	214-860-2113
Director of Human Resources.....	Robert Garcia.....	214-860-2064
Director of Learning Center.....	Aditi Samarth.....	214-860-2416
Director of Marketing & Communications	Charles Hedrick.....	214-860-2036
Admissions Advisor, International Programs.....	Lucia Inurrigarro.....	214-860-2090

INSTRUCTIONAL DIVISION DEANS

Arts and Sciences	Betty Moran	214-860-2392
Business and Public Service	Allen Espree	214-860-2202
Communications/Math/Student Support Services.....	Micheal Jackson	214-860-2247
Health/Legal Studies/Continuing/Workforce Education	Sondra Flemming	214-860-2146

EL CENTRO COLLEGE FACULTY AND STAFF

Abbott, Kristi	Instructional Associate, Continuing/Workforce Education Texas Tech University, B.S.	Barnhart, William G.....	Accounting Lamar Univ., B.B.A.; Western State College of Colorado, M.A.
Adegbola, Maxine A.	AD Nursing Hunter College CUNY, Diploma; CUNY, M.S.N.	Bates, Barry L.	Biology Stephen F. Austin Univ., B.S., M.S.
Adege, Dawit G.	Research Associate Addis Ababa University, B.S.	Beasley, Sharman	Legal Assistant Univ. of Texas at Austin, B.A.; Southern Meth. Univ., M.L.A., M.A.
Alfaro, Felicitas	Dean of Students Incarnate Word College, B.S.; Antioch College, M.Ed.	Becker, Joan T.	AD Nursing Hunter College, B.S.N.; New York Univ., M.A.
Allen, Benja	Biology Baylor Univ., B.A.; North Texas State Univ., M.S. M.Ed.	Beecham, Jessie Y.	AD Nursing Univ. of Texas Health Science Center - San Antonio, B.S.N., M.S.N.
Allen, Velma	Academic Advisor Texas Woman's University, B.S.	Bell, Mildred J.	Counselor/Human Development Huston-Tillotson College, B.A.; Texas Southern Univ., M.Ed.; Washington State Univ., Professional Counseling Certificate; Nova Univ., Ed.D.
Ames, Lois E.	AD Nursing Bronson School of Nursing, Diploma; Michigan State University, B.S.N.; U.T.A., M.S.N.	Berry, John W.	Management Prairie View A&M Univ., B.B.A.; East Texas State Univ., M.B.A.
Anderson, Eva D.	AD Nursing Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.	Bowell, Cassandra	Math/Developmental Math Oklahoma State Univ., B.S., M.S.
Andrews, Phyllis D.	Associate Dean, Continuing/Workforce Education Univ. of Texas Southwestern Medical Center-Dallas, B.S.; Amber Univ., M.S.;	Bradfield, Demetria	Director of Assessment Center Dallas Baptist Univ., B.A.
Anthony, Michael	Fashion Design Indiana Univ., B.A.	Bradley, LaVerne E.	AD Nursing Tuskegee Institute, B.S.; Texas Woman's Univ., M.S.
Armstrong, Dean	Drama, Humanities Eastern New Mexico Univ., B.S.; Southwest Texas State Univ., M.A.	Branscome, Darlene J.	AD Nursing Univ. of Pennsylvania-Pittsburgh, B.S.; Texas Woman's Univ., M.S., Ph.D.
Arnold-Roquemore, Brenda J.	AD Nursing Texas Woman's Univ., B.S., M.S.	Bread, Aubrey H.	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.
Babcock, Rosa B.	English as a Second Language Smith College, B.A.; North Texas State Univ., M.L.S.; St. Michael's College, M.A.	Bryant, Jan.	Diagnostic Medical Sonography Univ. of Texas Health Science Center, B.S., R.T. (R), A.R.R.T., R.D.M.S.; North Texas State University, M.S.
Barnes, Monica T.	Special Populations Advisor, Continuing/Workforce Ed. Univ. of Southern Mississippi, B.S.; Jackson State Univ., M.S.		

Butler, William Director, Facilities Services
 Calcaterra, Cindy L. 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; CNOR
 Chambers, Robert W. English
 North Texas State Univ., B.A., M.A.
 Chandler, Donald Psychology
 Tennessee State University, Ph.D.
 Chandler, Gwendolyn Biology
 Tennessee State Univ., B.S., M.S.; Meharry Medical College,
 M.T. (A.S.C.P.)
 Chandler, Sandra AD Nursing
 Northwestern State Univ., B.S.N.; Texas Woman's Univ., M.S.
 Chapoton, Jean AD Nursing
 Univ. of Maryland, B.S.N., M.S.N.
 Chatman, Blossie AD Nursing
 Baylor Univ., B.S.N.; Texas Woman's Univ., M.S.
 Claborn, Jo Carol AD Nursing
 Odessa Junior College, A.D.N.; Texas Woman's Univ., B.S., M.S.
 Collazo, Terry Director, Business Operations
 University of Texas at El Paso, B.A.
 Conline, Randy English
 Univ. of Texas at Arlington, B.A., M.A.
 Cooper-Wallace, Mary Assistant to College Vice President
 Univ. of Texas, B.A.; Texas Woman's Univ., M.Ed.
 Crews, Harriet English/Developmental Writing/Learning Center
 Averett JC, A.A.; Univ. of South Carolina, B.A.; Purdue Univ., M.A.
 Currier, Glenn Sociology
 Univ. of St. Thomas, B.A.; Sam Houston State Univ., M.A.
 Darliek, Kande Respiratory Care
 Front Range Community College, A.A.S., RCP, RRT, B.S.;
 UT-Southwest Medical Center
 David, Joe Librarian
 Texas A&I Univ., B.A.; Univ. of Texas, M.L.S.
 Deen, Gary Developmental Writing
 Univ. of Texas at Arlington, B.A.; North Texas State Univ., M.Ed.
 DesPlas, Edward M. Vice President, Administrative Services
 Univ. of Texas at Dallas, B.S.; Amber Univ., M.S.
 Easter, Glenda Computer Information Systems
 Dallas Baptist Univ., B.S.; Univ. of North Texas, M.Ed.
 Espree, Allen J. 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.
 Farley, Pamela Admissions Advisor, Health Occupations
 Dallas Baptist College, B.S.
 Finney, W. Howard Associate Dean, Student Support, Auxiliary Services
 East Texas State Univ., B.S., M.S.
 Flemming, Sondra Executive Dean, Health/Legal/Continuing/Workforce Education
 Fort Hays Kansas State College, B.S.N.; Texas Woman's Univ., M.S.
 Flint, Juanita Zapata AD Nursing
 Texas Woman's Univ., B.S., M.S.
 Galloway, Wende AD Nursing
 Tuskegee Institute, B.S.N.; Texas Woman's Univ., M.S.
 Garcia, Robert Director, Human Resources
 Gobar, Bernard A., Jr. Director, Internet Services
 Texas A&I Univ., B.S.; East Texas State Univ., M.Ed.
 Goff, Larry Psychology
 North Texas State Univ., B.S., M.S., Ph.D.
 Grant, Robert Academic Advisor, International Center
 Univ. of Texas at Austin, B.A.; Univ. of Texas at San Antonio, M.A.
 Gray, Linda G. AD Nursing
 Texas Woman's Univ., B.S., M.S.N.
 Green, Charlotte Associate Dean, Health and Legal Studies
 Texas Woman's Univ., B.S.N.; Southern Methodist Univ., M.L.A.
 Griffin, Debra A. Instructional Specialist II, ISS,
 Univ. of North Texas, B.B.A. Continuing Workforce Education
 Grubbs, Sharon A. Counselor/Arts and Sciences
 North Texas State Univ., B.A.; East Texas State Univ., M.S.
 Grundy, Eddie Internet Publishing and E-Commerce Technologies
 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.
 Handy, Jim Associate Dean, Counseling and Special Services
 Univ. of Texas at Austin, B.A.; Univ. of Texas Southwestern Medical
 Center at Dallas, M.S.
 Hardin, Carol L. AD Nursing
 Univ. of Texas, B.S.N.; Texas Woman's Univ., M.S.
 Harman, Martha Mathematics
 North Texas State Univ., B.A.; Southern Methodist Univ., M.A.
 Hedrick, Charles Director, Marketing and Communications
 Virginia Tech, B.S.
 Henslee, Jimmie J. Business and Accounting
 East Texas State Univ., B.S., M.Ed.
 Holly, Karyn Vocational Nursing
 UTHSC - San Antonio, B.S.N., CCRN
 Howden, Norman Assistant Dean, Educational Resources
 Central Missouri State Univ., B.S.; Univ. of Missouri, M.A.L.S.;
 Case Western Reserve Univ., Ph.D.
 Inurrigarro, Lucila International Advisor, International Center
 El Centro College, A.A.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 Exec. Dean, Communications/Math/Student Support Svcs.
 Langston Univ., A.A., B.S.; Ohio State Univ., M.A., Ph.D.
 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.
 Jones, Samantha Assistant Dean, Continuing/Workforce Education
 Univ. of Sheffield, B.A., Ph.D.
 Jones, Wanda History
 Univ. of Texas at Arlington, B.A., M.A.
 Katsigris, Costas 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.
 Laljani, Karen C. Assistant Dean, Institutional Effectiveness and Research
 Boston Univ., B.A.; Univ. of Texas at Dallas, Ph.D.
 LaLonde, Chris Chef Instructor
 Business, Hotel and Restaurant Administration, Florida State
 Univ., B.S., American Culinary Federation, C.E.C.
 Larson, Violet Instructional Associate, Learning Center
 Iowa State Univ., Chemical Engineering/Chemistry, B.S.
 Lassiter, Wright L., Jr. President
 Alcorn State Univ., B.S.; Indiana Univ., M.B.A.; Auburn Univ., Ed.D.
 Lieou, Holly Counseling Associate, Counseling/Advisement
 Texas A&M Univ., B.S.; Univ. of Texas at Austin, M.Ed.
 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.
 Lock, Lisa Medical Lab Technology
 Louisiana State Univ., B.S.M.T.; Amber Univ., M.B.A., M.T. (ASCP) BB
 Macdonald, Anne Instructional Assoc., Food and Hospitality Service Inst.
 Diploma in Institutional Management, Edinburgh College
 of Domestic Science, Scotland
 Mansour, Kambliz 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.
 McCarty, James E. AD 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.
 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, Allied Health
 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.
 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.
 Milling, Jill Instructional Associate, Learning Center
 Univ. of Texas at Austin, B.A.; Southern Methodist Univ., M.L.A.;
 Univ. of Texas at Dallas, M.A., 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.

Minnis, Rosalinda.....Counselor, Human Development
El Centro College, A.A.A.; East Texas State Univ., B.S.;
Amber Univ., M.A.

Moeck, Pat.....Program Director Medical Assisting
Baylor Univ., B.A.; Univ. of Dallas, M.B.A.
Certified Medical Assisting (AAMA)

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.

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/Eccardiology Technology
Indiana Univ., A.S., B.S.; Purdue Univ., B.S.; Kansas State Univ., M.S.,
RT (R) (CV), RCVT, RCIS

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.

Oglesby, Sarah.....Director of TRIO Project
Univ. of North Texas, B.A.

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

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

Osada, Kimberly.....Tutor Coordinator, TRIO Program
Univ. of New Orleans, B.A.

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

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

Pollard-Bratcher, Jennie.....Assistant Dean, Continuing/Workforce Education
Prairie View A&M Univ., B.S., M.S.

Posay, Pamela J......Medical Transcription
Univ. of North Texas, B.A., C.M.T.

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.

Richard, Calvin.....Chief of College Police
Eastfield College, A.A.S.

Riehl, Gretchen K......Assistant Dean, Continuing/Workforce Education
Univ. of Missouri - Columbia, B.H.S., R.R.T., R.C.P.;
Texas Woman's Univ., M.S.

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

Rodriguez, Freddy.....Advisor, TRIO Program
California State Univ. Fresno, B.A.; National College of
Professional Tech. Edu. (Mexico), Productivity

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.

Roye, James.....Instructional Associate, Learning Center
Oklahoma State Univ., B.S.

Samarath, Aditi.....Director, Learning Center
Texas Tech Univ., B.F.A., M.A.

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.

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

Sonnier, Beth B......Director, 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.

Steadman, Angela.....Instructional Associate, Learning Center
Univ. of Texas at Arlington, B.A.

Stewart, Stevie.....Director, Admissions/Registrar
Univ. of Texas at El Paso, B.A., M.A.

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.....Associate Dean, Resource and Workforce Development
Illinois State Univ., B.A., Amber Univ., M.A.

Tippt, Linda L......Librarian
Morningside College, B.A.; Texas Women's Univ., M.L.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.

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

Turley, Uvaldina.....Director, Gear Up Program
Southern Methodist Univ., B.F.A.

Turner, Susan J......Dean, Educational and Administrative Technology
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.

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.

Wells, John W......Director, Financial Aid
Univ. of Nevada at Reno, B.S. Ed.

Williams, Joe Etta.....Instructional Specialist, Continuing/Workforce Education

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.

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

Yearwood, Jessie.....Food and Hospitality Institute
Texas Woman's University, B.S., M.S., Nutrition

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

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

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

Zareie, Esperanza.....Program Director, Continuing/Workforce Education
El Centro College, A.A.S.

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: A person wishing to enroll must complete an application, be accepted and receive acknowledgement of acceptance from the Admissions Office 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.

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

Core: The 48 prescribed hours of a 61 hour degree plan in which a student must successfully complete in order to receive an Associate in Arts / Associate in Sciences Degree.

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

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

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

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

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

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

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

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

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

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

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

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

Former student: One who has not attended a DCCCD college in the past year.

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

a summer session. The student may be enrolled in one or more DCCCD colleges as long as the total number of hours meets the full-time requirement.

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

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

Grades: See catalog section entitled "Scholastic Standards."

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

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

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

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

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

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

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

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

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

Semester: A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 12 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.

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 in Applied Science Degree in a technical or occupational program. These courses are designed to aid the student in developing entry-level skills to be utilized in the job market. Consult an advisor regarding transferability if you plan to attend a four-year institution.

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

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

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

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

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

III. ADMISSIONS AND REGISTRATION

General Admissions Policy

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

Admission Requirements

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

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

Beginning Freshmen

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

- A. Graduates from accredited high school;
- B. Graduates of an unaccredited high school who are 18 years of age or older;
- C. Those who have earned a General Education Diploma (G.E.D.);
- D. Those who are at least 18 years of age and who do not have a diploma or G.E.D. may be admitted by individual approval;
- E. Those who are under the age of 18, are no longer enrolled in high school of any kind, and who do not have a diploma nor a G.E.D. may be admitted by one of the following:
 - (1) Written recommendation of the principal or superintendent of the last high school attended, or
 - (2) On the basis of completion of the college's assessment program or TASP with the results indicating the student has the ability to benefit from the college's curricular offerings.
- F. Those who are under the age of 18, did not graduate from an accredited school, but who graduated from a non-accredited high school, or were schooled in a non-traditional setting (i.e., home-schooled) may be admitted by meeting all of the following conditions:
 - (1) Written recommendation of the principal or superintendent of the last school attended, or on the basis of completion of the assessment program or TASP with the results indicating the student has the ability to benefit from the college's curricular offerings;
 - (2) Present a notarized record of the high school equivalent work completed and the date of successful completion; and
 - (3) Agree to limitations on conditions of admission established by the college.
- G. Admitted students must present TASP scores or take the alternate assessment program prior to registration.

Students Concurrently Enrolled in High School and the DCCCD

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

- A. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal and must present scores on TASP or the college assessment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.
- B. Students who have not completed their junior year at an accredited high school may be admitted upon meeting all the following conditions:
 - (1) The written recommendation of the high school principal;
 - (2) Presentation of scores on the TASP or college assessment program which indicate the student has the ability to complete college-level work;
 - (3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
- C. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and who have completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions.
 - (1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
 - (2) Presentation of scores on TASP or college assessment program with results indicating the ability to do college-level work;
 - (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
 - (4) Approval of the Vice President of Instruction or designate.
- D. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent of the junior year (16 units) in high school may be admitted by meeting all the following conditions:
 - (1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
 - (2) Presentation of scores on the TASP or college assessment program with results indicating the ability to do college-level work;
 - (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester; and
 - (4) Approval of the Vice President of Instruction or designate.

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

High School Students Enrolled in Dual Credit Programs

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

Student eligibility requirements:

- (1) To enroll in courses of an associate degree or level two certificate (TASP eligible) program, the high school student must present a passing score on TASP or the approved alternate assessment in at least one area (reading, writing, or math) as deemed applicable by the college for the intended course in which the student wishes to enroll. Students who are exempt from TASP are also exempt from local assessment for purposes of dual course credit.
- (2) All sections of TAAS must have been passed by students wishing to enroll in dual credit classes.
- (3) Students in private or home-schools must meet #1 above.
- (4) High school students are generally limited to enrollment in two dual credit courses per semester. Such students may be permitted to enroll in more than two courses if recommended to do so by the high school principal AND under one of the following conditions:
 - (a) Achieve a minimum GPA of 3.00 on at least two college courses taken in previous semesters; or
 - (b) Proof of having passed all sections of TASP or alternate assessment; or
 - (c) Proof of eligibility to be TASP exempt based upon TAAS, ACT, or SAT as approved by the Texas Higher Education Coordinating Board. (Note: these scores often are altered by the THECB and the currently approved scores must be utilized.)
- (5) High school students must meet all appropriate admissions criteria to the college.
- (6) High school students must fulfill all prerequisite requirements to enrolling in a dual credit course.

Transfer Students

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

- A. Present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts must be submitted before enrollment of the semester in which the student first enrolls and should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment can be

blocked from a number of courses which require taking certain prerequisites. Transcripts received become the permanent property of the college. Recipients of baccalaureate and/or graduate degrees from accredited colleges and universities may submit a copy of a college/university diploma in lieu of transcripts. A student transferring from another collegiate institution is not at liberty to disregard his/her collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college/university course work will be subject to disciplinary action (including expulsion) and possible loss of credit for subsequent course work taken at the college.

- B. Meet the minimum academic standards of the college. If an applicant on enforced scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the Admissions Committee of the college. Admission may be provisional and enrollment may be limited as to credit hours and course work.
- C. After being admitted, meet all TASP requirements as shown below.
- (1) Transfers from other Texas public college/universities and who are not TASP exempt must present TASP scores or scores for the alternate assessment program if they wish to enroll in any college-level coursework; and
 - (2) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, must present TASP scores or alternate assessment scores.

Former Students

Students formerly enrolled in the Dallas County Community College District who have not attended a DCCCD college for more than one year 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. This Academic Forgiveness Policy does not apply toward eligibility issues for federal financial aid.

International Students

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

1. Contact the institution to request international student admission information;
2. Provide official TOEFL (Test of English as a Foreign Language) score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version to meet the English proficiency requirement and be considered for academic credit. Students who meet one of the following criteria will be excused from the TOEFL requirement:
 - A. A graduate of accredited U.S. college or university;
 - B. A native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)
 - C. An institutional TOEFL score of 530 or higher on the paper/pencil version or TOEFL score of 197 or higher on the computerized version from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;
 - D. Prospective students who document completion of the final level of an Intensive English Language Program which is approved by the DCCCD through an established agreement. Upon admission, all international students are required to complete DCCCD assessment for academic advisement and placement. If adequate English proficiency is not demonstrated through this assessment, placement in additional English language courses will be required.
3. Show documented evidence of sufficient financial support for the academic year;
4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor. Insurance benefits must cover the duration of study at the institution. International students who do not maintain required insurance will be withdrawn from college.
5. Provide written proof of negative tuberculin skin test or chest X-ray, diphtheria/tetanus immunizations taken within the last ten years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if the student is under nineteen years of age;
6. Submit official transcripts from each college or university previously attended with a minimum of "C" average;
7. Fulfill all admission requirements before the deadline designated by the College for international students and receive approval for admission from international admissions advisor.

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

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

After admission, international students will need to present TASP scores or take the alternate assessment program. In addition to the requirements stated above, international students wishing to transfer from another U.S. institution must also:

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

Evaluation of Foreign Credentials

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

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

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

American English and Culture Institute

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

Application and Admissions Procedures

Applications may be submitted any time prior to registration. Early application is essential because the

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

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

- A. An official application, available from any DCCCD college Admissions Office or through the Internet address of www.dcccd.edu.
- B. Test Scores: Students who have TASP test scores, TAAS test scores taken within the last three (3) years, or ACT /SAT test scores taken within the last five (5) years must submit those scores to the college.
- C. Official Transcripts: (1) Students who graduated from high school (and who have no college experience) are encouraged to submit high school transcripts; these will be utilized for advisement purposes, and not admissions purposes; (2) college transfer students MUST submit official transcripts of all college work attempted before enrollment of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. **IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM ALL COLLEGES PREVIOUSLY ATTENDED.** If transcripts are not submitted prior to enrollment, students can be blocked from a number of courses which require taking certain prerequisites, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.
An official transcript must bear the institution's embossed seal, and signature of the Registrar. Although transcripts sent electronically from other institutions will be considered official, a photocopy or facsimile (FAX) is not an official transcript.
- D. GED: Students under the age of 18 and who have a GED must submit a copy of their GED certificate. Students entering with academic deficiencies or low assessment scores may be admitted on probation and will be required to enroll in developmental or other programs designated by the college.
After being admitted but prior to registration, students must either present TASP scores or take the college assessment program.

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

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

Reciprocal Tuition Agreement

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

<i>PROGRAM</i>	<i>CAMPUS</i>
Apparel Design	ECC
Dealership-sponsored Technician	BHC
Aviation Technology	MVC
Air Cargo	MVC
Aircraft Dispatcher	MVC
Airline Management	MVC
Professional Pilot	MVC
Fixed Base Operations	MVC
Commercial Music	CVC
Diagnostic Medical Sonography	ECC
Local Area Network Administrator	EFC, NLC, RLC
Lan Server Operator	EFC, NLC, RLC
Educational Personnel	ECC, RLC
Electrical Technology	NLC
Electronic Telecommunications	EFC
Electronics Computer Technology	EFC
Engineering Technology	RLC
Hotel/Motel Management	NLC
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Plumbing and Pipefitting	NLC
Veterinary Technology	CVC
Video & Film Technology	NLC
Visual Communications	BHC

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

<i>PROGRAM</i>	<i>CAMPUS</i>
Air Conditioning and Refrigeration Residential	CVC, EFC, NLC
Air Conditioning and Refrigeration Technology	EFC
Apparel Design	ECC
Auto Body Technology	EFC
Automotive Technology	BHC, CVC, EFC
Aviation Technology	MVC
Construction Management and Technology	NLC
Construction Technology	NLC
Diagnostic Medical Sonography	ECC
Food and Hospitality Service	ECC
Digital Imaging Technology	EFC
Educational Personnel	ECC, RLC

Electrical Technology	NLC
Interior Design	ECC
International Business and Trade	RLC
Invasive Cardiovascular Technology	ECC
Medical Staff Services	ECC
Medical Transcription	ECC
Mortgage Banking	NLC
Pattern Design	ECC
Radiologic Sciences	ECC
Social Work Associate Generalist	EFC
Substance Abuse Counseling	EFC
Travel and Tourism Management	RLC
Veterinary Technology	CVC
Video Film Technology	NLC
Welding Technology	MVC

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

Tuition

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

Tuition Installment Pay Plan (TIPP)

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

HOPE and Lifetime Learning Tax Credits

The HOPE tax credit, based upon federal law, is available for eligible taxpayers enrolling in the first two years of postsecondary education. Students must be enrolled at least halftime in a degree, certificate or other program leading to a recognized educational credential. This tax credit applies only to qualified tuition and fee expenses paid for enrollment during the tax year in question.

The Lifetime Learning tax credit is available for eligible taxpayers who are college juniors, seniors, graduate students, adults returning to college and students enrolled less than half time. This tax credit applies only to qualified tuition and fee expenses paid for enrollment during the tax year in question.

For additional information on the two tax credits, students may contact the local Internal Revenue Service, their tax preparer, or the following website: <http://www.dcccd.edu/misc/tra/tra.htm>. Students will receive a 1098-T by February 1, 2000 for qualified tuition and fees paid during the 1999 tax year and by February 1, 2001 for qualified tuition and fees paid during the 2000 tax year.

Additional Fees

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

Special Fees and Charges

Mandatory fees shall include, but not be limited to, registration fee, laboratory fees, class specific software fees, and private lesson fees.

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

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."

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 all or a portion of their class load shall have their tuition and mandatory fees refunded according to the following schedule:

Fall and Spring Semesters (based in a 16-week semester)

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 (based on a 5-week semester)

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

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

During the sixth class day of the semester....25%*

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

*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.

Refunds are calculated based upon net charges for hours "dropped" and "added" if occurring prior to the official reporting date.

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 incidental fees such as intercollegiate athletics, cultural entertainment, parking, etc.

Tuition and fees paid directly to the institution by a sponsor, donor, employer or scholarship shall be refunded based on the terms stipulated by the funding source.

(2) A student may appeal a refund decision to the refund petitions committee at the campus.

- (a) Refund petitions, accompanied by an explanation of any extenuating 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, or if payment was originally made by credit card, the refund will be applied back to the same credit card.

(4) Refunds for withdrawal from flexible entry courses will be prorated based on the number of weeks the course spans.

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

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

Returned Checks

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

Assessment and Advisement Procedures

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

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

Continues following tuition & fees schedule

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

TUITION AND STUDENT SUPPORT FEES

All Semesters

Semester Credit Hours	DALLAS COUNTY Registration			OUT-OF-DISTRICT Registration			OUT-OF-STATE OR COUNTRY Registration		
	Tuition	Fee	Total	Tuition	Fee	Total	Tuition	Fee	Total
1	\$25	\$5	\$30	\$43	\$5	\$48	\$ 200	\$5	\$ 205
2	46	5	51	86	5	91	200	5	205
3	69	5	74	129	5	134	219	5	224
4	92	5	97	172	5	177	292	5	297
5	115	5	120	215	5	220	365	5	370
6	138	5	143	258	5	263	438	5	443
7	161	5	166	301	5	306	511	5	516
8	184	5	189	344	5	349	584	5	589
9	207	5	212	387	5	392	657	5	662
10	230	5	235	430	5	435	730	5	735
11	253	5	258	473	5	478	803	5	808
12	276	5	281	516	5	521	876	5	881
13	299	5	304	559	5	564	949	5	954
14	322	5	327	602	5	607	1,022	5	1,027
15	345	5	350	645	5	650	1,095	5	1,100
16	368	5	373	688	5	693	1,168	5	1,173
17	391	5	396	731	5	736	1,241	5	1,246
18	414	5	419	774	5	779	1,314	5	1,319
19	437	5	442	817	5	822	1,387	5	1,392
20	460	5	465	860	5	865	1,460	5	1,465

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

SPECIAL FEES AND CHARGES

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

SEMESTER TUITION

Tuition for all semesters is as follows:

1. **Dallas County Residents** \$23.00 per credit unit or a minimum of \$25.00
2. **Out-of-District Residents** \$43.00 per credit unit or a minimum of \$43.00
3. **Out-of-State Residents** \$73.00 per credit unit; minimum of \$200.00
4. **Out-of-Country Residents** \$73.00 per credit unit; minimum of \$200.00

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

Effective Date: Spring Semester, 2000

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.

Pursuant to the authorization contained in the Education Code, Section 130.0032, the Board authorizes a person who resides outside the District, but is a state resident and who owns property subject to ad valorem taxation by the District, or a dependent of the person, to pay tuition at the rate that applies to a student who resides in the District.

An individual who has come from outside the state of Texas and registered with a college before having resided in the state for a 12-month period immediately preceding the date of registration and his or her dependents are entitled to pay the tuition and other fees required of Texas residents if the individual has located in Texas as an employee of a business or organization that became established in this state as part of the state's economic development and diversification program authorized by the constitution and laws of the this state and if the individual files with the college a letter of intent to establish residency in Texas.

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

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

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

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

Students who did not have at least 3 college-level credit hours prior to the 1989 Fall Semester must take the TASP (Texas Academic Skills Program) test or an approved TASP alternate test prior to enrollment in any college-level course work. Should students fail either the reading, writing, or mathematics section of TASP or a TASP alternate test, they will be required, as mandated by Texas State Law, to enroll and participate in a developmental program continuously until all appropriate developmental courses are successfully completed or until each failed section is passed. See the TASP section in this catalog for more information on TASP requirements.

Change of Schedule

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

Non-Credit Student (Audit)

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

determines the examination is an essential component of the learning process. The fee in a credit course is the same for a non-credit student as for a credit student.

Acceptance of Credit in Transfer

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

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

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

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

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

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

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

Address Changes and Social Security Number

Each student has the responsibility to inform the Registrar's Office of changes in name or address. Each applicant for admission is asked to furnish a Social Security number. This number doubles as a student

identification number and insures accuracy of student records. If a student does not have a Social Security Number, or does not choose to use the Social Security Number, the College will assign a student identification number.

TASP (Texas Academic Skills Program)

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

All entering students must have DCCCD Alternate Assessment (an approved TASP alternate test), TASP or QuickTASP tests scores on file prior to enrolling for college-level courses. Students meeting the following conditions are exempt or waived from the TASP requirements:

- Have at least 3 hours of college credit prior to Fall, 1989;
- Are blind/deaf and have at least 3 hours of college credit prior to Fall, 1995
- Enroll in certain certificate programs;
- Have a baccalaureate or higher degree;
- Have ACT/SAT or TAAS scores which meet state standards for an exemption;
- Enroll as a transient student from an out-of-state or private institution;
- Are not seeking a degree AND are at least 55 years of age;
- Are not seeking a degree AND are international students;
- Have been certified by the Texas Higher Education Coordinating Board as being dyslexic or having a related disorder OR as having a math disorder. Students seeking this exemption must check with the college TASP Coordinator to ascertain what documentation must be submitted to The Texas Higher Education Coordinating Board as only that agency may grant such an exemption;
- Be an out-of-state student enrolled in official distance education courses.
- Transfer into the DCCCD from a private or out of state college/university with a transcript showing a grade of "A" or "B" in a course which the DCCCD believes is equivalent to a course on the "B or Better" list (which can be found later in this catalog).
- Be a self-declared casual, enrichment, or non-degree seeking student. Such students must be tested on TASP, QuickTASP, or the DCCCD Alternate Assessment but they do not have to participate in remediation. These students must sign a form,

available in admissions, registrar or advisement offices, each semester they are enrolled. Such students will be restricted from enrolling in certain courses until TASP requirements for such courses have been met, and they will not be awarded a certificate or degree.

All other students are subject to TASP requirements.

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

Students may meet the TASP requirements in several ways: (1) Pass all sections of TASP or QuickTASP; (2) Pass all sections of the DCCCD Alternate Assessment on the initial attempt; (3) In the exact following order, take and fail a section of TASP or QuickTASP, complete all required developmental coursework with a grade of C or better, retake and fail the same section of TASP or QuickTASP, and then take and make a B or better in an approved, related college-level course; or (4) In the exact following order, take and fail a section of the DCCCD Alternate Assessment, complete all required developmental coursework with a grade of C or better, retest with TASP or QuickTASP and fail the same subject area originally failed on the DCCCD Alternate Assessment, and then take and make a grade of B or better in an approved, related college-level course. Students attempting to meet the requirements through the third or fourth methods MUST check with the college TASP Coordinator to learn of all required steps to be met. (5) The "B or Better" courses which can be used to satisfy TASP requirements (after having successfully completing Developmental coursework) are: English 1301, English 1302, History 1301, History 1302, English 2321, English 2322, English 2323, English 2331, English 2332, English 2333, English 2326, English 2327, English 2328, Psychology 2301, Government 2301, Government 2302, Government 2305, Government 2306, Math 1332, Math 1333, Math 1314, Math 1316, or higher level of math courses.

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

DCCCD students who take the DCCCD Alternate Assessment and later transfer to another Texas public college or university will have their scores honored by the

receiving institution. Transfer students from another Texas public college or university to the DCCCD will have their state-approved alternate assessment scores honored by the DCCCD.

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

TASP rules are always subject to change.

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

IV. ACADEMIC INFORMATION

Scholastic Standards: Grades and Grade Point Average

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

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

*Used only with developmental studies courses.

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

Credit Hours	Grade	Grade Points
2-hour course	A	8
3-hour course	B	9
4-hour course	B	12
3-hour course	C	6
Total Credit 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. 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 9176, 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. Federal financial aid eligibility is based upon all course work which is attempted.

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.

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

Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 (on a 4.0 scale) or better. Students may not be graduated from any degree or certificate program unless they have a cumulative grade point average of 2.0, based on GPA (2), or better. Grade points and hours earned in courses numbered below 1000, ARTS 1170, MUSI 9176, and DRAM 1170 cannot be used to meet graduation requirements.

Recommended Academic Load

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

Classification of Students

Freshman: A student who has completed fewer than 30 credit hours.

Sophomore: A student who has completed 30 or more credit hours.

Part-time: A student carrying fewer than 12 credit hours in a Fall or Spring semester.

Full-time: A student carrying 12 or more credit hours in a Fall or Spring semester.

Class Attendance

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

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

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

Dropping A Course Or Withdrawing From College

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

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

Academic Recognition

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

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

Scholastic Probation, Scholastic Suspension, and Academic Dismissal

Scholastic Probation: A student who has completed a total of nine (9) credit hours with a performance grade of A, B, C, D or F and who has a grade point average based on GPA(1) of less than 2.0 will be placed on scholastic probation. A student on scholastic probation may have coursework and total hours limited, but may re-enroll at the college if a minimum 2.0 grade point average based on GPA(1) is earned in each semester or summer session. If a student on scholastic probation fails to meet the above requirements in a semester or summer session, the student will be placed on scholastic suspension and will not be allowed to register.

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

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

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

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

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

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

Grade Reports/Notification of Grades

A grade report may be mailed to the address on record of enrollment to each student at the end of each semester.

DCCCD Transcript of Credit

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

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

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

Degree Requirements

The College confers the Associate in Arts Degree, Associate in Sciences Degree, the Associate in Sciences Degree with a major in Business, the Associate in 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.

Associate in Arts and Associate in Sciences Degrees

These degrees are designed as the equivalent of the first half of a baccalaureate degree. Both are general plans and may or may not satisfy the requirements of a specific transfer university. Students desiring to transfer should seek one of these degrees after consultation with the college Counseling/Advising Center. However, in keeping

with Texas State law, students who complete the 48 hour credits of the DCCCD core curriculum are assured that the core will transfer to any Texas public college or university; in such instances, the DCCCD core will be substituted for the core requirements of the receiving institution. Therefore, in pursuing a degree, students are encouraged to complete the entire core within the DCCCD. Students transferring into the DCCCD from another Texas public college or university who have completed that institution's core requirements are assured that the DCCCD will accept the completion of that core in lieu of its own toward the requirements for the Associate in Arts or the Associate in Sciences degree. However, care should be taken in the selection of math and science courses to ensure that those courses also meet requirements of the proposed major at the transfer institution.

In order to receive either of these degrees, students should (1) successfully complete 61 credit hours including the 48 credit hour core of the DCCCD plus an additional 13 hours of electives, comprised of courses designed for the selected major, (2) have a grade of "C" or better in each of the three Core courses (English 1301, Speech Communications 1311, and selected math course listed below), (3) have a grade point average of at least "C" (2.00), based on GPA 2 and (4) have met all TASP requirements (if students are not TASP exempt). At the completion of these requirements students may select the title of their degree, either the Associate in Arts or the Associate in Sciences. These 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS - 9 credit hours (A GRADE OF "C" OR BETTER MUST BE EARNED IN ENGLISH 1301 AND SPEECH COMMUNICATIONS 1311)

Student must successfully complete all courses listed.
English 1301 AND 1302
Speech Communications 1311

MATHEMATICS - 3 credit hours

Students must EARN A GRADE OF "C" OR BETTER in one of the courses listed.

Math 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412, or higher level

LAB SCIENCES - 8 credit hours

Students must successfully complete two of the courses listed.

Biology 1406, 1407, 1408, 1409

Chemistry 1405, 1407, 1411, 1412

Geology 1401, 1403, 1404, 1445

Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

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

SOCIAL/BEHAVIORAL SCIENCES - 15 credit hours

Students must successfully complete all of the courses listed.

History 1301 AND 1302; Government 2301 AND 2302

Students must successfully complete one of the courses listed.

Anthropology 2346, 2351

Economics 1303, 2301, 2302, 2311

Psychology 2301, 2314, 2316

Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS - 9 credit hours

Students must successfully complete one of the courses listed in each category.

Category I

Arts 1301, 1303, 1304

Dance 2303

Drama 1310, 2366

Humanities 1301

Music 1306, 1308, 1309

Category II

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III

Cultural Studies 2370

History 2321, 2322, 2380, 2381

Philosophy 1301, 2306, 2307, 2316, 2317

Religion 1304

OTHER - 4 credit hours

Students must successfully complete Physical Education 1164 AND one of the courses listed:

Computer Science 1300 or higher level COSC course.

ELECTIVES - 13 credit hours

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD 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 9176, and DRAM 1170.

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

Associate in 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 plan

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

This plan also includes courses designed for business majors. Students planning to transfer must consult the transfer institution's catalog to ensure selected courses in this area will both transfer and apply toward their degree at the receiving institution. Once students have decided on the specific transfer institution and a specific major within business, they are strongly encouraged to utilize the transfer degree for those hours beyond the DCCCD core. In order to receive this degree, students should successfully complete 61 credit hours including the 48 hour core of the DCCCD, the required business courses, and any elective courses to bring the total to 61 credit hours. These 61 hours may be completed at any DCCCD college and must include courses from the following areas:

COMMUNICATIONS - 9 credit hours (A GRADE OF "C" OR BETTER MUST BE EARNED IN ENGLISH 1301 AND SPEECH COMMUNICATIONS 1311).

Students must successfully complete all courses listed:

English 1301 AND English 1302

Speech Communications 1311

MATHEMATICS - 3 credit hours

STUDENTS MUST EARN A GRADE OF "C" OR BETTER IN Math 1324

LAB SCIENCES - 8 credit hours

Students must successfully complete two of the courses listed

Biology 1406, 1407, 1408, 1409

Chemistry 1405, 1407, 1411, 1412

Geology 1401, 1403, 1404, 1445

Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

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

SOCIAL/BEHAVIORAL SCIENCE - 15 credit hours

Students must successfully complete all the courses listed

History 1301 AND 1302

Government 2301 AND 2302

Economics 2301

HUMANITIES/VISUAL AND PERFORMING ARTS - 9 credit hours

Students must successfully complete one of the courses listed in each category

Category I

Arts 1301, 1303, 1304

Dance 2303

Drama 1310, 2366

Humanities 1301

Music 1306, 1308, 1309

Category II

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III

Cultural Studies 2370

History 2321, 2322, 2380, 2381

Philosophy 1301, 2306, 2307, 2316, 2317

Religion 1304

OTHER -4 credit hours

Student must successfully complete both courses listed

Physical Education 1164

Computer Science 1300 or higher level COSC course

REQUIRED BUSINESS COURSES- 12 credit hours

Students must successfully complete all courses listed

Accounting 2301 or 2401 AND 2302 or 2402

Economics 2302

Math 1325

ELECTIVES - 1 credit hour

A maximum of four physical education activity hours may be counted as credit toward requirements for graduation. The GPA for graduation is based on the credit earned for all DCCCD 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 9176, and Drama 1170.

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 in Arts or Associate in Sciences Degree that fall within the student's transfer plan developed under the Student Transfer Guarantee program. Students must have completed a minimum of 61 credit hours; earned a grade of "C" or better in English 1301, the selected college-level math course, and speech (if required); a grade point average of at least "C" (2.00) based upon GPA (2); and have met all TASP requirements (if students are not TASP Exempt) to receive this degree. These 61 hours may be earned at any district college and must include:

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

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

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

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

Associate in Applied Sciences Degree

This degree is designed to teach specific career/technical skills. The requirements for each major in the Associate in Applied Sciences 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 1311, AND in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate in Applied Sciences Degree. These 60 hours must include the following general education requirements:

- English 1301 OR English 2311 (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 as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

If a math course is not specified in a degree plan, other math courses may be chosen, with the exception of Math 1371, 1372, 1373, 1374, 1375 and math courses numbered below 1000.

Unless specified courses are named within their degree plans, the following list of courses will count toward the requirements in Humanities/Fine Arts; Social/Behavioral Sciences, and Science/Natural Sciences. Exceptions that will not count are courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

- Three credit hours from a Humanities/Fine Arts course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Arts, Cultural Studies 2370, Dance, Drama, Eastfield Interpreter Training Program, English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370 OR 2371, Foreign Language, Humanities, Music, Philosophy, Photography, OR Religion.
- Three credit hours from a Social/Behavioral Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Anthropology, Economics, Geography, Government, History, Human Development numbered greater than 1000, Psychology, OR Sociology.
- Three credit hours from a Science/Natural Science course if required by chosen degree plan: This includes any course, unless otherwise specified in the degree plan, with the title of Biology, Chemistry, Ecology, Geology, OR Physics.
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

For some programs, more than 60 credit hours are required. All prescribed requirements for the specific technical/occupational program in which the student is enrolled must be completed. These programs may also have other criteria in addition to degree requirements. See the Workforce/Technical Programs section of the catalog for a more detailed explanation. A maximum of four physical education activity hours may be counted as credit toward graduation. The GPA for an Associate in Applied Sciences degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation or the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170.

Guarantee for Job Competency

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

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

Certificate Programs

The requirements for certificates are detailed under specific programs in the Workforce/Technical section of this catalog. A "C" (2.00) grade point average, based on GPA (2) is required. The GPA for a certificate is based only on the hours used to meet certificate requirements. The following courses will not be counted toward graduation nor the GPA for graduation: Courses numbered below 1000, ARTS 1170, Music 9176, and Drama 1170. Some certificate programs do not require students meet TASP requirements in those programs which do require TASP, students in such programs may enroll only in courses leading toward the certificate in order to maintain their TASP-waived status.

Transcript Evaluations

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

Procedure For Filing Degree And Certificate Plans And For Graduation

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

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

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

fulfill residence requirement and must complete all required courses in the plan for the second degree or certificate.

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

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

Tuition Rebate Program

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

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

Waiving Of Scholastic Deficiency for Graduation Purposes

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

V. EDUCATIONAL AND SPECIAL OPPORTUNITIES FOR STUDENTS WISHING TO TRANSFER

Core Curriculum

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

Students who take some of the DCCCD core but do not complete it are assured that core courses will transfer and apply to the receiving institution's core if that institution also requires the same course(s) within its own core requirements. Students should work closely with a DCCCD advisor to ensure they are completing the courses needed for the core requirements. Students have various options to demonstrate core curriculum competencies through credit-by-exam, CLEP, etc.

Receiving institutions have the right to determine if they will accept grades of D as meeting the core requirements. Students wishing to transfer are encouraged to make a grade of no less than C in any core course. In addition, care should be taken in the selection of math and science courses as some universities have specific math and/or science courses which will apply to the choice of major fields of study.

There are a number of ways students may demonstrate they already possess the competencies taught in core courses. Among these are successfully completing an instructor-made exam or successfully completing the appropriate CLEP or DANTES exam (see Testing Center for a current list of such tests).

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

COMMUNICATIONS - 9 credit hours

English 1301 (A GRADE OF "C" OR BETTER MUST BE EARNED).

English 1302

*Speech 1311 OR any Foreign Language Course 1311 or higher

*Students must select Speech 1311 if seeking an AA or AS degree; (STUDENTS MUST ALSO EARN A GRADE OF "C" OR BETTER IF THEY SELECT SPEECH 1311).

MATHEMATICS - 3 credit hours

(Select one course)

Math 1314, 1324, 1332, 1333, 1342, 1348, 1414, 2412, or higher level

(A GRADE OF "C" OR BETTER MUST BE EARNED IN THE SELECTED COLLEGE-LEVEL MATH COURSE).

LAB SCIENCES - 8 credit hours

(Select two courses)

Biology 1406, 1407, 1408, 1409

Chemistry 1405, 1407, 1411, 1412

Geology 1401, 1403, 1404, 1445

Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426

(Students MAY NOT use the following combinations to meet this requirement: Biology 1406 and 1408; Chemistry 1405 and 1411; Physics 1401 and 1405; Physics 1401 and 2425; or Physics 1405 and 2425).

SOCIAL/BEHAVIORAL SCIENCES - 15 credit hours

History 1301, 1302

Government 2301, 2302

(Select one course from the following)

Anthropology 2346, 2351

Economics 1303, 2301, 2302, 2311

Psychology 2301, 2314, 2316

Sociology 1301, 1306, 2319

HUMANITIES/VISUAL AND PERFORMING ARTS - 9 credit hours

(Select one course from each of the three groupings)

Category I

Arts 1301, 1303, 1304

Dance 2303

Drama 1310, 2366

Humanities 1301

Music 1306, 1308, 1309

Category II

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333

Category III

Cultural Studies 2370

History 2321, 2322, 2380, 2381

Philosophy 1301, 2306, 2307, 2316, 2317

Religion 1304

OTHER - 4 credit hours

Physical Education 1164 and Computer Science 1300 or higher level COSC course.

Academic Transfer Programs

The Dallas County Community College District offers a broad range of educational opportunities for the student whose goal is to transfer to a four-year institution. In

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

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

In order to challenge the denial of credit, a "Transfer Dispute Resolution" form, available through the District Office of Articulation and Transfer Services (telephone 214/860-2453 or 2185) must be completed within 15 days after the student has been notified of the denial of credit. This form is sent to the receiving institution.

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

Earning an Associate Degree Prior To Transferring

During the time of attendance in the DCCCD, students may elect to earn a two-year associate degree. The Associate in Arts and the Associate in Sciences degrees are designed specifically for those students who plan to transfer to a Texas four-year institution. Both of these degrees require students to complete many of the core courses that will also be required by most senior institutions. The flexibility of these degree programs 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 in 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 in Arts / Associate in Sciences graduates and other students who have met the requirements of a 60 credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which have chosen to participate in the DCCCD Transfer Guarantee Program. If such courses are rejected by the college or the university, the student may take tuition-free alternate courses at a District college which are acceptable to the college or university. In addition, students may receive the Associate of College/University Transfer Degree upon the completion of 61 credit hours which are included in the Student Transfer Guarantee.

Special Conditions which apply to the guarantee are as follows:

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

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

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

Transfer Dispute Resolution

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

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

If an academic course is not accepted in transfer by another Texas public college or university, students can request that the College submit a Transfer Dispute Form to the receiving institution. Forms are available through the District Office of Academic and Student 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 / Associate in Sciences Degree plan as many of the required courses are often required at four-year institutions.

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

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

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



College Resources For Transfer Students

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

World Wide Web Home Page

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

1. Tips on how to transfer successfully.
2. Answers to "most commonly asked" transfer questions.
3. Transfer guides for specific majors at approximately 25 Texas universities.
4. Course-by-course equivalencies for DCCCD courses at Texas universities.
5. Details on the DCCCD Transfer Guarantee Program and the Associate of College University Transfer Degree.
6. Educational Resources for Students and Counselors/Advisors.

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

Common Course Numbering System

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

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

Choosing A Catalog Year

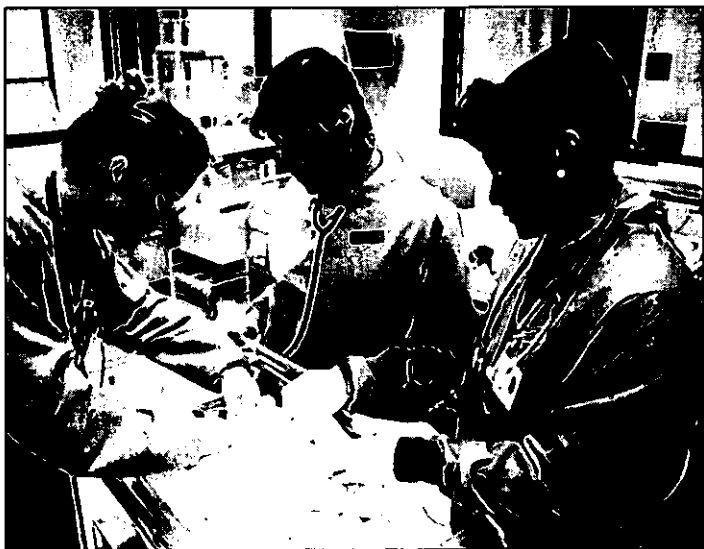
Students who plan to transfer to a four-year school have a choice to make regarding their requirements for graduation. They may choose the catalog year under which they wish to graduate. This choice is subject to restrictions that are outlined in the four-year school's catalog. Students should consult their advisor or the catalog of their choice to learn about any such limitations. Transferring students should keep a copy of the DCCCD catalog, the four-year institution's catalog, and the Transfer Guide valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be kept.

Other Things To Consider

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

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

There is a limit on the number of hours taken by any one student in which the state of Texas will reimburse universities. By law, some Texas public universities may



charge a higher rate of tuition to students who exceed the limit. Transfer students are urged to contact the universities in which they plan to transfer to and obtain more information concerning tuition fees.

VI. DISTANCE LEARNING PROGRAMS

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

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

What Is Distance Learning?

Distance Learning is a means of delivering education to students who are not physically present in the same location as the instructor. Classes are delivered to students through television, the Internet, or other types of technology.

How Do Distance Learning Courses Compare to Courses on Campus?

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

Tuition is the same for distance learning courses as for courses on campus. Students who apply and register

through the distance learning website will pay an additional distance learning fee. For information about tuition assistance, contact the Financial Aid Office.

What Kinds of Distance Learning Courses Are Available?

The DCCCD delivers distance learning through Telecourses, Online courses, Telecourse Plus (courses include video and an online component), and Live TV courses.

*A **TELECOURSE** is delivered within the Dallas metroplex and includes:*

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

*An **ONLINE COURSE** is available worldwide and 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 is required in some courses.
- NOTE: Students taking these courses must have a computer, an Internet connection, an e-mail account and Netscape Navigator 4.x or Internet Explorer 4.x or higher. Some courses also require other specific software packages.

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

- Elements of both Telecourses and Online Courses.

The courses can be taken without visiting a campus.

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

- Live classes on television which must be watched at the time of broadcast. Students' interaction with the instructor during the class is done by telephone (from home) or microphone (from campus). Students viewing from home must have cable television and should consult the Distance Learning Section in the College Schedule of Classes for details about which cable companies in Dallas carry these courses.
- A textbook and, in some courses, supplemental print or software.
- Written assignments and tests at the testing center of the college of enrollment.
- There is 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. Or, if you live outside the Dallas Metroplex register through the Dallas Telecollege at <http://telecollege.dcccd.edu>

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. For the distant student, a list of colleges with whom Dallas has transfer agreements is listed at the Dallas Telecollege website: <http://telecollege.dcccd.edu>

How Can I Get More Information?

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

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

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

VII. OTHER EDUCATIONAL PROGRAMS

Workforce/Technical Programs

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

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

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

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

Workforce Education Course Manual (WECM)

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

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

Tech-Prep

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

Tech Prep is a college prep program that prepares students for technical careers.

Each program prepares students for direct entry into the workplace as technically skilled employees and also provides students with opportunities to earn an advanced skills certificate or to further their studies at area universities.

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

1. Pick a Tech Prep career program offered at your high school.
2. Register to take the high school Tech Prep course work.

After high school graduation

3. Enroll in the Tech Prep program at one of the DCCCD colleges. When you identify yourself as a Tech Prep student, a counselor will help you determine the next level course you will need to complete with a grade of C or better.
4. Petition to articulate high school Tech Prep course work credit into the program degree plan and complete the college course work.

For more information about Tech Prep career preparation programs contact the counselor or career and

technology teacher at your high school or call the DCCCD District Tech Prep office at (214)-860-2324.

Credit-By-Examination

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

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

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

Credit by examination may be attempted only one time in any given course, and a minimum score must be earned in order for credit to be recorded. Those who successfully

complete an approved national exam are granted "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)

Test

DCCCD Courses

Intro. Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
Intro. Management	BGMT 1370
Principles of Management	BGMT 1370
General Biology	BIOL 1406, 1407
Intro. Business Law	BUSI 2301
General Chemistry	CHEM 1411, 1412
Intro. Macroeconomics	ECON 2301
Intro. Microeconomics	ECON 2302
Principles/Macroeconomics	ECON 2301
Principles/Microeconomics	ECON 2302
English Literature	ENGL 2322, 2323
American Literature	ENGL 2327, 2328
College French 1-2	FREN 1411, 1412
College Level French Language	FREN 1411, 1412
College German 1-2	GERM 1411, 1412
College Level German Language	GERM 1411, 1412 and 2311, 2312
American Government	GOVT 2302
American History 1	HIST 1301
History of U.S. I	HIST 1301
History of U.S. II	HIST 1302
Western Civilization 1	HIST 2311
Western Civilization 2	HIST 2312
Principles of Marketing	MRKG 1311
College Algebra (1979)	MATH 1314
College Algebra (1993)	MATH 1314
Trigonometry	MATH 1316
Calculus w/Elementary Functions	MATH 2513
Calculus w/Elementary Functions (1995)	MATH 2513
Intro. Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro. Sociology	SOCI 1301
College Spanish 1-2	SPAN 1411, 1412 and 2311, 2312
College Level Spanish Language	SPAN 1411, 1412, and 2311, 2312

DANTES (Additional DANTES tests may be approved)

TEST

DCCCD Courses

Principles of Financial Accounting	ACCT 2301
Introduction to Business	BUSI 1301
Introduction to Computers w/Programming in BASIC	CISC 1373
Lifespan Developmental Psychology	PSYC 2314



Advanced Placement Examination

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

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

Credit for Experiential Learning

Because individuals learn in a variety of ways and through a multitude of experiences, the college has established a means by which students may earn credit for college-equivalent education acquired through earlier schooling, work, or other life experiences. Such credit is only applicable to an Associate in Applied Sciences Degree or Certificate. Portfolio assessment is the method by which the prior learning must be documented. Currently enrolled students may petition for credit by developing a portfolio that describes and documents pertinent learning comparable to that available in a specified college course. A faculty member in the appropriate program area evaluates the portfolio and determines commensurate credit. In order to petition for experiential learning the student must:

1. Be currently enrolled in the college assessing the learning experiences;
2. Completed at least 12 semester hours of course work within the DCCCD, six of which must be in the student's major technical or workforce development area before credit is awarded; and
3. Enroll in Human Development 0110 to learn the necessary skills to develop the portfolio.

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

External Learning Experiences for Workforce/Technical Programs

An external learning experience for workforce/technical programs is a competency-based learning experience, paid or unpaid, that enhances lecture and laboratory instruction, and is provided at a work site appropriate to the program. The external learning experience allows the student to have practical, hands-on training and to apply learned concepts and theories in a workplace setting. There are four types of external learning experiences: co-ops, practica, internships and clinicals. Clinical experiences must take place in a health care setting and students must not be paid for the learning experience.

External Learning Experience work sites must be approved by the College and 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. Workforce/Technical programs which include external learning experiences are indicated in this catalog. Prior to enrollment in one of these courses, students must consult with the Program External Learning Experience Coordinator.

International Studies/Study Abroad Opportunities

An important part of the DCCCD's commitment to enhancing student appreciation and understanding of diverse cultures is its international studies/study abroad programs. These programs 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. In most programs, no prior knowledge of a foreign language is required. Many of the campuses also offer study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to four 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 Academic Programs or contact the Study Abroad Advisor at the college. There are also other non-semester length courses offered during the year. Please check with the campus Vice President for additional information on these courses.

Texas residents who are students from institutions belonging to the North Texas Community College

Consortium may enroll in DCCCD international courses by paying "in-District" tuition charges plus related fees.

Human Development Courses

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

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

Developmental Education

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

Evening and Weekend College

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

Evening and weekend courses offer high quality instruction and excellent facilities. A variety of student services, including advisement, health, library, bookstore, food services, financial aid, and recreation may be available. Instructors are selected from the College's own

full-time staff, from outstanding Dallas area educators, or from other professional specialists interested in teaching. To enroll in the evening and weekend courses, contact the Director of Admissions.

Library and Student Obligations

The DCCCD Libraries have as a primary mission orienting all students to the information environment and introducing each user to the tools needed to navigate an increasingly complex world of information resources. Each library provides orientation classes to teach access procedures to students so that they may find resources to augment their classroom experience.

There is an information center on each campus where students will receive assistance in locating print, non-print materials, electronic full-text resources, the Internet and database services to supplement classroom learning. Each library has a growing collection of books and journals on a wide variety of subject areas to support academic transfer programs and technical/occupational programs. Other resources provided may include slides, tapes, compact discs, computer software, videotapes, films and digital video disks. In addition, there are special collections of career materials, pamphlets, popular and technical periodicals and newspapers.

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

Reserve Officers Training Corps

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

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

college education. Every scholarship provides for payment of all expenses incurred for fees and tuition, an allowance for books and supplies, and \$150 a month for up to 10 months per year.

Servicemen's Opportunity College

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

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, workshops and distance learning opportunities. Registration is continuous, convenient and customer-oriented with new classes starting at various times during the semester. Continuing Education classes are held on the college campus and in a variety of locations throughout the community. Classes are held on weekdays and weekends, both during the day and evening hours.

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

Continuing Education Units

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

The Bill J. Priest Institute for Economic Development

Focusing on our customers' needs, we assist individuals and organizations in improving business

performance through assessment, training, counseling and job placement.

Assessment

Our staff assists you in assessing your needs so we can determine which of our services can help you accomplish your goals. These services are customized for each customer and could include assessing an individual's literacy and workplace skills, profiling the skills needed for a specific job or assessing job candidates to determine if they meet the qualifications of our employer customers.

Other testing services include GED exams, correspondence testing, credit by exam, ESL assessment and various national certifications, licensing and board exams for professional groups.

Training

We offer short-term intensive vocational training to individuals. In six months or less, our students have the skills employers need because we work with business leaders to develop training that prepares them to do the jobs in demand throughout the Metroplex.

Companies come to us for training, too. Whether a company needs to train its managers to make meetings more effective or give line workers the technical skills they need to reduce cycle time and waste, the Bill Priest Institute offers organizational assessments and training solutions that improve business performance. We deliver our training at the company's site any time - before work, after work, during lunch, in the evening or on weekends.

In addition to customized training, we offer a variety of seminars and public workshops throughout the year on a variety of topics from leadership to computer software applications. These courses require a day or less away from the office.

In addition to training, we offer young, service-oriented companies the facilities they need to thrive during their first four year of business, including affordable office space and related services.

Counseling

Our counselors are committed to guiding each customer toward achieving his or her goals. For some customers we offer counseling to ensure they successfully complete a job training program and begin a new career. Other customers who wish to start a business or seek advice on managing an existing small business come to us for free, one-on-one counseling on a variety of topics. Training topics include marketing, accessing capital, business expansion, buying or selling a business, business start-up, international trade, government contracting, patents, copyrights, trademarks, environmental regulation compliance and manufacturing.

Job Placement

We help our graduates develop resumes and conduct self-directed job searches using the Dallas County

VIII. STUDENT DEVELOPMENT

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

Student Programs and Resources

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

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

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

Counseling/Advisement Services

Individuals may find counseling/advisement services helpful as they make plans and decisions in various phases of their development. For example, counselors and academic advisors can assist students in selecting courses of study, determining transferability of courses,

choosing or changing careers, gaining independence, and confronting problems of daily living. Assistance is provided by the counseling/advising staff in the following areas:

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

Tutoring Services

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

Assessment/Testing Center

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

1. Academic Testing - supports instructional programs by providing: instructor's tests, make-up exams, self-paced exams and distance education testing.
2. Assessment Testing - provides approved alternate TASP testing which meets both TASP and placement requirements.
3. Standardized Exams - includes national and state exam programs such as: TASP, ACT, SAT, CLEP, GED, etc.
4. Psychometric Testing* - involves assessment of: personality, Vocational Interests, Aptitude, and many others.

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

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

The Student Code of Conduct provisions regarding disruptive behavior and/or academic dishonesty apply

equally to Assessment/Testing Centers and classrooms. Irregularities will be referred to the proper authorities for disciplinary action.

Health Services

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

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

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

Student Health Insurance

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

Career Planning and Job Placement Services

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

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

Job listing services are provided on each campus, and all DCCCD colleges participate in a computer-assisted job bank which contains full and part-time opportunities in the Metroplex. All Career Planning and Job Placement Offices strictly adhere to EEO and Affirmative Action Guidelines. Employers listing positions with the DCCCD Job Placement Service must be EEO employers. All services are free of charge.



Disability Services/Special Services Offices

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

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

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

Student Organizations

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

Phi Theta Kappa

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

Who's Who Among Students in American Community Colleges

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

Intercollegiate Athletics

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

Intramural Sports

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

Housing

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

College Police Departments

Campus safety is provided within the framework of state law to "protect and police buildings and grounds of state institutions of higher learning." All laws of the State of Texas are applicable within the campus community.

Officers of the College Police Departments are licensed Peace Officers of the State of Texas; they are specifically trained and educated to protect life and both College and personal property. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

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

Drug-Free Schools and Communities Act

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

1010

IX. FINANCIAL AID

Reauthorization of the Higher Education Act of 1965 was signed into law by President Clinton on October 7, 1998 which provides financial aid to eligible students.

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

How to Apply

Apply for admission to the Dallas County Community College. The Free Application for Federal Student Assistance (FAFSA) must be completed using data from the Federal Income Tax Return. This form is used to provide an analysis of the financial need. It may be obtained from a high school counselor or from any DCCCD Financial Aid Office. In addition, you are strongly encouraged to apply electronically through the Internet at <http://www.fafsa.ed.gov>. If you decide to file a paper application then 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.

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

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

For students who attended other colleges, universities, vocational or trade schools, a Financial Aid Transcript may be required from each previous institution, even if no aid was received from a previous school.

Students born after December 31, 1960, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved.

Priority Processing Dates

YOU MUST APPLY FOR ADMISSION TO THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT BEFORE YOU CAN BE CONSIDERED FOR FINANCIAL AID. Application for financial assistance received by the following dates will be given first priority:

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 1

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

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

Registration Deadlines in order for financial aid to pay.

Fall 2000 - Register by September 2, 2000

Spring 2001 - Register by January 20, 2001

Grants

Federal Pell Grants

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

All students applying for financial assistance through the College must apply for a Federal Pell Grant. This is done through the FAFSA application discussed earlier. (See How to Apply). Other types of financial aid may be awarded if the student applies and qualifies. Eligibility for a Federal Pell Grant is based on financial need and satisfactory academic progress. The application process takes approximately 6-8 weeks. In response to the Federal Pell Grant application, the Department of Education will provide a Student Aid Report (SAR) to the student. The student should immediately review the SAR to make sure it is correct. The exact amount of the Federal Pell Grant award will depend upon the Estimated Family Contribution (EFC) on the SAR and the number of hours for which the student enrolls.

Federal Supplemental Educational Opportunity Grant (SEOG)

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

Texas Public Educational Grant (TPEG)

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

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. To qualify students must make satisfactory academic progress toward their educational goal and have financial need. The actual amount of the grant award will depend on the availability of funds and the degree of financial need. Grants are awarded on a first-come, first-served basis. Students must apply each academic year for the TPE-SSIG.

Scholarships

DCCCD Foundation Scholarships

The DCCCD Foundation provides a scholarship program for students who attend the colleges of the DCCCD. These funds are made available through the colleges to eligible students who also meet additional criteria of the scholarship funds. Information and application forms are available in the Financial Aid Office of each College.

Miscellaneous Scholarships

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

Loans

Federal Stafford Loans

The Department of Education provides loans from private commercial lending agencies such as banks, savings and loan associations, credit unions, and insurance companies. To be eligible, students must demonstrate financial need, make satisfactory academic progress toward their educational goal, be enrolled for at least six (6) credit hours and attend a loan entrance counseling session.

The interest rate is variable with a maximum of 9%. Borrowers do not pay interest until six months after ceasing at least half-time enrollment. The U.S. Dept. of Education pays the interest during the time the student is enrolled and during the grace period of six months following enrollment. Repayment begins six months after the student leaves school or drops below half-time enrollment.

Lenders will charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

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

Federal Unsubsidized Stafford Loans

The Federal Unsubsidized Stafford Loan is available for all students regardless of income. Interest payments begin the day the loan is disbursed and the student is responsible for interest accrued during in-school and deferment periods. Repayment of principle begins 6 months after the student drops below half-time enrollment.

Federal Parent Loan for Undergraduate Students (FPLUS)

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

Hinson-Hazlewood College Student Loan Program (HHCSLP)

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

FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

Typical Repayment Plans

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

this depending on the cost of attendance, other financial aid, and the family's financial condition.

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

Emergency Short-Term Loans

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

Employment

Federal Work-Study Program (FWSP)

The Federal Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal. Most students work 15 to 20 hours per week. The amount students can earn in a school year is determined by the amount of their financial need and other aid awarded as part of their financial aid package. The majority of the students are employed on campus; however, some off-campus community service positions are also available. Students must apply each academic year for Federal Work-Study.

Student Assistants Employment Program (Non-Work Study)

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

Off-Campus Employment

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

Tuition Exemption Programs

The State of Texas and DCCCD offer a number of exemptions from tuition and fee charges. These exemptions are often overlooked simply because of their unusual nature. They are not related to family income or

"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
- Early High School Graduation

Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally challenged as a result of a physically or mentally disabling condition. This assistance is generally limited to students not receiving other types of aid. For information, contact the Texas Rehabilitation Commission, (817) 467-8400, FAX (817) 467-8449.

Bureau of Indian Affairs

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

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

Veteran's Benefits Programs

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

Standards of Progress For Veterans

Acceptable scholastic performance is the maintenance of a grade point average, based on GPA (1), of 2.0 or better. Students who earn a cumulative grade point average of less than 2.0 will be placed on probation.

Once on probation, failure to obtain a 2.0 grade point average will result in suspension of benefits. Once suspended, the veteran must obtain a 2.0 cumulative grade point average to re-establish eligibility. The student must receive academic advisement concerning his/her suspension and receive permission to enroll for classes from a suspension academic advisor. An explanation of how grades are interpreted, how grade points are determined, and how a grade point average is calculated can be found in this catalog.

Guidelines For Veterans

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

1. A veteran may be required to pay back portions of the benefits received, if they drop a course or in some other way receive a non-punitive "W" grade.
2. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the VA and may lose future benefits.
3. A veteran student who plans to enroll in developmental courses must first take an Assessment Test at the college and show a need in basic skills before enrolling in these courses.
4. A veteran student can be certified for a TV class or classes without taking any other courses.
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 VA regulations are subject to change without notice. Students should contact the Veterans Affairs Office in order to be aware of current regulations

and procedures. Questions concerning amounts of educational assistance a veteran may be eligible for and other financial related questions should be referred to the Department of Veterans Affairs, Regional Office at 1 (800) 827-1000.

Hazlewood Act

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

In most instances, proof of ineligibility for federal financial aid grants will require the submission of a Student Aid Report. A student must apply for financial aid in order to receive a Student Aid Report.

Academic Progress Requirements

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

STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

I. Purpose and Scope

The following Standards of Academic Progress are effective beginning with the Spring, 2000 semester grades and are adopted according to federal mandates for the purpose of determining continuing student eligibility for financial aid. These Standards shall apply to all need-based financial assistance, unless the terms of a particular grant provide otherwise.

II. Grade Point Average (GPA) Requirement

- A. Continuing students applying for financial assistance must have a 2.0 cumulative GPA on all credit hours earned from District colleges prior to the semester for which aid is requested.
- B. Each fall and spring semester students must complete the minimum numbers of hours from those attempted with a 2.0 Cumulative GPA. The following chart states the minimums that all Financial Aid Students must meet:

SEMESTER REQUIREMENTS

<i>Hours Attempted</i>	<i>Hours Required to Complete with a Passing Grade</i>
12 or more	9
6 to 11	6
5 or less	All

CUMULATIVE GPA (CGPA) REQUIREMENTS

All students must have a minimum of 2.0 CGPA

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. The student will be responsible for paying for tuition, and any related institutional charges already applied to the student's account, including, but not limited to, any financial aid checks already released to the student.
- D. During the suspension period, the student must enroll at a DCCCD college for a minimum of six (6 credit hours) during a Fall or Spring semester, pay the expenses related to that enrollment, and complete all courses attempted with a GPA of 2.0 or better.
- E. 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.
- F. Students placed on probation or suspension will be notified in writing of their status at the end of the semester.
- G. 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 Financial Aid Office to consider any mitigating circumstances. The student's appeal must be in writing and supporting documentation regarding special circumstances must be provided. Should the Director deny a reinstatement of aid, the student may appeal the Director's decision by following the same procedure of written appeal to the appropriate vice president overseeing the aid office.

V. Maximum Time Allowed for Completion of Educational Objectives

All financial aid recipients will have a maximum of 90 attempted hours to complete their educational requirements of 90 credit hours.

VI. 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 the Fall 2000 term after September 1, 2000 and any course registered for the Spring 2001 term after January 19, 2001 (i.e., flex entry, fast track, mini term courses);
 - transfer students attending for summer only.
- B. Grades of "W", "WX", "E" or "I" will be counted towards hours attempted but will not be treated as completed coursework.
- C. For the purpose of financial aid eligibility only, a course resulting in a grade of "F" will be counted towards hours attempted but will not be considered a completed course. When calculating the financial aid cumulative grade point average (CGPA), the value of the "F" will be equal to "0." Thus, it will negatively affect the financial aid CGPA.
- D. Developmental remedial coursework may receive funding up to a maximum of "27 credit hours" according to Federal Regulations.
- E. Many support services are available at each District college to help students achieve academic success. The services include Counseling, Testing, Tutoring, Health Services, Placement, the Career Development Center, and the Learning Resource Center. Information on such services is available at www.dcccd.edu or at each college.
- F. If you withdraw from ALL of your fall classes before October 30, 2000 or spring classes before March 31, 2001, you will be required to repay a portion of your federal grants.

STUDENT CODE OF CONDUCT

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

PURPOSE

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

POLICIES, RULES, AND REGULATIONS

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

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

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

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

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

DEFINITIONS

Definitions to be used in this policy are as follows:

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

BILL J. PRIEST INSTITUTE FOR ECONOMIC DEVELOPMENT

The Provost of the Bill J. Priest Institute for Economic Development and College President are authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC or College regulations should be designed to foster good work habits, promote skills desired by local employers,

and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the code of student conduct as well as JTC or College regulations; however, the remainder of the code is not applicable to such students. A JTPA student who allegedly violates the code and/or JTC or College regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Provost or College President. JTPA students may file grievances with the private industry council only.

RESPONSIBILITY

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

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

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

"Cheating on a test" shall include:

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

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

"Collusion" shall be defined as the unauthorized collaboration with another person in preparing written work for fulfillment of course requirements.
1. Intentionally and substantially interfering with the freedom of expression of others on college premises or at college-sponsored activities.
2. Theft of property or of services on college premises or at college-sponsored activities; having possession of stolen property on college premises or at college-sponsored activities.

3. Intentionally destroying or damaging college property or property of others on college premises or at college-sponsored activities.
4. Failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
5. 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.
6. Use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
7. Unauthorized presence on or use of college premises.
8. 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 Ablock@ admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding with other appropriate civil or criminal remedies by college personnel.)

9. Use or possession of an alcoholic beverage on college premises with the exception of:
 - a. specific beverage-related courses with the El Centro food service program, or
 - b. a course that requires the use of alcohol and is approved by the Texas Commission on Law Enforcement Officers' Standards and Education.

DISCIPLINE

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

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

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

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

DISCIPLINARY PROCEEDINGS

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

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

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

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

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

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

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

SUMMONS

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

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

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

DISPOSITION

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

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

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

HEARING COMMITTEE

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

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

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

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

NOTICE

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

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

CONTENT OF NOTICE

The notice shall advise the student of the following rights:

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

FAILURE TO COMPLY WITH NOTICE

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

ROLE OF LEGAL COUNSEL

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

PRELIMINARY MATTERS

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

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

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

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

HEARING PROCEDURE

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

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

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

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

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

1. Persons present: the complainant, the VPSD and the student with a parent or guardian if desired. Designated college representatives for the following groups may have space reserved if they choose to attend:
 - a. Faculty Association
 - b. College Newspaper
 - c. College PresidentOther persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;
1. Before the hearing begins, the VPSD or the student may request that witnesses remain outside the hearing room.
2. The VPSD shall read the complaint.
3. The VPSD shall inform the student of his or her rights, as stated in the notice of hearing.
4. The VPSD shall present the college's case.
5. The student may present his or her defense.
6. The VPSD and the student may present rebuttal evidence and argument.
7. The committee, by majority vote, shall determine the guilt or innocence of the student regarding the alleged violation.
8. 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.
9. A determination of guilt shall be followed by a supplemental proceeding in which either party may submit evidence or make statements to the committee concerning the appropriate penalty to be imposed. The past disciplinary record of a student shall not be submitted to the committee prior to the supplemental proceeding. The committee shall determine a penalty by majority vote and shall inform the student, in writing, of its decision as in 9 above.

EVIDENCE

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

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

Counseling or Guidance Center where such communications were made in the course of performance of official duties and when the matters discussed were understood by the staff member and the student to be confidential. Committee members may freely question witnesses.

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

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

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

RECORD

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

PETITION FOR ADMINISTRATIVE REVIEW

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

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

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

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

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

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

AUTHORIZED DISCIPLINARY PENALTIES

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

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

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

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

HAZING

1. Personal Hazing Offense

A person commits an offense if the person:

- a. engages in hazing;
- b. solicits, encourages, directs, aids, or attempts to aid another person in engaging in hazing;
- c. intentionally, knowingly, or recklessly permits hazing to occur; or
- d. 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.

2. Definition

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

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

the student to an unreasonable risk of harm or which adversely affects the mental or physical health or safety of the student;

- d. any activity that intimidates or threatens the student with ostracism, that subjects the student to extreme mental stress, shame, or humiliation, or that adversely affects the mental health or dignity of the student or discourages the student from entering or remaining registered in an educational institution, or that may reasonably be expected to cause a student to leave the organization or the institution rather than submit to acts described in the subsection;
- e. any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

STUDENT GRIEVANCE PROCEDURE

DEFINITION

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

SCOPE

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

SEXUAL HARASSMENT

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

INFORMAL PROCEDURES

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

OTHER PROCEDURAL MATTERS

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

FORMAL PROCEDURES

Procedures for appeals are as follows:

A student who wishes a grievance to be heard by an appeal committee must submit a request in writing to the vice-president of student development (VPSD) or employee who is responsible for student development.

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

BOARD ACTION

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

APPEAL COMMITTEE PROCEDURES

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

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

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

COORDINATORS

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

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

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

Lynn Levesque - Athletic Director
Title IX Coordinator

Eastfield College

Jim Jones - Vice-President of Business Services
Section 504, Title II, and Title IX Coordinator

El Centro College

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

Bettie Tully - College Ombudsperson
Title IX Coordinator

Mountain View College

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

North Lake College

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

Richland College

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

COMPUTER USE POLICY

Purpose of Computer Use Policy

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

As an institution of higher education, the District encourages, supports, and protects First Amendment rights and an open environment to pursue scholarly inquiry and to share information. Access to networked computer information in general and to the Internet, in particular, supports the academic community by providing a link to electronic information in a variety of formats and covering all academic disciplines. As with any resource, it is possible to misuse computing resources and facilities and to abuse access to the Internet. The following statements address, in general terms, the District's policies concerning computing use.

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

Use of District Resources

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

Freedom of Expression

Censorship is not compatible with the goals of the District. The District shall not limit adult users' voluntary access to any information due to its content when it meets the standard of legality. A minor's parent may

permit a minor user to have voluntary access to any information that meets the standard of legality. Access to information by a user may be blocked at the request of that user, or at the request of a minor user's parent.

Privacy

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

Intellectual Property

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

Criminal and Illegal Acts

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

Authorized Use

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

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

Unauthorized Use

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

Individual Responsibility for Use of Computing Resources and Facilities

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

1. Use District computing resources and facilities in accord with this policy, and respect the rights of other computer users by complying with laws, license agreements and contracts.

2. Use communal resources with respect for others. Disruptive mailings and print jobs, tying up work stations, and other disproportionate use of computing facilities prevent others from using these resources.
3. Use of District computing accounts must be limited to authorized purposes. Use of District-owned resources and facilities shall be limited to District-related business or incidental personal use as defined in this policy. Use of computing resources for unauthorized commercial purposes or personal gain is prohibited.
4. Protect the individual's password and use of the individual's account. The user shall not use another person's identification, account or password without his or her permission. Confidential information contained on various computers shall not be shared with others except when those persons are authorized to receive the information. Users shall not intentionally seek, read, provide, remove, reconfigure or modify information in or obtain copies of any files, accounts, software, hardware, programs, or passwords belonging to other computer users or the District without the permission of those other computer users or the District. A user must obtain written permission from the owner of a file to alter or copy a file if the file does not belong to the user or the file has not been sent to the user by the owner.
5. Report improper use of computer resources and facilities which may include:
 - a. breach of computer security
 - b. unauthorized access to computing resources
 - c. release of password or other confidential information on computer security
 - d. harmful access
 - e. alteration, damage, or destruction of data
 - f. injection of a destructive computer virus
 - g. invasion of privacy
 - h. reading files without authorization
 - i. criminal and illegal acts
6. Comply with requests concerning computing from the system operator.
7. Report any incidents of harassment using District computing resources and facilities in accord with the District's policy. It may be harassment if the behavior:
 - a. is unwelcome;
 - b. interferes with the user's ability, or the ability of others to work or study;
 - c. creates an intimidating, hostile or offensive environment. Alternatively, users may file a grievance through appropriate channels.
8. Respect the forum (talk groups, bulletin boards, public computing facilities) when communicating ideas to others via District computing facilities and resources (includes access to external networks). All communications should reflect high ethical standards and mutual respect and civility. Users may use external network (e.g., BITNET, Internet) links solely for the purposes permitted in these policies and in the external network guidelines. Users are responsible for obtaining and adhering to all of the policies published by the external networks they use. The ability to connect to external systems through the District systems does not imply the right to connect to these systems or to make use of these systems unless properly authorized by the owners of those systems.

Computer Software and Copyright Law

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

Computer Software Policy

It is the policy of the DCCCD to respect the copyrights of others. With very few exceptions, all computer software and documentation is

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

COMMUNICABLE DISEASE POLICY

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

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

Nondiscrimination

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

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

Confidentiality

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

Education

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

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

Counseling

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

FIREARMS POLICY

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

STUDENT RIGHT TO KNOW ACT

Under the terms of the Student Right to Know Act, the Dallas County Community College District maintains and updates on an annual basis, student persistence, graduation rates, transfer rates and other relevant statistics. To obtain copies of these reports, contact the District Office of Research. Campus crime statistics may be obtained from college police/security offices.

(Published in compliance with the Student Right-to-Know and Campus Security Act; Public Law 101-542)

Texas Department of Health

Recommended Adult Immunization Schedule

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

ALERT!!

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

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

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

TETANUS (aka. Lockjaw)

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

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

POLIOMYELITIS

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

SECTION 2.09 AND 2.09A TEX. EDU. CODE

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

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES

In order to be eligible to receive an Associate in Arts/Associate in Sciences Degree, a student must:

- (1) Complete a minimum of 61 credit hours as shown below;
- (2) Earn a grade of at least a "C" in English 1301, Speech 1311, and the selected college math course;
- (3) Receive a GPA (2) of at least 2.00 ("C"); and
- (4) Meet all TASP requirements.

Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title.

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

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
COMMUNICATION	9	SOCIAL/BEHAVIORAL SCIENCES	15
<i>Select each of the following:</i> English 1301 (A grade of "C" or better must be earned) English 1302 Speech 1311 (A grade of "C" or better must be earned)		History 1301, 1302 Government 2301, 2302 <i>Select one course from the following:</i> Anthropology 2346, 2351; Economics 1303, 2301, 2302, 2311; Psychology 2301, 2314, 2316; Sociology 1301, 1306, 2319	
MATHEMATICS	3	HUMANITIES/VISUAL AND PERFORMING ARTS	9
(A grade of "C" or better must be earned) <i>Select one course:</i> Math 1314 Math 1324 Math 1332 Math 1333 Math 1342 Math 1348 Math 1414 Math 2412 Or higher level		<i>Select one course from each of the three groupings:</i> I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309 II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333 III. Cultural Studies 2370; History 2321, 2322, 2380, 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
LAB SCIENCES	8	INSTITUTIONAL OPTIONS	4
<i>Select two courses:</i> Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426		Physical Education 1164 Computer Science 1300 or higher level COSC course	
NOTE: This requirement <i>cannot</i> be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.		ELECTIVE CREDITS	13
		<i>These courses may be selected from those designed for a major field of study.</i>	
TOTAL CREDIT HOURS		61	

ASSOCIATE IN SCIENCES DEGREE IN BUSINESS

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

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

- (1) Complete a minimum of 61 credit hours including the courses listed below;
- (2) Earn a grade of "C" or better in English 1301, Speech 1311, and Math 1324;
- (3) Receive a GPA (2) of at least 2.00 ("C"); and
- (4) Meet all TASP requirements.

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
COMMUNICATION	9	HUMANITIES/VISUAL AND PERFORMING ARTS	9
<i>Select each of the following:</i>		<i>Select one course from each of the three groupings:</i>	
English 1301 (A grade of "C" or better must be earned)		I. Arts 1301, 1303, 1304; Dance 2303; Drama 1310, 2366; Humanities 1301; Music 1306, 1308, 1309	
English 1302		II. English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333	
Speech 1311 (A grade of "C" or better must be earned)		III. Cultural Studies 2370; History 2321, 2322, 2380; 2381; Philosophy 1301, 2306, 2307, 2316, 2317; Religion 1304	
MATHEMATICS	3	INSTITUTIONAL OPTIONS	4
Math 1324 (A grade of "C" or better must be earned)		<i>Take both courses below:</i>	
LAB SCIENCES	8	Physical Education 1164 Computer Science 1300 or higher level COSC course	
<i>Select two courses:</i>		REQUIRED BUSINESS COURSES	12
Biology 1406, 1407, 1408, 1409; Chemistry 1405, 1407, 1411, 1412; Geology 1401, 1403, 1404, 1445; Physics 1401, 1402, 1405, 1407, 1411, 1412, 1415, 1417, 2425, 2426		<i>Must take all courses below:</i>	
NOTE: This requirement cannot be met by using the following combinations: BIOL 1406 & 1408; CHEM 1405 & 1411; PHYS 1401 & 1405; PHYS 1401 & 2425; PHYS 1405 & 2425.		Accounting 2301 AND 2302 Economics 2302 Math 1325	
SOCIAL/BEHAVIORAL SCIENCES	15	ELECTIVE CREDIT	1
<i>Take all courses below:</i>			
History 1301, 1302 Government 2301, 2302 Economics 2301			
TOTAL CREDIT HOURS		61	

NOTE: Students who complete this plan are awarded the Associate in Sciences Degree.

ASSOCIATE IN ARTS/ASSOCIATE IN SCIENCES DEGREES THROUGH DISTANCE LEARNING COURSES

In order to be eligible to receive an Associate in Arts or Associate in Arts degree, a student must:

- (1) Complete a minimum of 61 credit hours including the courses listed below;
 - (2) Earn a grade of "C" or better in English 1301, Speech 1311, and Math 1314;
 - (3) Receive a GPA (2) of at least 2.00 ("C"); and
 - (4) Meet all TASP requirements.
- Students who plan to transfer to a four-year institution should consult an advisor of that institution to ensure that selected courses will both transfer and apply toward the intended major.
 - **Veterans** and **Financial Aid** recipients should consult an advisor *before* enrolling in distance learning.
 - Students completing the requirements may select to receive the Associate in Arts or Associate in Sciences degree title

DCCCD

Distance Learning Course Options

Associate in Arts/Associate in Sciences

This chart shows how one can earn the entire A.A. or A.S. degree in its entirety with distance learning courses. However, one can also earn a degree with a combination of distance learning courses and on-campus courses. Talk to an advisor about the best options.

CREDIT HOURS TO BE COMPLETED		CREDIT HOURS TO BE COMPLETED	
COMMUNICATION	9	HUMANITIES/VISUAL & PERFORMING ARTS	9
English 1301 (A grade of "C" or better must be earned)		<i>Select one course from each of the following groupings:</i>	
English 1302		I Humanities 1301	
Speech 1311 (A grade of "C" or better must be earned)		Music 1306	
MATHEMATICS	3	II English 2327	
Math 1314 (A grade of "C" or better must be earned)		English 2328	
LAB SCIENCES	8	III Philosophy 1301	
<i>Select two courses:</i>		INSTITUTIONAL OPTIONS	4
Biology 1408		Physical Education 1164	
Biology 1409		Computer Science 1401 or higher level	
Physics (Astronomy) 1411		COSC course	
Physics (Astromony) 1412		ELECTIVE CREDITS	13
SOCIAL/BEHAVIORAL SCIENCES	12	<i>These courses may be selected from those designed for a major field of study.</i>	
History 1301, 1302			
Government 2301, 2302			
<i>Select one course from the following:</i>			
Anthropology 2351			
Economics 2301, 2302			
Psychology 2301, 2314			
Sociology 1301			
TOTAL CREDIT HOURS		61	

Available at El Centro and Richland Colleges

- (1) Complete a minimum of 61 credit hours including all the required courses in the core and the courses listed under "Required Other Courses";
- (2) Earn a grade of "C" or better in English 1301, Speech 1311, and the selected college-level Mathematics course;
- (3) Receive a GPA (2) of at least 2.00 ("C"); and
- (4) Meet all TASP requirements.

NOTE: Students who complete this plan are awarded the Associate in Arts Degree.

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Child Development Associate	•		•				
Administrator Enhanced Skills Certificate	•		•				
Infant and Toddler Specialist Enhanced Skills Cert.	•		•				
Special Child Caregiver Enhanced Skills Cert.	•		•				
Administrative Certificate	•		•				
Early Childhood Training Certificate	•		•				
Infant-Toddler Certificate	•		•				
School-Age Caregiver Certificate	•		•				
Special Child Certificate	•		•				
Commercial Music		•					
Arranger/Composer/Copyist AAS		•					
Music Retailing AAS		•					
Music Retailing Certificate		•					
Performing Musician AAS		•					
Recording Technology AAS		•					
Recording Technology Accelerated Certificate		•					
Recording Technology Balanced Certificate		•					
Computer Aided Design & Drafting AAS			•		•		
Computer-Aided Design/Drafting Enh. Skills Cert.			•		•		
Computer-Aided Design Operator Certificate			•		•		
Computer-Aided Design Advanced Operator Cert.			•		•		
Integrated Circuit Design AAS			•				
Integrated Circuit Design Certificate			•				
Computer Information Technology	•	•	•	•	•	•	•
Cisco Networking Asst. Skills Achievement Award				•			
Cisco Networking Intern Skills Achievement Award				•			
CNE-5							•
C Programming Skills Achievement Award	•						
Cobol Programming Skills Achievement Award	•						
Local Area Network Administrator AAS	•	•				•	•
Computer Networking AAS	•	•			•	•	
Midrange Specialist AAS				•			
Midrange Assistant Certificate				•			
Midrange Tech Support Certificate				•			
Network Administrator and Support AAS			•				•
Networking Associate Certificate				•	•	•	•
Networking Support Certificate	•	•			•	•	
NT/WIN2000 Networking Certificate			•				•
Personal Computer Support AAS	•	•	•	•	•	•	•
Personal Computer Specialist Certificate	•	•	•	•	•	•	•
Personal Computer Technician Certificate	•	•	•	•	•	•	•
Personal Computer User Certificate	•	•	•	•	•	•	•
Personal Computer Technology Skills Ach. Award	•						

continued on next page

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Electronics Technology AAS					•	•	
<i>Avionics Enhanced Skills Certificate</i>					•		
<i>Automated Manufacturing Enhanced Skills Cert.</i>					•	•	
<i>Computer Maintenance Enhanced Skills Cert.</i>					•	•	
Avionics Technology Certificate					•		
Semiconductor Manufacturing Technology AAS					•	•	
Engine Technology		•					
Motorcycle Mechanics Certificate		•					
Outboard Mechanics Certificate		•					
Small Engine Mechanics Certificate		•					
Engineering Technology							•
CAD/CAM Certificate							•
Computer-Aided Design AAS							•
Electronics Technology AAS							•
Electronics Technology Certificate							•
Fashion Design				•			
Apparel Design AAS				•			
Pattern Design AAS				•			
Food And Hospitality Service AAS				•			
Certified Food and Hospitality Manager Certificate				•			
Food and Hospitality Certificate				•			
Geographic Information Systems Technology Cert.			•		•		
Health Information Management AAS					•		
Medical Records Coder Certificate					•		
Hospitality Management AAS						•	
Hospitality Management Certificate						•	
Interior Design AAS				•			
<i>Interior Design Enhanced Skills Certificate</i>				•			
International Business & Trade AAS							•
Import/Export Certificate							•
International Business & Trade Certificate							•
International Business & Trade Skills Ach. Award							•
Internet Pub. & E-Commerce Tech. Cert.				•			
Internet Pub. & E-Commerce Tech. Adv. Cert.				•			
Interpreter Training Program AAS			•				
Deaf Studies Certificate			•				
Invasive Cardiovascular Technology AAS				•			
Management AAS	•	•	•	•	•	•	•
Management Certificate	•	•	•	•	•	•	•
<i>continued on next page</i>							

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

2000-2001 Technical/Occupational Programs Offered On Our Campuses

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

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Marketing Careers	•	•					
Business Marketing AAS	•	•					
<i>Department Manager Enhanced Skills Cert.</i>	•	•					
Call Center Specialist Skill Achievement Award	•						
Customer Service Representative Certificate	•	•					
Retail/Wholesale Business Specialist Certificate	•	•					
Fashion Marketing AAS	•						
<i>Department Manager Enhanced Skills Cert.</i>	•						
Visual Merchandising Assistant Certificate	•						
Medical Assisting Certificate				•	•		
Medical Laboratory Technology AAS				•			
Medical Staff Services AAS				•			
Medical Transcription Certificate				•			
Mortgage Banking AAS						•	
Designate Certificate						•	
Internship Skills Achievement Award						•	
Multimedia Technology						•	
Multimedia Web Design AAS						•	
Internet Communications Level I Certificate						•	
Internet Communications Level II Certificate						•	
Multimedia Authoring Level I Certificate						•	
Multimedia Authoring Level II Certificate						•	
Visual Design Level I Certificate						•	
Visual Design Level II Certificate						•	
Office Technology	•	•	•	•	•	•	•
Administrative Support Certificate	•	•	•	•	•	•	•
Executive Assistant AAS	•	•	•	•	•	•	•
Executive Assistant-Tech Prep Navy Yeoman AAS	•	•	•	•	•	•	•
Office Assistant Certificate	•	•	•	•	•	•	•
Software Application Specialist Certificate	•	•	•	•	•	•	•
Ornamental Horticulture						•	
Greenhouse Florist AAS						•	
Interiorscape AAS						•	
Interiorscape Certificate						•	
Landscape Management AAS						•	
Landscape Nursery AAS						•	
Florist Certificate						•	
Landscape Gardener Certificate						•	

Career Educational Programs	BH	CV	EF	EC	MV	NL	RL
Paralegal AAS				•			
Paramedic Certificate				•			
Patient Care Technician Certificate	•						
Plumbing and Pipefitting Construction AAS						•	
Plumbing and Pipefitting Const.-Pipefitting Cert.						•	
Plumbing and Pipefitting Const.-Plumbing Cert.						•	
Radiologic Sciences AAS				•			
Real Estate AAS	•				•	•	
Building Property Management AAS					•		
Building Property Management Certificate					•		
Real Estate Certificate	•				•	•	
Respiratory Care AAS				•			
Semiconductor Manufacturing						•	
Equipment Technician AAS						•	
Operator Certificate						•	
Small Business Academy Certificate				•			
Social Work Associate-Generalist AAS			•				
Human Services Certificate			•				
Substance Abuse Counseling AAS			•				
Substance Abuse Counseling Certificate			•				
Surgical Technology Certificate				•			
Travel, Exposition and Meeting Management AAS						•	
<i>Exposition/Trade Show Mgmt. Enh. Skills Cert.</i>						•	
<i>Meeting and Convention Mgmt. Enh. Skills Cert.</i>						•	
<i>Travel Management Enhanced Skills Certificate</i>						•	
Travel, Exposition and Meeting Management Cert.						•	
Veterinary Technology AAS	•						
Veterinary Assisting Certificate	•						
Video Technology AAS						•	
<i>Video Technology Enhanced Skills Certificate</i>						•	
Multimedia Specialist Certificate						•	
Visual Communications AAS	•						
<i>Visual Communications Enhanced Skills Cert.</i>	•						
Visual Communications Certificate	•						
Vocational Nursing Certificate				•			
Welding Technology AAS				•			

ACCOUNTING

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.ACCT

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

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR.....	3
+ACCT 2401 Principles of Accounting I.....	(4)
ACNT 1311 Introduction to Computerized Accounting.....	3
++OFCT 1372 Office Calculating Machines.....	3
++OFCT 1379 Word Processing I.....	3
Elective ¹ Business/Technical	3-4
	15-17
SEMESTER II	
ACCT 2302 Principles of Accounting II OR.....	3
ACCT 2402 Principles of Accounting II.....	(4)
ACNT 1313 Computerized Accounting Applications	3
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication	3
Elective ¹ Business/Technical	3-4
	15-17
SEMESTER III	
ECON 2301 Principles of Economics I.....	3
+++MATH 1324 Mathematics for Business and Economics I	3
Elective ¹ Business/Technical	3-4
Elective ² Accounting Specialty.....	3
Elective ³ Social/Behavioral Science.....	3
	15
SEMESTER IV	
ECON 2302 Principles of Economics II.....	3
ENGL 1302 Composition II.....	3
Elective ¹ Business/Technical	3-4
Elective ² Accounting Specialty.....	3
Elective ⁴ Humanities/Fine Arts.....	3
	15-16
Minimum Hours Required	60-65

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 in Applied Sciences Degree in Accounting will be conferred.

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

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

+++Any MATH course numbered 1300 or above may be substituted except students cannot take MATH 1371, MATH 1372, MATH 1373, MATH 1374, or MATH 1375 [These courses have been or will be revised effective, Fall 2000].

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

Accounting, Business, Computer Information Technology, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

Elective²—The Accounting Specialty elective must be selected from the following accounting courses:

ACNT 1329	Payroll and Business Tax Accounting	3
ACNT 1331	Federal Income Tax: Individual	3
ACNT 1380	Cooperative Education-Accounting.....	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I.....	3
ACNT 2304	Intermediate Accounting II.....	3
ACNT 2309	Cost Accounting	3
ACNT 2380	Cooperative Education-Accounting.....	3

Elective³—The Social/Behavioral Science elective must be selected from the following fields/courses:

Anthropology, ECON 1303, Geography (excluding GEOG 1301), Government, History, Human Development, Psychology, Sociology.

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

Art, Dance, Drama, Foreign Language, Humanities, Music, Philosophy, Religion, Sign Language

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

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Accounting and provides the student advanced skills required by the industry to specialize in Accounting Technician.

ACCOUNTING TECHNICIAN

Offered at all seven campuses

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

Degree Plan Code: ES.ACCT.TECH

	CREDIT HOURS
SEMESTER I	
ACNT XXXX.....	3
ACNT XXXX.....	3
	6
Minimum Hours Required	6

Select two courses not previously taken in the Associate in Applied Sciences Degree in Accounting from the following Accounting Specialty Courses:

ACNT 1329	Payroll and Business Tax Accounting.....	3
ACNT 1331	Federal Income Tax: Individual.....	3
ACNT 1380	Cooperative Education-Accounting	3
ACNT 1391	Special Topics in Accounting	3
ACNT 2303	Intermediate Accounting I	3
ACNT 2304	Intermediate Accounting II	3
ACNT 2309	Cost Accounting	3
ACNT 2380	Cooperative Education-Accounting	3

This is a Tech Prep Program. Students interested in pursuing this Tech Prep Enhanced Skills Certificate should consult their advisor.

ACCOUNTING ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.ASSIST

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 in Applied Sciences Degree in Accounting.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR.....	3
+ACCT 2401 Principles of Accounting I.....	(4)
ACNT 1311 Introduction to Computerized Accounting	3
++OFCT 1372 Office Calculating Machines.....	3
++OFCT 1379 Word Processing I.....	3
Elective ¹ Business/Technical	3-4
	15-17
SEMESTER II	
ACCT 2302 Principles of Accounting II OR.....	3
ACCT 2402 Principles of Accounting II.....	(4)
ACNT 1313 Computerized Accounting Applications	3
ENGL 1301 Composition I.....	3
SPCH 1311 Introduction to Speech Communication.....	3
Elective ¹ Business/Technical	3-4
	15-17

Minimum Hours Required 30-34

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

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

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

Accounting, Business, Computer Information Technology, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

ACCOUNTING CLERK

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.ACCT.CLERK

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 in Applied Sciences Degree in Accounting.

	CREDIT HOURS
SEMESTER I	
+ACCT 2301 Principles of Accounting I OR.....	3
+ACCT 2401 Principles of Accounting I.....	(4)
ACNT 1311 Introduction to Computerized Accounting	3
++OFCT 1372 Office Calculating Machines.....	3
++OFCT 1379 Word Processing I.....	3
Elective ¹ Business/Technical.....	3-4
	15-17

Minimum Hours Required 15-17

+ACNT 1303 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACNT 1303 and ACNT 1304 are included in the Elective¹ (Business/Technical) list in this program.

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

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

Accounting, Business, Computer Information Technology, ECON 1303, ENGL 2311, Management, Marketing, Mathematics, Office Technology. The practicum courses (ACNT 1366 and ACNT 2366) are recommended for students employed in a general business area. The cooperative education courses (ACNT 1380 and ACNT 2380) are recommended for students employed in the accounting area.

ASSOCIATE DEGREE NURSING

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.NURSING

The Associate Degree Nursing Program is a two-year, 72 credit hour program, leading to the Associate in Applied Sciences Degree. The program prepares graduates to be eligible to write the NCLEX-RN Examination to become licensed as a Registered Nurse (R.N.) in Texas.

The program is accredited by the Board of Nurse Examiners for the State of Texas, (333 Guadalupe, Suite 3-460, Austin, Texas 78701: Telephone number 512-305-7400) and the National League for Nursing Accrediting Commission (350 Hudson St., New York, New York 10014: Telephone number 404-679-4501).

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

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

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

ADMISSION TO THE PROGRAM

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

Applicants must:

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

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

CREDIT
HOURS

PREREQUISITES TO PROGRAM ADMISSION

#BIOL 1470	Introduction to Human Anatomy and Physiology OR.....	4
BIOL 2401	Anatomy and Physiology I	(4)
ENGL 1301	Composition I	3
MATH 1314	College Algebra.....	3
PSYC 2301	Introduction to Psychology.....	3
		13

SEMESTER I

RNSG 1523	Introduction to Professional Nursing.....	5
RNSG 1460	Clinical - Nursing (R.N. Training)	4
BIOL 1472	Introduction to Human Anatomy and Physiology OR	4
BIOL 2402	Anatomy and Physiology II	(4)
PSYC 2314	Developmental Psychology	3
		16

SEMESTER II

RNSG 2504	Care of the Client with Common Health Care Needs	5
RNSG 1105	Nursing Skills I	1
RNSG 1461	Clinical - Nursing (R. N. Training)	4
BIOL 2420	General Microbiology	4
SPCH 1311	Introduction to Speech Communication	3
		17

SEMESTER III

RNSG 2414	Care of the Client with Complex Health Care Needs	4
RNSG 2460	Clinical - Nursing (R. N. Training)	4
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical - Nursing (R. N. Training)	1
+Elective	Humanities/Fine Arts	3
		14

SEMESTER IV

RNSG 2535	Integrated Client Care Management	5
RNSG 2562	Clinical - Nursing (R. N. Training)	5
RNSG 2221	Management of Client Care	2
		12

Minimum Hours Required 72

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

ARTS 1301	Art Appreciation	3
ENGL	(2000 level Literature course)	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
DRAM 1310	Introduction to Theatre	3

#BIOL 1408 Biological Science or BIOL 1409 Biological Science is recommended prior to BIOL 1470 Introduction to Human Anatomy and Physiology if no previous high school biology.

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

TECH PREP ENHANCED SKILLS CERTIFICATE

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

PERIOPERATIVE NURSE INTERNSHIP

El Centro only

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

Degree Plan Code: ES.NURS.PERIOP.INTERN

This two-semester program offers registered and graduate nurses the opportunity to acquire additional theory and skills required for patient care in the surgical setting. 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 Nurse Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination.

CREDIT HOURS

PREREQUISITES

Nurses enrolled in this program must hold a current license from the Board of Nurse Examiners for the State of Texas, or be a graduate of a nursing program eligible for the next NCLEX-RN examination. Current CPR certification.

SEMESTER I

SRGT 1471	Perioperative Nurse Internship I	4
SRGT 1167	Practicum (or Field Experience) - Surgical/Operating Room Technician	1
		5

SEMESTER II

SRGT 2571	Perioperative Nurse Internship II	5
SRGT 2366	Practicum (or Field Experience) - Surgical/Operating Room Technician	3
		8

Minimum Hours Required 13

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

ASSOCIATE DEGREE NURSING -- LVN OPTION

CREDIT
HOURS

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.NURSING.LVN

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 in Applied Sciences 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.

PREREQUISITES:

#BIOL 1470	Introduction to Human Anatomy and Physiology OR.....	4
BIOL 2401	Anatomy and Physiology I.....	(4)
BIOL 1472	Introduction to Human Anatomy and Physiology OR	4
BIOL 2402	Anatomy and Physiology II	(4)
BIOL 2420	General Microbiology	4
ENGL 1301	Composition I	3
MATH 1314	College Algebra.....	3
PSYC 2301	Introduction to Psychology.....	3
PSYC 2314	Developmental Psychology	3
SPCH 1311	Introduction to Speech Communication	3
		27

SEMESTER I

RNSG 1327	Transition from Vocational to Professional Nursing	3
RNSG 1170	ADN Bridge Nursing Skills.....	1
RNSG 1160	Clinical - Nursing (R. N. Training)	1
		5

SEMESTER II

RNSG 2414	Care of the Client with Complex Health Care Needs	4
RNSG 2460	Clinical - Nursing (R. N. Training)	4
RNSG 2213	Mental Health Nursing	2
RNSG 2161	Clinical - Nursing (R. N. Training)	1
+Elective	Humanities/Fine Arts	3
		14

SEMESTER III

RNSG 2535	Integrated Client Care Management	5
RNSG 2562	Clinical - Nursing (R. N. Training)	5
RNSG 2221	Management of Client Care.....	2
		12

Minimum Hours Required **72**

Upon successful completion of RNSG 1327, 14 hours of equivalency credit for RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1195, RNSG 1461 are awarded in addition to the 3 credit hours earned from RNSG 1327, 1 credit hour from RNSG 1105, and 1 credit hour from RNSG 1161.

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

ARTS	1301	Art Appreciation	3
ENGL	(2000 - level Literature course)		3
HUMA	1301	Introduction to Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy.....	3
DRAM	1310	Introduction to Theatre.....	3

BIOL 1408 Biological Science or BIOL 1409 Biological Science is recommended prior to Biology 1470 Introduction to Human Anatomy and Physiology if no previous high school Biology.

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

BAKERY PASTRY

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.BAKERY/PASTRY

The Bakery/Pasty degree encompasses all aspects of bakery and pastry shop operations with an emphasis on preparation skills and business management.

	CREDIT HOURS
SEMESTER I	
CULA 1305 Sanitation and Safety	3
PSTR 1301 Fundamentals of Baking OR	3
PSTR 1305 Breads and Rolls..... (3)	
PSTR 1206 Cake Decorating I	2
PSTR 1207 Cake Decorating II	2
+++TECM 1303 Technical Mathematics AND	3
Natural Science OR	3-4
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
	13-17
SEMESTER II	
RSTO 1313 Hospitality Supervision.....	3
PSTR 1301 Fundamentals of Baking OR	3
PSTR 1305 Breads and Rolls..... (3)	
PSTR 1371 Bakery Operations and Management.....	3
RSTO 1306 Facilities, Layout and Design.....	3
	12
SEMESTER III	
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication.....	3
	6
SEMESTER IV	
PSTR 1312 Laminated Dough, Pate a Choux, and Donuts	3
PSTR 2331 Advanced Pastry Shop.....	3
RSTO 1380 Cooperative Education-Food and Beverage/Restaurant Operations Manager.....	3
PSTR 1310 Pies, Tarts, Teacakes, and Cookies.....	3
++Elective Humanities/Fine Arts.....	3
	15

SEMESTER V

CULA 2341	Advanced Pastry/Culinary Competition.....	3
RSTO 2380	Cooperative Education-Food and Beverage/Restaurant Operations Manager.....	3
PSYC 2301	Introduction to Psychology.....	3
+Elective		3
+Elective		3
		15

Minimum Hours Required 61-65

+Elective - must be selected from the following:

CULA 1301	Basic Food Preparation	3
RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2301	Principles of Food and Beverage Controls.....	3
RSTO 1311	Marketing of Hospitality Services.....	3
RSTO 1291	Special Topics in Food and Beverage/ Restaurant Operations Manager	2
RSTO 1391	Special Topics in Food and Beverage/ Restaurant Operations Manager	3

++Elective - 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 Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy.....	3
DRAM 1310	Introduction to Theatre.....	3

+++Students selecting TECM 1303 must also select one of the following Natural Science courses:

BIOL 1408	Biological Science.....	4
BIOL 1409	Biological Science.....	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

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.

BAKERY/PASTRY

El Centro only

(Certificate)

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

Degree Plan Code: CERT.FHSV.BAKERY

This certificate prepares the student to function as a bakery/pastry shop employee. All credits earned in this program may be applied toward the Associate in Applied Sciences Degree in Bakery/Pastry.

CREDIT HOURS

SEMESTER I

CULA 1305	Sanitation and Safety	3
PSTR 1301	Fundamentals of Baking OR	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1206	Cake Decorating I	2
ENGL 1301	Composition I	3
		11

SEMESTER II

RSTO 1313	Hospitality Supervision	3
PSTR 1301	Fundamentals of Baking OR	3
PSTR 1305	Breads and Rolls	(3)
PSTR 1371	Bakery Operations and Management	3
SPCH 1311	Introduction to Speech Communication	3
		12

SEMESTER III

PSTR 1312	Laminated Dough, Pate a Choux and Donuts	3
PSTR 2331	Advanced Pastry Shop	3
RSTO 1380	Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
PSTR 1310	Pies, Tarts, Teacakes, and Cookies	3
		12

SEMESTER IV

RSTO 2380	Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
+Elective		1-3
		4-6

Minimum Hours Required 39-41

+Elective - must be selected from the following:

CULA	1301	Basic Food Preparation	3
RSTO	1325	Purchasing for Hospitality Operations	3
PSTR	1207	Cake Decorating II	2
CULA	2341	Advanced Pastry/Culinary Competition	3
RSTO	1311	Marketing for Hospitality Services	3
RSTO	1191	Special Topics in Food and Beverage/ Restaurant Operations Manager	1
RSTO	1291	Special Topics in Food and Beverage/ Restaurant Operations Manager	2
RSTO	1391	Special Topics in Food and Beverage/ Restaurant Operations Manager	3

BUSINESS ADMINISTRATION

Offered at all seven campuses

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.BUSI.ADMIN

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

	CREDIT HOURS
SEMESTER I	
BMGT 1303 Principles of Management	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
Mathematics*	3-4
+Elective	3
	15-16
SEMESTER II	
MRKG 1311 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
	16-17
SEMESTER III	
ACCT 2302 Principles of Accounting II OR	3
ACCT 2402 Principles of Accounting II	(4)
BUSI 2301 Business Law	3
ECON 2301 Principles of Economics I	3
PSYC 2302 Applied Psychology	3
SPCH 1311 Introduction to Speech Communication	3
	15-16
SEMESTER IV	
HRPO 2301 Human Resources Management	3
HRPO 2307 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	64-67

+Electives-may be selected from the following:

BMGT 1191	Special Topics in Business Administration and Management, General	1
BMGT 1301	Supervision	3
BMGT 1302	Principles of Retailing	3
BMGT 1333	Principles of Salesmanship	3
BMGT 1349	Advertising and Sales Promotion	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
BMGT 1381	Cooperative Education-Business Administration and Management, General	3
BMGT 1391	Special Topics in Business Administration and Management, General	3
BMGT 2331	Total Quality Management	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
BUSG 1315	Small Business Operations	3
BUSG 1341	Small Business Financing	3
BUSG 2309	Small Business Management	3
IBUS 1305	Introduction to International Business and Trade	3
IBUS 1354	International Marketing Management	3
IBUS 2335	International Business Law	3
IBUS 2339	International Banking and Finance	3
IBUS 2341	International Comparative Management	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 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World 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 1414	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 ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

♦ This course has been or will be revised effective, Fall 2000.

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 TECHNOLOGY-- CISCO NETWORKING INTERN

El Centro only

(Skills Achievement Award)

Degree Plan Code: SA.CISCO.NWK.INTERN

This sequence is for students who wish to learn about design and installation of local area networks, and basic router configuration. Upon completion, the student will have acquired the skills needed for employment in the networking industry as an intern.

Prerequisite: Basic understanding of personal computers and operating systems obtained in ITSC 1401 (Introduction to Computers) or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITNW 1313 Local Area Networks Designs and Protocols: Cisco 1	3
ITNW 1317 Basic Router Configuration: Cisco 2	3
	6
Minimum Hours Required	6

COMPUTER INFORMATION TECHNOLOGY -- CISCO NETWORKING ASSISTANT

El Centro only

(Skills Achievement Award)

Degree Plan Code: SA.CISCO.NWK.ASSIST

This sequence is for students who wish to develop skills in managing traffic and networking devices in local area networks (LAN) and wide area network (WAN) services and management. Upon completion, the student will have acquired skills needed to prepare for certification as a Cisco Certified Networking Associate (CCNA).

Prerequisite: Basic understanding of local area networks design and protocols and basic router configuration obtained in ITNW 1313 (Cisco 1) and ITNW 1317 (Cisco 2) or equivalent experiences approved by an Information Technology faculty member.

	CREDIT HOURS
SEMESTER I	
ITNW 1340 Local Area Management (LAN): Cisco 3	3
ITNW 1344 Wide Area Management (WAN): Cisco 4	3
	6
Minimum Hours Required	6

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER USER

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.USER

This one semester certificate option is designed to provide training for those wishing to have a basic understanding of word processing, spreadsheets, database, and pc operating systems. The graduate will be qualified to use software applications.

	CREDIT HOURS
SEMESTER I	
ITSW 1401 Introduction to Word Processing OR	4
ITSW 2431 Advanced Word Processing	(4)
ITSW 1404 Introduction to Spreadsheets OR.....	4
ITSW 2434 Advanced Spreadsheets	(4)
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database	(4)
ITSC 1405 Introduction to PC Operating Systems.....	4
	16
Minimum Hours Required	16

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER TECHNICIAN

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.PC.TECH

This one semester certificate option is designed to provide training for those who want to concentrate on troubleshooting and solving elementary operating system, hardware, and networking problems. The graduate will be qualified to perform entry-level troubleshooting on personal computers.

	CREDIT HOURS
SEMESTER I	
ITNW 1321 Introduction to Networking	3
ITSC 1425 Personal Computer Hardware.....	4
ITSW 1410 Presentation Media Software OR.....	4
ITSC 1413 Internet/Web Page Development....	(4)
ITSC 1405 Introduction to PC Operating Systems	4
	15
Minimum Hours Required	15

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.CIT.PC.SPEC

This certificate option is designed to provide in-depth training in suite package software, operating systems, hardware, networking, and internet/web page development. The graduate will be qualified for a variety of entry-level positions in a pc-oriented environment.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITNW 1321 Introduction to Networking.....	3
ITSC 1405 Introduction to PC Operating Systems	4
SPCH 1311 Introduction to Speech Communication	3
	14
SEMESTER II	
ITSC 2435 Application Problem Solving	4
ITSW 1401 Introduction to Word Processing OR .	4
ITSW 2431 Advanced Word Processing	(4)
ITSW 1404 Introduction to Spreadsheets OR.....	4
ITSW 2434 Advanced Spreadsheets	(4)
ENGL 1301 Composition I	3
	15
SEMESTER III	
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database	(4)
ITSC 1425 Personal Computer Hardware	4
ITSW 1410 Presentation Media Software OR	4
ITSC 1413 Internet/Web Page Development ...	(4)
Elective Any ITXX Course.....	3-4
	15-16
Minimum Hours Required	44-45

COMPUTER INFORMATION TECHNOLOGY -- PERSONAL COMPUTER SUPPORT

Offered at all seven campuses

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.PC.SUPPORT

This associate degree program trains the student to troubleshoot software and hardware problems, implementing corrections where possible; to evaluate new software and hardware; to install hardware and software, including equipment assembly and diagnostics; and to assist in the development and presentation of training courses for users. The graduate will be qualified to provide support for personal computer users in a corporate environment.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSC 2435 Application Problem Solving	4
ITSC 1405 Introduction to PC Operating Systems	4
ENGL 1301 Composition I	3
	15
SEMESTER II	
ITNW 1321 Introduction to Networking	3
ITSW 1401 Introduction to Word Processing OR	4
ITSW 2431 Advanced Word Processing	(4)
ITSW 1404 Introduction to Spreadsheets OR	4
ITSW 2434 Advanced Spreadsheets	(4)
MATH 1342 Introductory Statistics OR	3
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
SPCH 1311 Introduction to Speech Communication	3
	17-18
SEMESTER III	
ITSW 1407 Introduction to Database OR	4
ITSW 2437 Advanced Database	(4)
ITSC 1425 Personal Computer Hardware	4
ITSW 1410 Presentation Media Software OR	4
ITSC 1421 PC Operating Systems - Windows	(4)
+Elective Social/Behavioral Science	3
	15

SEMESTER IV

ITSC 1413 Internet/Web Page Development	4
ITSC 2439 Personal Computer Help Desk	4
ITSC 13XX Cooperative Education OR	3
Elective Any ITXX Course	(3-4)
++Elective Humanities/Fine Arts	3
	14-15

Minimum Hours Required 61-63

+Social/Behavioral Science elective must be selected from the DCCCD approved course list.

++Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

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 TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.CIT.SPD.ASSIST

This certificate option is designed to provide skills and knowledge in a primary programming language of choice, an operating system from the same platform, and database concepts. Graduates will be qualified to work as an assistant in a programming environment with data and coding.

	CREDIT HOURS
SEMESTER I	
ITSE X4XX	Introductory Programming course- List A* 4
ITSC/ITSW	Operating Systems course-List C 4
ITSW 1407	Introduction to Database 4
	12
SEMESTER II	
ITSE X4XX	Advanced Programming Language course-List B** 4
ITSW 1410	Presentation Media Software OR 4
Elective	Any ITSE Course(3-4)
Elective	Any ITSC/ITSE/ITSW Course 3-4
	10-12
Minimum Hours Required	22-24

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE	1402	Introduction to Computer Programming	4
ITSE	1407	Introduction to C++ Programming	4
ITSE	1414	Introduction to RPG Programming	4
ITSE	1418	Introduction to COBOL Programming	4
ITSE	1422	Introduction to C Programming	4
ITSE	1431	Introduction to Visual BASIC Programming	4
ITSE	1445	Introduction to Oracle SQL and PL/SQL	4
ITSE	1491	Special Topics in Computer Programming	4
ITSE	2401	Introduction to Windows Programming Using C++	4
ITSE	2405	Introduction to Windows Programming	4
ITSE	2409	Introduction to Database Programming	4
ITSE	2417	JAVA Programming	4
ITSE	2421	Introduction to Object-Oriented Programming	4
ITSE	2456	Oracle Database Administration I	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE	2431	Advanced C++ Programming	4
ITSE	2435	Advanced RPG Programming	4
ITSE	2437	Assembly Language Programming	4
ITSE	2439	Advanced Windows Programming Using C++	4
ITSE	2443	Advanced Windows Programming	4
ITSE	2447	Advanced Database Programming	4
ITSE	2449	Advanced Visual BASIC Programming	4
ITSE	2451	Advanced COBOL Programming	4
ITSE	2454	Advanced Oracle SQL and PL/SQL	4
ITSE	2455	Advanced C Programming	4
ITSE	2457	Advanced Object-Oriented Programming	4
ITSE	2458	Oracle Database Administration II	4
ITSE	2459	Advanced Computer Programming	4

List C - Operating System Courses

ITSC	1405	Introduction to PC Operating Systems	4
ITSC	1417	PC Operating Systems - DOS	4
ITSC	1421	PC Operating Systems - Windows	4
ITSW	1406	UNIX Operating System I	4
ITSW	1411	AS/400 Operating System I	4

COMPUTER INFORMATION TECHNOLOGY -- SOFTWARE PROGRAMMER/ DEVELOPER

Offered at all seven campuses

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.PROG.DEVE

This associate degree program is designed to provide in-depth skills and knowledge in one primary programming language, and an operating system from the same platform, plus additional knowledge of a secondary language. The graduate will be qualified to work as an entry-level programmer in an applications setting to support the information processing function of the organization.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSC 2435 Application Problem Solving	4
ITNW 1321 Introduction to Networking	3
ENGL 1301 Composition I	3
	14
SEMESTER II	
ITSE X4XX Introductory Programming course- List A*	4
ITSW 1407 Introduction to Database	4
ITSC/ITSW X4XX Operating Systems course-List C	4
MATH 1414 College Algebra OR	4
MATH 1314 College Algebra	(3)
SPCH 1311 Introduction to Speech Communication	3
	18-19
SEMESTER III	
ITSE X4XX Introductory Programming course- List A	4
ITSE X4XX Advanced Programming course- List B**	4
Elective Any ITXX Course	4
ITSW 1410 Presentation Media Software OR	4
Elective Any ITXX Course	(3-4)
+Elective Humanities/Fine Arts	3
	18-19

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

SEMESTER IV

ITSE X4XX	Programming course-List A or B OR..4 Application Development course- List D.....	(4)
ITSE 1450	System Analysis and Design OR	4
ITSC/ITSE/ ITSW 13XX	Cooperative Education course	(3)
Elective	Any ITXX Course	3-4
++Elective	Social/Behavioral Science	3
		13-15

Minimum Hours Required 63-67

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list

++Social/Behavioral Science elective must be selected from the DCCCD approved course list

*First in a two-course programming language series

List A - Introductory Programming Courses

ITSE 1402	Introduction to Computer Programming	4
ITSE 1407	Introduction to C++ Programming	4
ITSE 1414	Introduction to RPG Programming	4
ITSE 1418	Introduction to COBOL Programming	4
ITSE 1422	Introduction to C Programming	4
ITSE 1431	Introduction to Visual BASIC Programming	4
ITSE 1445	Introduction to Oracle SQL and PL/SQL	4
ITSE 1491	Special Topics in Computer Programming	4
ITSE 2401	Introduction to Windows Programming Using C++	4
ITSE 2405	Introduction to Windows Programming	4
ITSE 2409	Introduction to Database Programming	4
ITSE 2417	JAVA Programming	4
ITSE 2421	Introduction to Object-Oriented Programming	4
ITSE 2456	Oracle Database Administration I	4

**Second in a two-course programming language series

List B - Advanced Programming Language Courses

ITSE 1491	Special Topics in Computer Programming	4
ITSE 2431	Advanced C++ Programming	4
ITSE 2435	Advanced RPG Programming	4
ITSE 2437	Assembly Language Programming	4
ITSE 2439	Advanced Windows Programming Using C++	4
ITSE 2443	Advanced Windows Programming	4
ITSE 2447	Advanced Database Programming	4
ITSE 2449	Advanced Visual BASIC Programming	4
ITSE 2451	Advanced COBOL Programming	4
ITSE 2454	Advanced Oracle SQL and PL/SQL	4
ITSE 2455	Advanced C Programming	4
ITSE 2457	Advanced Object-Oriented Programming	4
ITSE 2458	Oracle Database Administration II	4
ITSE 2459	Advanced Computer Programming	4

List C - Operating System Courses

ITSC 1405	Introduction to PC Operating Systems	4
ITSC 1417	PC Operating Systems - DOS	4
ITSC 1421	PC Operating Systems - Windows	4
ITSW 1406	UNIX Operating System I	4
ITSW 1411	AS/400 Operating System I	4

List D - Application Development Courses

ITSW 1404	Introduction to Spreadsheets	4
ITSW 1406	UNIX Operating System I	4
ITSC 1413	Internet/Web Page Development	4
ITNW 1437	Introduction to the Internet	4
ITSE 2413	Web Authoring	4
ITSW 2437	Advanced Database	4
ITSE 2445	Data Structures	4

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE ASSISTANT

El Centro only

(Certificate)

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

Degree Plan Code: C1.CIT.MIDRNG.ASSIST

This one semester certificate option is designed to provide training primarily for persons with previous computer experiences who want to retrain quickly for AS/400 midrange environments.

Graduates will be qualified to enter the midrange environment in an entry-level system administration or junior programmer position.

	CREDIT HOURS
SEMESTER I	
ITNW 1321 Introduction to Networking OR.....	3
ITSC 1405 Introduction to PC Operating Systems.....	(4)
ITSW 1411 AS/400 Operating System I.....	4
ITSW 1402 Computer Control Language	4
ITSE 1414 Introduction to RPG Programming	4
	<u>15-16</u>
Minimum Hours Required	15-16

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE TECH SUPPORT

El Centro only

(Certificate)

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

Degree Plan Code: C1.CIT.MIDRNG.TECH

This one-year certificate option is designed to provide training for any student wishing to enter the midrange field through system administration. Skills and knowledge of the AS/400 operating system environment, control language, pc operating systems, and introductory networking concepts are developed. The graduate will be qualified to enter the midrange environment as a systems operator/administration trainee.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSW 1411 AS/400 Operating System I	4
ITSC 1405 Introduction to PC Operating Systems	4
	<u>12</u>
SEMESTER II	
ITSW 2441 AS/400 Operating System II	4
ITSW 1402 Computer Control Language.....	4
ITNW 1321 Introduction to Networking	3
Elective Any ITXX Course	<u>3-4</u>
	<u>14-15</u>
Minimum Hours Required	26-27

COMPUTER INFORMATION TECHNOLOGY -- MIDRANGE SPECIALIST

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CIT.MIDRNG.SPEC

This associate degree program is designed to provide training in system administration, as well as midrange programming using the RPG language. Skills and knowledge of networking and hardware and pc operating systems are also developed. Graduates will be qualified to enter the midrange environment as a junior RPG programmer.

	CREDIT HOURS
SEMESTER I	
ITSC 1401 Introduction to Computers	4
ITSW 1411 AS/400 Operating System I	4
ITSC 1405 Introduction to PC Operating Systems	4
ENGL 1301 Composition I	3
	15
SEMESTER II	
ITSW 1402 Computer Control Language	4
ITSW 2441 AS/400 Operating System II	4
ITSC 2435 Application Problem Solving	4
MATH 1342 Introductory Statistics OR	3
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
SPCH 1311 Introduction to Speech Communication	3
	18-19
SEMESTER III	
ITNW 1321 Introduction to Networking	3
ITSE 1414 Introduction to RPG Programming	4
ITSC 1425 Personal Computer Hardware	4
+Elective Humanities/Fine Arts	3
	14
SEMESTER IV	
ITSE 2435 Advanced RPG Programming	4
ITXX 138X Cooperative Education course	3
Elective Any ITXX Course	3-4
++Elective Social/Behavioral Science	3
	13-14

Minimum Hours Required 60-62

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++Social/Behavioral Science elective must be selected from the DCCCD approved course list.

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 TECHNOLOGY -- NETWORKING ASSOCIATE

El Centro, Mountain View, North Lake and Richland only

(Certificate)

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

Degree Plan Code: C1.CIT.NWK.ASSOC

This certificate option will provide education and training for individuals interested in developing their knowledge and skills as networking professionals with an emphasis on preparation for those wishing to take the CCNA certification examination.

	CREDIT HOURS
SEMESTER I	
ITNW 1321 Introduction to Networking OR	3
Elective ¹ Any ITXX Course OR	(3)
Any ITXX Course	(4)
ITNW 1313 Local Area Networks Design and	3
Protocols: Cisco 1	
ITNW 1317 Basic Router Configuration: Cisco 2 ..	3
	9-10
SEMESTER II	
ITNW 1340 Local Area Network Management (LAN): Cisco 3	3
ITNW 1344 Wide Area Management (WAN): Cisco 4	3
	6

Minimum Hours Required 15-16

¹Select any ITXX course, not included in this curriculum pattern.

Upon completion of ITNW 1344 Wide Area Management (WAN): Cisco 4, the student is eligible to take the CCNA (Cisco Certified Networking Associate) credentialing exam.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.CRIMINAL.JUST

The curriculum is designed for those with Criminal Justice backgrounds as well as for recent high school graduates interested in preparing for employment in the fields of law enforcement, corrections, probations and paroles or private security.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
	15-16
SEMESTER II	
CRIJ 1306 Court Systems and Practices	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
SEMESTER III	
+++Electives	6-8
	6-8
SEMESTER IV	
GOVT 2301 American Government	3
+Electives Humanities/Fine Arts	3
++Electives Required Support Courses	6-7
Elective Any Non-Criminal Justice Course	3
	15-16
SEMESTER V	
CISC 1470 Introduction to Computer Concepts and Applications	4
+++Electives Criminal Justice Elective	3-4
PSYC 2314 Developmental Psychology OR	
SOCI 1306 Social Problems	3
++Electives Required Support Courses	3-4
	13-15
Minimum Hours Required	64-70

+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
CJSA 1382	Cooperative Education-Criminal Justice Studies	3
CJSA 1482	Cooperative Education-Criminal Justice Studies	4
CJSA 2382	Cooperative Education-Criminal Justice Studies	3
CJSA 2482	Cooperative Education-Criminal Justice Studies	4

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

CRIJ 1313	Juvenile Justice System	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:

CJLE 2420	Texas Peace Officer Procedures	4
CJLE 2421	Texas Peace Officer Law	4
CJLE 2522	Texas Peace Officer Skills	5

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.

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

(continued on next page)

TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Associate in Applied Sciences Degree in Criminal Justice and provide the student advanced skills required by the industry to specialize in Human Services or Law Enforcement.

HUMAN SERVICES

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.HUMAN.SERVICE

	CREDIT HOURS
SEMESTER I	
SWAT 1372 Abnormal Behavior	3
SCAT 2373 Issues in Substance Abuse and Dependency	3
CJSA 2382 Cooperative Education-Criminal Justice Studies	3
SOCI 2319 Race, Ethnicity and Community	3
SOCI 2371 Urban Social Problems	3
	15
Minimum Hours Required	15

LAW ENFORCEMENT

Cedar Valley, Eastfield, El Centro and Mountain View only

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

Degree Plan Code: ES.CRIJ.LAW.ENFORCE

	CREDIT HOURS
SEMESTER I	
SCAT 2373 Issues in Substance Abuse and Dependency	3
FIRT 1303 Fire and Arson Investigation I	3
SWAT 1372 Abnormal Behavior	3
CJSA 2382 Cooperative Education - Criminal Justice Studies	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.

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.45

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 45 semester-hour requirement.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
PSYC 2301 Introduction to Psychology	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
	15-16
SEMESTER II	
CRIJ 1306 Court Systems and Practices	3
CRIJ 1307 Crime in America	3
CRIJ 2328 Police Systems and Practices	3
SPCH 1311 Introduction to Speech Communication	3
SOCI 1301 Introduction to Sociology	3
	15
SEMESTER III	
CRIJ 2313 Correctional Systems and Practices	3
CRIJ 2314 Criminal Investigation	3
CRIJ 1313 Juvenile Justice System	3
PSYC 2314 Developmental Psychology	3
GOVT 2301 American Government	3
	15
Minimum Hours Required	45-46

CRIMINAL JUSTICE

Cedar Valley, Eastfield, El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.CRIJ.30

This certificate is attached to the Associate in Applied Sciences Degree in Criminal Justice and provides the student the skills and academic requirements necessary to qualify for a law enforcement agency with a minimum 30 semester-hour requirement.

	CREDIT HOURS
SEMESTER I	
CRIJ 1310 Fundamentals of Criminal Law	3
CRIJ 1301 Introduction to Criminal Justice	3
ENGL 1301 Composition I	3
	9
SEMESTER II	
CRIJ 1306 Court Systems and Practices	3
CRIJ 1307 Crime in America	3
SPCH 1311 Introduction to Speech Communication	3
GOVT 2301 American Government	3
	12
SEMESTER III	
CRIJ 2328 Police System and Practices	3
PSYC 2301 Introduction to Psychology	3
SOCI 1301 Introduction to Sociology	3
	9
Minimum Hours Required	30

CULINARY ARTS

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.CULINARY.ARTS

The Culinary Arts degree provides a learning environment for the skills necessary to perform in various culinary related positions.

	CREDIT HOURS
SEMESTER I	
HAMG 1321 Introduction to Hospitality Industry.....	3
CULA 1301 Basic Food Preparation.....	3
CULA 1305 Sanitation and Safety.....	3
CULA 1364 Practicum (or Field Experience) - Culinary Arts/Chef Training	3
TECM 1303 Technical Mathematics AND +++.....	3
Natural Science OR	3-4
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
	15-19
SEMESTER II	
PSTR 1301 Fundamentals of Baking.....	3
RSTO 1313 Hospitality Supervision.....	3
CULA 2331 Advanced Food Preparation.....	3
CULA 2364 Practicum (or Field Experience)- Culinary Arts/Chef Training	3
	12
SEMESTER III	
ENGL 1301 Composition I.....	3
++Elective Humanities/Fine Arts.....	3
	6
SEMESTER IV	
RSTO 1304 Dining Room Service	3
CULA 1409 Garde Manger.....	4
RSTO 1325 Purchasing for Hospitality Operations	3
SPCH 1311 Introduction to Speech Communication	3
	13
SEMESTER V	
RSTO 1317 Nutrition for the Food Service Professional	3
RSTO 2301 Principles of Food and Beverage Controls	3
RSTO 1380 Cooperative Education-Food and Beverage/ Restaurant Operations Manager.....	3
PSYC 2301 Introduction to Psychology	3
+Elective	2-4
	14-16
Minimum Hours Required	60-66

+Elective - must be selected from the following:

CULA	1441	American Regional Cuisine.....	4
CULA	1445	International Cuisine	4
PSTR	2331	Advanced Pastry Shop	3
RSTO	1306	Facilities Layout and Design	3
CULA	2302	Saucier	3
RSTO	2307	Catering	3
RSTO	1191	Special Topics in Food and Beverage/ Restaurant Operations Manager	1
RSTO	1291	Special Topics in Food and Beverage/ Restaurant Operations Manager	2
RSTO	1391	Special Topics in Food and Beverage/ Restaurant Operations Manager	3
HAMG	1340	Hospitality Legal Issues	3
FDNS	1391	Special Topics in Foods and Nutrition Studies, General	3

++Elective - 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 Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy.....	3
DRAM	1310	Introduction to Theatre.....	3

+++Students selecting TECM 1303 must also select one of the following Natural Science courses:

BIOL	1408	Biological Science.....	4
BIOL	1409	Biological Science.....	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

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.

CULINARY ARTS-- BASIC CULINARY SKILLS

El Centro only

(Certificate)

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

Degree Plan Code: C1.FHSV.BASIC.CULI

This certificate prepares the student to function in a
variety of food preparation positions in commercial and
non-commercial kitchens.

	CREDIT HOURS
SEMESTER I	
PSTR 1301 Fundamentals of Baking.....	3
CULA 1301 Basic Food Preparation.....	3
	<u>6</u>
SEMESTER II	
CULA 2331 Advanced Food Preparation.....	3
CULA 1409 Garde Manager.....	4
RSTO 1380 Cooperative Education - Food and Beverage/ Restaurant Operations Manager	3
	<u>10</u>
SEMESTER III	
CULA 1305 Sanitation and Safety	3
RSTO 1313 Hospitality Supervision.....	3
	<u>6</u>
Minimum Hours Required	22

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.DM.SONOGRAPHY

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

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) and (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533: Telephone number 303-741-3533) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

CREDIT HOURS

PREREQUISITES:

BIOL 2401	Anatomy and Physiology I OR.....	4
BIOL 1470	Introduction to Human Anatomy and Physiology	(4)
ENGL 1301	Composition I.....	3
MATH 1314	College Algebra	3
		10

SEMESTER I

BIOL 2402	Anatomy and Physiology II OR.....	4
BIOL 1472	Introduction to Human Anatomy and Physiology	(4)
PSYC 2301	Introduction to Psychology	3
HPRS 1204	Basic Health Profession Skills	2
HPRS 1202	Wellness and Health Profession.....	2
HPRS 2231	General Health Professions Management.....	2
		13

SEMESTER II

SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other.....	2
HPRS 2300	Pharmacology for Health Professions	3
HPRS 2201	Pathophysiology	2
		13

SEMESTER III

DMSO 1351	Sonographic Cross Sectional Anatomy.....	3
DMSO 2343	Advanced Acoustical Physics	3
DMSO 1366	Practicum (or Field Experience)- Diagnostic Medical Sonography.....	3
DMSO 1405	Sonography I.....	4
		13

SEMESTER IV

DMSO 2101	Ultrasound Instrumentation.....	1
DMSO 2405	Sonography II	4
DMSO 2366	Practicum (or Field Experience) - Diagnostic Medical Sonography.....	3
DMSO 1355	Pathophysiology	3
		11

SEMESTER V

DMSO 1191	Special Topics in Diagnostic Medical Sonography.....	1
DMSO 2262	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER VI

DMSO 1192	Special Topics in Diagnostic Medical Sonography	1
DMSO 2263	Clinical - Diagnostic Medical Sonography	2
		3

SEMESTER VII

DMSO 2345	Advanced Sonography Practices.....	3
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography.....	3
		6

Minimum Hours Required 72

+Elective - may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theater	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy.....	3
ENGL	2000-level Literature course.....	3

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

DIAGNOSTIC MEDICAL SONOGRAPHY

El Centro only

(Certificate)

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

Degree Plan Code: CERT.AHIC.SONOGRAPHY

The Diagnostic Medical Sonography Certificate Option is for students having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and physics. Upon completion, a certificate will be awarded.

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

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Diagnostic Medical Sonography (JRC-DMS, 7108-C South Alton Way, Englewood, CO 80112-3533; Telephone number 303-741-3533).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point, interviews and recommendation letters, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

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
		9

SEMESTER I		
DMSO 1351	Sonographic Cross Sectional Anatomy.....	3
DMSO 2343	Advanced Acoustical Physics	3
DMSO 1366	Practicum (or Field Experience) - Diagnostic Medical Sonography.....	3
DMSO 1405	Sonography I.....	4
		13
SEMESTER II		
DMSO 2101	Ultrasound Instrumentation.....	1
DMSO 2405	Sonography II.....	4
DMSO 2366	Practicum (or Field Experience) - Diagnostic Medical Sonography.....	3
DMSO 1355	Pathophysiology	3
		11
SEMESTER III		
DMSO 1191	Special Topics in Diagnostic Medical Sonography.....	1
DMSO 2262	Clinical - Diagnostic Medical Sonography	2
		3
SEMESTER IV		
DMSO 1192	Special Topics in Diagnostic Medical Sonography.....	1
DMSO 2263	Clinical - Diagnostic Medical Sonography	2
		3
SEMESTER V		
DMSO 2345	Advanced Sonography Practices.....	3
DMSO 2367	Practicum (or Field Experience) - Diagnostic Medical Sonography.....	3
		6
Minimum Hours Required		42

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.ECHOCARDIOLOGY

The Echocardiology Technology program is a two-year program that prepares students to function as an Echocardiographer. The first year of the program consists of general education and health occupations core courses. The second year of the program provides intensive didactic and clinical training in the medical specialty of Echocardiology.

The Echocardiology technologist performs cardiovascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardiographer may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
SEMESTER I	
HPRS 1204 Basic Health Profession Skills	2
HPRS 1202 Wellness and Health Promotion	2
HPRS 2231 General Health Professions Management	2
ENGL 1301 Composition	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
BIOL 1470 Introduction to Human Anatomy and Physiology I OR Anatomy and Physiology I	4
BIOL 2401	3
+Elective	3
	19-20

SEMESTER II

HPRS 2300 Pharmacology for Health Professions	3
HPRS 1291 Special Topics in Health Professions and Related Sciences, Other	2
HPRS 2201 Pathophysiology	2
BIOL 1472 Introduction to Human Anatomy and Physiology II OR	4
BIOL 2402 Anatomy and Physiology II	(4)
PSYC 2301 Introduction to Psychology	3
SPCH 1311 Introduction to Speech Communication	3
	17

SEMESTER III

DCMS 1304 Cardiovascular Physiology	3
DCMS 1313 Echocardiology Lab Fundamentals I	3
DCMS 1214 Introduction to the Echocardiology Lab	2
DCMS 1260 Clinical – Echocardiology Technology	2
	10

SEMESTER IV

DCMS 2410 Echocardiology I	4
DCMS 2660 Clinical – Echocardiology Technology	6
DCMS 1291 Special Topics in Echocardiology Technology	2
	12

SEMESTER V

DCMS 2450 Echocardiology II	4
DCMS 2661 Clinical – Echocardiology Technology	6
DCMS 2240 Noninvasive Vascular Echocardiology	2
	12

Minimum Hours Required 70-71

+Elective - may be selected from the following:

ARTS 1301 Art Appreciation	3
DRAM 1310 Introduction to the Theater	3
HUMA 1301 Introduction to Humanities	3
MUSI 1306 Music Appreciation	3
PHIL 1301 Introduction to Philosophy	3

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

ECHOCARDIOLOGY TECHNOLOGY

El Centro only

(Certificate)

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

Degree Plan Code: CERT.AHIC.ECHOCARD

The Echocardiology Technology Certificate Option is for a student having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology and math and physics. A background in basic ECGs and pharmacology is also required. Upon completion, a certificate will be awarded.

The Echocardiology technologist performs cardiovascular examinations to produce a picture of a heart and great vessels using high-frequency sound waves. These examinations are used to diagnose congenital heart disease, valvular disease, pericardial disease, cardiomyopathy, and other cardiovascular disorders. Types of examinations include 2D and 3D Echo, M-mode and color flow Doppler, as well as Transesophageal and Stress Studies. The Echocardiographer may work in hospitals, clinics and physicians offices.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or higher, completion of all requirements for admissions as a full-time student to the college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews and recommendation letters. Contact the Assessment Center at El Centro College to sign up for the assessment tests and; Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
PREREQUISITES	
SPCH 1311 Introduction to Communication	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
	9-10

SEMESTER I	
DCMS 1304 Cardiovascular Physiology	3
DCMS 1313 Echocardiology Lab Fundamentals I..	3
DCMS 1214 Introduction to the Echocardiology Lab.....	2
DCMS 1260 Clinical – Echocardiology Technology.....	2
	10

SEMESTER II	
DCMS 2410 Echocardiology I.....	4
DCMS 2660 Clinical – Echocardiology Technology.....	6
DCMS 1291 Special Topics in Echocardiology Technology.....	2
	12

SEMESTER III	
DCMS 2450 Echocardiology II.....	4
DCMS 2661 Clinical – Echocardiology Technology.....	6
DCMS 2240 Noninvasive Vascular Echocardiology.....	2
	12

Minimum Hours Required 43-44

FASHION DESIGN

El Centro only

(Associate in Applied Sciences 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 in Applied Sciences Degree is awarded.

		CREDIT HOURS
CORE CURRICULUM		
SEMESTER I		
FSHD 1324	Ready-to-Wear Construction	3
FSHN 1313	Basic Color Theory and Application...	3
FSHN 1309	History of Costume Through the 18 th Century.....	3
FSHN 1317	Pattern Drafting I.....	3
ENGL 1301	Composition I	3
MATH 1332	College Mathematics I.....	3
		18
SEMESTER II		
FSHN 1325	Basic Women's Tailoring.....	3
FSHN 1123	Introduction to Mass Production.....	1
FSHD 1322	Fashion Sketching.....	3
FSHN 1310	History of Costume: 18 th Century to Present	3
FSHN 1318	Pattern Drafting II.....	3
FSHN 1319	Pattern Drafting III.....	3
SPCH 1311	Introduction to Speech Communication	3
		19
Minimum Hours Required		37

FASHION DESIGN--APPAREL DESIGN

El Centro College only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.FASHION.APPAREL

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
SEMESTERS I and II	
Core Curriculum.....	37
	<u>37</u>
SEMESTER III	
FSHN 1301 Textiles	3
FSHD 1217 Apparel Computer Systems.....	2
FSHN 1449 Intermediate Pattern Drafting	4
FSHD 1391 Special Topics in Fashion Design and Illustration.....	3
FSHD 2343 Fashion Collection Design.....	3
HUMA 1301 Introduction to the Humanities OR.....	3
PHIL 1301 Introduction to Philosophy	(3)
	<u>18</u>
SEMESTER IV	
FSHD 1218 Apparel Computer Systems.....	2
FSHN 2432 Advanced Pattern Drafting	4
FSHD 2344 Fashion Collection Production	3
FSHD 2205 Draping	2
PSYC 2302 Applied Psychology.....	3
+Elective	3
	<u>17</u>

Minimum Hours Required 72

+Elective-Must be selected from the following:

Any ARTS course	3
FSHN 2380 Cooperative Education-Commercial Garment and Apparel Worker	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 in Applied Sciences Degree)

Degree Plan Code: AAS.FASHION.PATTERN

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	
FSHN 1301 Textiles	3
FSHD 1217 Apparel Computer Systems.....	2
FSHN 1449 Intermediate Pattern Drafting	4
HUMA 1301 Introduction to the Humanities OR.....	3
PHIL 1301 Introduction to Philosophy	(3)
PSYC 2302 Applied Psychology	3
	<u>15</u>
SEMESTER IV	
FSHD 1218 Apparel Computer Systems.....	2
FSHN 2432 Advanced Pattern Drafting	4
FSHD 2205 Draping	2
FSHN 2241 Pattern Grading.....	2
+Elective	3-4
	<u>13-14</u>

Minimum Hours Required 65-66

+Elective-must be selected from the following:

Any ARTS course	3
CISC 1470 Introduction to Computer Concepts and Applications	4
FSHN 2380 Cooperative Education-Commercial Garment and Apparel Worker.....	3

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

FOOD AND HOSPITALITY SERVICE

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.FOOD.HOSPITALITY

The Food and Hospitality degree program prepares students to assume a variety of responsible positions in the food and hospitality industry.

	CREDIT HOURS
SEMESTER I	
HAMG 1321 Introduction to Hospitality Industry *OR	3
IFWA 1371 Organization and Management*	(3)
RSTO 1306 Facilities Layout and Design	3
CULA 1301 Basic Food Preparation	3
CULA 1305 Sanitation and Safety	3
++TECM 1303 Technical Mathematics AND	3
Natural Science OR	3-4
MATH 1314 College Algebra OR	(3)
MATH 1414 College Algebra	(4)
	15-19
SEMESTER II	
RSTO 1304 Dining Room Service	3
RSTO 1313 Hospitality Supervision	3
CULA 2331 Advanced Food Preparation	3
RSTO 1325 Purchasing for Hospitality Operations	3
RSTO 1317 Nutrition for the Food Service Professional	3
	15
SEMESTER III	
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
	6
SEMESTER IV	
CULA 1441 American Regional Cuisine	4
RSTO 1311 Marketing of Hospitality Services** OR	3
FDNS 1391 Special Topics in Foods and Nutrition Studies, General**	(3)
RSTO 1380 Cooperative Education-Food and Beverage/ Restaurant Operations Manager	3
++Elective Humanities/Fine Arts	3
	13

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

SEMESTER V

RSTO 2301	Principles of Food and Beverage Controls	3
CULA 1445	International Cuisine	4
RSTO 2380	Cooperative Education-Food and Beverage/Restaurant Operations Manager	3
PSYC 2301	Introduction to Psychology	3
+Elective*		1-4
		14-17

Minimum Hours Required 63-70

+Elective - must be selected from the following:

PSTR 1301	Fundamentals of Baking	3
RSTO 1319	Viticulture and Enology	3
RSTO 2307	Catering	3
RSTO 1191	Special Topics in Food and Beverage/Restaurant Operations Manager	1
RSTO 1291	Special Topics in Food and Beverage/Restaurant Operations Manager	2
RSTO 1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3
HAMG 1340	Hospitality Legal Issues	3
RSTO 1311	Marketing of Hospitality Services**	3
CULA 1409	Garde Manager	4
CULA 2302	Saucier	3
PSTR 1301	Beverage Management	3
FDNS 1391	Special Topics in Foods and Nutrition Studies, General**	3
HAMG 2307	Hospitality Marketing and Sales**	3

++Elective - 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 Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
DRAM 1310	Introduction to Theatre	3

+++Natural Science Elective:

Students taking TECM 1303 must also select one of the following Natural Science courses:

BIOL 1408	Biological Science	4
BIOL 1409	Biological Science	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

*HAMG 1321 is recommended for those interested in Commercial Food Service such as restaurants.

*IFWA 1371 is recommended for those interested in Institutional Food Service such as schools and hospitals.

**RSTO 1311 is recommended for those interested in Restaurant Management.

**FDNS 1391 is suggested for those interested in the areas of hospital dietetics or child nutrition.

**HAMG 2307 is recommended for those interested in the lodging industry.

FOOD AND HOSPITALITY SERVICE

El Centro only

(Certificate)

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

Degree Plan Code: CERT.FHSV.SERVICE

This certificate prepares the student to function as a food service industry employee. All credits earned in this program may be applied toward the Associate in Applied Sciences Degree in Food and Hospitality Service.

	CREDIT HOURS
SEMESTER I	
HAMG 1321 Introduction to Hospitality Industry OR.....	3
IFWA 1371 Organization and Management	(3)
RSTO 1304 Dining Room Service	3
CULA 1301 Basic Food Preparation	3
CULA 1305 Sanitation and Safety	3
ENGL 1301 Composition I	3
	15

SEMESTER II	
RSTO 1313 Hospitality Supervision	3
CULA 2331 Advanced Food Preparation	3
RSTO 1317 Nutrition for the Food Service Professional	3
RSTO 1306 Facilities, Layout and Design	3
SPCH 1311 Introduction to Speech Communication	3
	15

SEMESTER III	
RSTO 1311 Marketing of Hospitality Services OR.....	3
FDNS 1391 Special Topics in Foods and Nutrition Studies, General	(3)
RSTO 2301 Principles of Food and Beverage Controls	3
+Elective	3
+Elective	1-3
	10-12

Minimum Hours Required 40-42

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

RSTO 1191	Special Topics in Food and Beverage/Restaurant Operations Manager	1
RSTO 1291	Special Topics in Food and Beverage/Restaurant Operations Manager	2
RSTO 1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3
HAMG 1340	Saucier	3
RSTO 1301	Beverage Management	3
PSTR 2331	Advanced Pastry Shop	3

FOOD AND HOSPITALITY SERVICE - - CERTIFIED FOOD AND HOSPITALITY MANAGER

El Centro only

(Certificate)

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

Degree Plan Code: C1.FHSV.F/H.MANAGER

This certificate prepares the student to function in a variety of dining room and management positions.

	CREDIT HOURS
SEMESTER I	
HAMG 1321 Introduction to Hospitality Industry OR.....	3
RSTO 1304 Dining Room Service	3
CULA 1301 Basic Food Preparation	3
	9

SEMESTER II	
RSTO 1313 Hospitality Supervision	3
RSTO 1380 Cooperative Education - Food and Beverage/ Restaurant Operations Manager	3
+Elective	3
+Elective	3
	12

SEMESTER III	
RSTO 2380 Cooperative Education - Food and Beverage/Restaurant Operations Manager	3
+Elective	3
	6

Minimum Hours Required 27

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

RSTO 1317	Nutrition for the Food Service Professional	3
RSTO 1319	Viticulture and Enology	3
RSTO 1306	Facilities Layout and Design	3
RSTO 1325	Purchasing for Hospitality Operations	3
RSTO 2301	Principles of Food and Beverage Controls	3
RSTO 1311	Marketing of Hospitality Services	3
RSTO 1301	Beverage Management	3
RSTO 2307	Catering	3
RSTO 1391	Special Topics in Food and Beverage/Restaurant Operations Manager	3
	OR Hospitality Spanish	

Additional requirements include the following:

- A. TABC Certification offered through RSTO 1304
- B. Registered Food Service Manager offered through CULA 2302
- C. Total of 1000 hours of work experience including 640 hours through Cooperative Education.

INTERIOR DESIGN

El Centro only

(Associate in Applied Science Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.INTERIOR.DESIGN

The Interior Design Department offers a 2-year Associate in Applied Sciences Degree in Interior Design. In addition a 15-hour Enhanced Skills Certificate in the third year provides the student with a Professional Certificate in Interior Design.

An Interior Designer is an individual who identifies, researches, and creatively solves problems relating to the functions and aesthetics of the interior environment, including issues pertaining to life safety. The Interior Designer must possess specialized knowledge in interior construction, equipment, materials, furniture and building codes.

Formal training in Interior Design prepares the individual to begin work as a design assistant and to possibly progress to full professional status and independent practice. In order to be fully licensed as an Interior Designer by the State of Texas, one must have an appropriate combination of formal education and practical experience, and must also pass a formal examination administered by the National Council for Interior Design Qualification (NCIDQ).

	CREDIT HOURS
SEMESTER I	
INDS 1341	Color Theory and Application 3
INDS 1301	Basic Elements of Design 3
DFTG 1309	Basic Computer-Aided Drafting 3
ARTS 1303	Survey of Art History OR.....3
ARTS 1304	Survey of Art History..... (3)
ARTS 1316	Drawing I.....3
SPCH 1311	Introduction to Speech Communication.....3
	18
SEMESTER II	
INDS 2313	Residential Design I 3
INDS 1319	Technical Drawing for Interior Designers.....3
INDS 2321	Presentation Drawing 3
ARCH 1302	History of Modern Architecture 3
ENGL 1301	Composition I.....3
MATH 1324	Mathematics for Business and Economics I OR 3
MATH 1342	Introductory Statistics..... (3)
	18

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

SEMESTER III

INDS 2335	Residential Design II.....3
INDS 2317	Rendering Techniques.....3
INDS 2315	Lighting for Interior Designers.....3
INDS 1351	History of Interiors I 3
+Elective	Humanities /Fine Arts 3
PSYC 2302	Applied Psychology 3
	18

SEMESTER IV

INDS 1345	Commercial Design I 3
ARCH 2312	Materials of Construction.....3
INDS 2307	Textiles for Interior Design.....3
INDS 1352	History of Interiors II 3
INDS 2325	Professional Practices 3
	for Interior Designers.....3
PHIL 2303	Logic OR 3
PHIL 2306	Ethics..... (3)
	18

Minimum Hours Required 72

+Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

TECH PREP ENHANCED SKILLS CERTIFICATE

This Enhanced Skills Certificate is attached to the Associate in Applied Sciences Degree in Interior Design and provides the student advanced skills required by the industry to specialize in Interior Design.

INTERIOR DESIGN

El Centro only

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

Degree Plan Code: ES.INTERIOR.DESIGN

	CREDIT HOURS
SEMESTER I	
INDS 2331	Commercial Design II.....3
ARCH 2371	Architectural Computer Graphics II....3
INDS 1391	Special Topics In Interior Design 3
	9
SEMESTER II	
INDS 1491	Special Topics In Interior Design 4
INDS 2280	Cooperative Education-Interior Design.....2
	6

Minimum Hours Required 15

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

INTERNET PUBLISHING AND E-COMMERCE TECHNOLOGIES

EI Centro only

(Level I Certificate)

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

Degree Plan Code: C1.INET.E-COMM.TECH

This EI Centro College Internet Publishing and E-Commerce Technologies Program is designed to prepare individuals to perform the duties of Web Site Production Specialists who function as members of a Webmaster Team. The Certificate Option curricula is designed to provide a series of courses teaching students how to integrate text, still graphics, audio and video materials into a digital, media-rich information, training and electronic commerce space. The program is three semesters in length, awarding 38 credit hours upon successful completion.

	CREDIT HOURS
SEMESTER I	
ENGL 1301 Composition I	3
ITNW 1270 Development Platforms for Internet Publishing	2
ITNW 1271 Introduction to Internet Publishing Technologies.....	2
ITNW 1272 Basic Design and Imaging for Internet Publishing	2
ITNW 1273 Audio and Video Concepts for Internet Publishing	2
ITNW 1274 Project Management.....	2
	13
SEMESTER II	
ITNW 1275 Content Management for Interactive Publishing	2
ITNW 1276 Digital Graphics and Intermediate Web Site Design	2
ITNW 1277 Web Site Production Techniques	2
ITNW 1278 2D Digital Animation for Internet Publishing	2
ITNW 1279 Authoring Interactive Web Sites.....	2
	10

SEMESTER III	
SPCH 1311 Introduction to Speech Communication	3
ITNW 2270 Interactive Media and Marketing	2
ITNW 2271 Advanced Interactive Web Site Authoring.....	2
ITNW 2272 Fundamentals of Web Server System Administration	2
ITNW 2273 Introduction to Internet Scripting Languages.....	2
ITNW 2274 Fundamentals of Object Oriented Programming	2
ITNW 1291 Portfolio Development-Internet Publishing and E-Commerce Technologies.....	2
	15
Minimum Hours Required	38

INTERNET PUBLISHING AND E-COMMERCE TECHNOLOGIES

El Centro only

(Level II-Advanced Certificate)

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

Degree Plan Code: C2.INET.E-COMM.ADV

The El Centro College Internet Publishing and E-Commerce Program's Advanced Certificate Option is designed to prepare individuals in advance management of Web server Technology. Skills taught allow the Web Site Production Specialist to configure Web servers to provide secure transactions, private communications and data base access. Site maintenance and management of server security are also implemented.

The Advanced Certificate requires successful completion of the Internet Publishing and E-Commerce Technologies Certificate Option prior to admission. Upon successful completion of a fourth semester, graduates will earn an additional 13 credit hours; earning a grand total of 51 credit hours for the Advanced Certificate Option.

	CREDIT HOURS
SEMESTERS I - III	
Level I Certificate	38
SEMESTER IV	
ITNW 2275 Web Server Support and Maintenance	2
ITNW 2276 Web Server Configuration and Management	2
ITNW 2277 E-Commerce and Design Technologies	2
ITNW 2278 Intermediate Object Programming with Databases	2
ITNW 2279 Advanced Internet Scripting Languages	2
ITNW 1380 Cooperative Education – Internet Publishing and E-Commerce Technologies	3
	13
Minimum Hours Required	51

INVASIVE CARDIOVASCULAR TECHNOLOGY

CREDIT
HOURS

El Centro only

(Associate in Applied Sciences Degree, Tech Prep
Enhanced Skills Certificate)

Degree Plan Code: AAS.INV.CARDIO.TECH

The El Centro Invasive Cardiovascular Technology program is a two-year Associate degree program. The intensive didactic and clinical training program prepares the graduate for employment in the medical specialty of invasive cardiovascular technology as an invasive cardiovascular technologist.

Invasive Cardiovascular Technology students study the theory of techniques used in diagnosis, treatment, and follow-up of cardiovascular disease in humans.

Invasive cardiovascular technologists work in cardiac catheterization laboratories. They assist the cardiologist in performing intracardiac pressure and electrical measurements, oximetry determination, angiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catheterization including catheter insertion, operation of the electronic instruments, and calculation of the cardiac data used by the physician in confirming diagnosis and designing treatment for the cardiac patient.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or better, and completion of all requirements for admissions as a full-time student to the College. Applicants are rank-ordered for admission based on the grade point earned on prerequisite courses, interviews and letters of recommendation. Contact the Assessment Center at El Centro College to sign up for the assessment tests, and Health Occupational Admissions, to receive an information packet.

This program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; Telephone number 312-553-9355) in cooperation with the Joint Review Committee on Education in Cardiovascular Technology (JRC-CVT, 9111 Old Georgetown Road, Bethesda, Maryland 20814-1699; Telephone number 301-493-2334).

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

SEMESTER I

HPRS 1204	Basic Health Professions Skills.....	2
HPRS 1202	Wellness and Health Promotion	2
HPRS 2231	General Health Professions Management	2
ENGL 1301	Composition	3
MATH 1314	College Algebra OR	3
MATH 1414	College Algebra	(4)
BIOL 1470	Introduction to Human Anatomy and Physiology OR.....	4
BIOL 2401	Anatomy and Physiology I	(4)
+Elective		3
		19-20

SEMESTER II

HPRS 2300	Pharmacology for Health Professions	3
HPRS 1291	Special Topics in Health Professions 2 and Related Sciences, Other	2
HPRS 2201	Pathophysiology	2
BIOL 1472	Introduction to Human Anatomy and Physiology OR	4
BIOL 2402	Anatomy and Physiology II.....	(4)
PSYC 2301	Introduction to Psychology.....	3
SPCH 1311	Introduction to Speech Communication	3
		17

SEMESTER III

CVTT 1313	Catheterization Lab Fundamentals I	3
CVTT 1304	Cardiovascular Physiology	3
CVTT 1360	Clinical - Cardiovascular Technology	3
		9

SEMESTER IV

CVTT 1324	Cardiovascular Physiology II	3
CVTT 1110	Cardiac Catheterization I	1
CVTT 1350	Cardiac Catheterization II	3
CVTT 1153	Catheterization Lab Fundamentals II	1
CVTT 2460	Clinical - Cardiovascular Technology.....	4
		12

SEMESTER V

CVTT 2350	Cardiac Catheterization III	3
CVTT 1491	Special Topics in Cardiovascular Technology/Technician	4
CVTT 2463	Clinical - Cardiovascular Technology.....	4
		11

Minimum Hours Required 68-69

+Elective - may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy.....	3

INVASIVE CARDIOVASCULAR TECHNOLOGY

El Centro only

(Certificate)

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

Degree Plan Code: C1.ICVT.INV.CARDIO

The Invasive Cardiovascular Technology Certificate Option is for a student having at least a previous Associate Degree in a designated allied health field or a B.S. degree with a major in a science discipline. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology and math and physics. A background in basic ECGs and pharmacology is also required, which may be verified by either college-level coursework or job skills tested by examination. Basic ECG and pharmacology examinations will be available through the El Centro Assessment Center by special request. A minimum passing grade of 70% is required on the appropriate test(s) and exam results must be included with program applications materials submitted to the Health Occupations Admissions Office prior to the application deadline. If minimum score(s) are not achieved, the applicant can enroll in and complete the appropriate course(s). Upon completion of the Invasive Cardiovascular Technology program. A certificate will be awarded.

Invasive Cardiovascular Technology students study the theory of techniques used in diagnosis, treatment, and follow-up of cardiovascular disease in humans. Invasive Cardiovascular technologists work in cardiac catheterization laboratories. They assist the cardiologist in performing intracardiac pressure and electrical measurements, oximetry determination, angiography, and measurement/calculation of cardiac function indices. The technologist assists in all phases of the cardiac catheterization, including catheter insertion, operation of the electronic instruments, and calculation of the cardiac data used by the physician in confirming diagnosis and designing treatment for the cardiac patient.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point of 2.85 or higher, completion of all requirements for admissions as a full-time student to college. Applicants are rank-ordered for admission based on grade point earned on prerequisite courses, interviews, and recommendation letters. Contact the Assessment Center at El Centro college to sign up for the assessment tests, and Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
PREREQUISITIES	
SPCH 1311 Introduction to Speech Communication	3
ENGL 1301 Composition	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
	9-10
SEMESTER I	
CVTT 1313 Catheterization Lab Fundamentals I	3
CVTT 1304 Cardiovascular Physiology	3
CVTT 1360 Clinical – Cardiovascular Technology	3
	9
SEMESTER II	
CVTT 1324 Cardiovascular Physiology II	3
CVTT 1110 Cardiac Catheterization I	1
CVTT 1350 Cardiac Catheterization II	3
CVTT 1153 Catheterization Lab Fundamentals II	1
CVTT 2460 Clinical – Cardiovascular Technology	4
	12
SEMESTER III	
CVTT 2350 Cardiac Catheterization III	3
CVTT 1491 Special Topics in Cardiovascular Technology/Technician	4
CVTT 2463 Clinical – Cardiovascular Technology	4
	11
Minimum Hours Required	41-42

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 in Applied Sciences Degree)

Degree Plan Code: AAS.MANAGEMENT

The Management degree is accepted for transfer by many of the area universities and colleges. The degree is designed for working students. Students can earn a business related degree in the shortest amount of on-campus time. This degree provides the foundation courses needed for a bachelor degree in the various business disciplines offered by many universities.

Students learn practical management skills which have immediate applicability in the business world. They also learn theoretical concepts which support these skills. These skills enhance their visibility on the job as professional managers.

A significant and unique benefit of the Management degree is experienced by participating in the Management cooperative work experience classes. These classes allow students to earn 12 of the total required credit hours by applying practical management concepts to their present jobs. During this educational process faculty provide continuous, individualized career and academic guidance to students. Students attend core courses once a week.

The Management degree effectively bridges the gap between management theory and management practice. It is designed to be a benefit to the new manager, the seasoned manager and the aspiring manager.

	CREDIT HOURS
SEMESTER I	
BMGT 1301 Supervision.....	3
BMGT 1382 Cooperative Education-Business Administration and Management, General	3
BMGT 1303 Principles of Management	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
	18

SEMESTER II	
HRPO 2301 Human Resources Management	3
BMGT 1383 Cooperative Education-Business Administration and Management, General	3
CISC 1470 Introduction to Computer Concepts and Applications	4
ENGL 1302 Composition II.....	3
Mathematics*	3-4
	16-17

SEMESTER III

HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	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	Principles of Contemporary Social Issues	3
		12-13

SEMESTER IV

BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
+Elective	Humanities/Fine Arts	3
Elective	Any Non-MGMT Course	3
Elective		3
		15

Minimum Hours Required 61-63

+Electives—may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
ENGL 2322	British Literature	3
ENGL 2323	British Literature	3
ENGL 2327	American Literature	3
ENGL 2328	American Literature	3
ENGL 2332	World Literature	3
ENGL 2333	World Literature	3
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 1414	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 ACNT 1303 and ACNT 1304. Only three hours may be applied to the required number of hours for granting the degree.

♦ This course has been or will be revised effective, Fall 2000.

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

MANAGEMENT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: CERT.MGMT.MANAGEMENT

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option. This certificate program provides an external learning experience and/or capstone experience.

		CREDIT HOURS
SEMESTER I		
BMGT 1301	Supervision	3
BMGT 1382	Cooperative Education-Business Administration and Management, General	3
ENGL 1301	Composition I	3
		9
SEMESTER II		
HRPO 2301	Human Resources Management	3
BMGT 1383	Cooperative Education-Business Administration and Management, General	3
SPCH 1311	Introduction to Speech Communication	3
		9
SEMESTER III		
HRPO 2307	Organizational Behavior	3
BMGT 2382	Cooperative Education-Business Administration and Management, General	3
		6
SEMESTER IV		
BMGT 2303	Problem Solving and Decision Making	3
BMGT 2383	Cooperative Education-Business Administration and Management, General	3
		6
Minimum Hours Required		30

MEDICAL ASSISTING

El Centro and Mountain View only

(Certificate)

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

Degree Plan Code: CERT.MEDA.ASSISTING

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. The medical assisting program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP), on recommendation of the Committee on Accreditation for Medical Assistant Education.*

*aka Curriculum Review Board of the American Association of Medical Assistant's Endowment (AAMAE).

	CREDIT HOURS
SEMESTER I	
MDCA 1313 Medical Terminology	3
MDCA 1205 Medical Law and Ethics	2
MDCA 1201 Human Disease/Pathophysiology	2
ENGL 1301 Composition I	3
SPCH 1311 Introduction to Speech Communication	3
	13
SEMESTER II	
MDCA 1421 Administrative Procedures	4
MRMT 1211 Computers in Health Care	2
MRMT 1192 Special Topics in Medical Transcription	1
MDCA 1443 Medical Insurance	4
MDCA 1247 Pharmacology and Administration of Medications	2
	13
SEMESTER III	
MDCA 1216 Procedures in a Clinical Setting	2
MDCA 1251 Medical Assistant Laboratory Procedures	2
MDCA 1217 Procedures in a Clinical Setting	2
MDCA 2388 Internship – Medical Assistant	3
	9
Minimum Hours Required	35

MEDICAL LABORATORY TECHNOLOGY

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.MED.LAB.TECH

The Medical Laboratory Technology program prepares the student to perform tests and related duties in a medical laboratory. The program is a balanced curriculum of science, liberal arts, and technical courses including didactic and clinical education. The program is accredited by the National Accrediting Agency for Clinical Laboratory Sciences (NAACLS, 8410 West Bryn Mawr, Suite 670, Chicago, Illinois, 60631-3415: Telephone 773-714-8880).

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, rank ordering by grade point average earned on the two pre-requisite courses, and completion of all requirements for admission as a full-time student to the college. Contact the Assessment Center at El Centro College to sign up for the assessment tests and, Health Occupations Admissions, to receive an information packet.

Upon completion of the program, the student is awarded an Associate in Applied Sciences Degree and is qualified to take the Board of Registry for the American Society of Clinical Pathologists (ASCP).

	CREDIT HOURS
PROGRAM PREREQUISITES	
BIOL 2401 Anatomy and Physiology I OR.....	4
BIOL 1470 Introduction to Human Anatomy and Physiology.....	(4)
ENGL 1301 Composition I.....	3
	7
SEMESTER I	
BIOL 2402 Anatomy and Physiology II OR.....	4
BIOL 1472 Introduction to Human Anatomy and Physiology.....	(4)
CHEM 1411 General Chemistry.....	4
HPRS 1204 Basic Health Profession Skills.....	2
HPRS 2231 General Health Professions Management.....	2
HPRS 2201 Pathophysiology.....	2
HPRS 1202 Wellness and Health Promotion.....	2
	16

SEMESTER II	
MATH 1314 College Algebra.....	3
CHEM 1412 General Chemistry.....	4
HPRS 1291 Special Topics in Health Professions and Related Sciences, Other.....	2
SPCH 1311 Introduction to Speech Communication.....	3
BIOL 2420 General Microbiology.....	4
	16

SEMESTER III	
MLAB 1415 Hematology.....	4
MLAB 1167 Practicum (or Field Experience)- Medical Laboratory Technician/Assistant.....	1
PSYC 2301 Introduction to Psychology.....	3
+Elective Humanities/Fine Arts.....	3
	11

SEMESTER IV	
MLAB 2266 Practicum (or Field Experience)- Medical Laboratory Technician/Assistant.....	2
MLAB 1335 Immunology/Serology.....	3
MLAB 2501 (Clinical) Chemistry.....	5
	10

SEMESTER V	
HPRS 2300 Pharmacology for Health Professions.....	3
MLAB 2434 (Clinical) Microbiology.....	4
MLAB 2331 Immunohematology.....	3
	10

SEMESTER VI	
MLAB 2267 Practicum (or Field Experience) - Medical Laboratory Technician/Assistant.....	2
	2

Minimum Hours Required 72

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

ARTS 1301 Art Appreciation.....	3
HUMA 1301 Introduction to Humanities.....	3
MUSI 1306 Music Appreciation.....	3
PHIL 1301 Introduction to Philosophy.....	3
DRAM 1310 Introduction to Theater.....	3

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.

MEDICAL STAFF SERVICES

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.MED.STAFF.SVCS

The Medical Staff Services program includes a two-year, 64 credit hour curriculum. The program is designed to prepare individuals to perform duties of a Medical Staff Service Coordinator in health care settings, including hospitals, managed care organizations, and credentialing organizations.

A Medical Staff Services Coordinator provides credentialing and monitoring services for physicians and allied health professionals. Confidentiality and legal issues associated with accredited services of health care organizations, peer review and impaired physicians issues are included in the responsibilities of a Medical Staff Services Coordinator.

Upon completion of the program, graduates are eligible to sit for the National Association of Medical Staff Services (NAMSS) Certification Examination.

Admission requirements include attending an information session, satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, and completion of all requirements for admission as a student to the college. Applicants are ranked according to grade point average earned on two prerequisite courses. Contact the Assessment Center at El Centro College to sign up for the pre-entrance assessment tests and Health Occupations Admissions to receive an information packet.

CREDIT HOURS

PREREQUISITES:

ITSC 1401	Introduction to Computers	4
MATH 1342	Introductory Statistics*	3
HPRS 2231	General Health Professions Management	2
		<u>9</u>

SEMESTER I

BIOL 1470	Introduction to Human Anatomy and Physiology	4
ENGL 1301	Composition I	3
MDCA 1313	Medical Terminology	3
MDCA 1201	Human Disease/Pathophysiology	2
HPRS 1370	Medical Staff Services I	3
		<u>15</u>

SEMESTER II

BIOL 1472	Introduction to Human Anatomy and Physiology	4
SPCH 1311	Introduction to Speech Communication	3
HPRS 2370	Medical Staff Services II	3
MDCA 1202	Human Disease/Pathophysiology	2
HPRS 1270	Legal and Ethical Aspects of Health Care	2
		<u>14</u>

SEMESTER III

POFI 1345	Integrated Software Applications II	3
BMGT 1303	Principles of Management	3
PSYC 2301	Introduction to Psychology	3
HPRS 2270	Performance Improvement	2
BMGT 1301	Supervision	3
		<u>14</u>

SEMESTER IV

HPRS 2371	Medical Staff Services Directed Study	3
+Elective	Humanities/Fine Arts	3
HRPO 2307	Organizational Behavior	3
		<u>9</u>

Minimum Hours Required 61

*MATH 1414 College Algebra or MATH 1314 College Algebra may be substituted for MATH 1342 Introductory Statistics.

+Elective - may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theater	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3

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

MEDICAL TRANSCRIPTION

El Centro Only

(Certificate)

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

Degree Plan Code: CERT.MEDT.TRANSCRIPT

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

Admission requirements include an information session, satisfactory scores on assessment tests and a typing test, rank ordering by grade point average, and meeting all requirements for admission as a full-time student. Call Health Occupations Admissions to receive an information packet.

	CREDIT HOURS
SEMESTER I	
ENGL 1301	Composition I 3
BIOL 1470	Introduction to Human Anatomy and Physiology 4
MDCA 1313	Medical Terminology 3
MRMT 1307	Medical Transcription Fundamentals 3
MDCA 1201	Human Disease/Pathophysiology 2
MDCA 1205	Medical Law and Ethics 2
MRMT 1292	Special Topics in Medical Transcription 2
	19
SEMESTER II	
SPCH 1311	Introduction to Speech Communication 3
BIOL 1472	Introduction to Human Anatomy and Physiology 4
HITT 2331	Medical Terminology - Advanced 3
MDCA 1202	Human Disease/Pathophysiology 2
MRMT 2433	Advanced Medical Transcription 4
MRMT 1382	Cooperative Education - Medical Transcription 3
	19
Minimum Hours Required	38

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.OFCT.EXEC.ASSIST

The Associate in Applied Sciences Degree comprehensive curriculum is designed as an advanced level program to prepare students for executive assistant and computer support positions in an office environment. Students will use state-of-the-art technology to develop skills necessary to become a productive member of the business community. Topics include office management, human relations, records management, oral and written business communications, plus word processing, spreadsheets, database, presentation, and telecommunication applications.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I	3
POFT 1302 Business Communications I	3
POFT 2301 Document Formatting and Skillbuilding.....	3
POFI 1345 Integrated Software Applications II	3
SPCH 1311 Introduction to Speech Communication	3
	15
SEMESTER II	
POFT 1309 Administrative Office Procedures I OR	3
POFT 1313 Professional Development for Office Personnel	(3)
POFI 2301 Word Processing.....	3
ENGL1301 Composition I	3
POFT 1321 Business Math AND	3
+Elective Natural Science.....	3-4
	15-16
SEMESTER III	
POFT 2312 Business Communications II	3
POFI 1349 Spreadsheets	3
POFT 1319 Records and Information Management I.....	3
POFI 1341 Computer Applications II	3
++Elective	3-4
+++Elective Humanities/Fine Arts.....	3
	18-19

SEMESTER IV

POFI 2331 Desktop Publishing for the Office	3
ITSW 1407 Introduction to Database.....	4
POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	3
POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General OR	(3)
POFT 2382 Cooperative Education - General Office/Clerical and Typing Services	(3)
++++Elective Social/Behavioral Science	3
	13

Minimum Hours Required 61-63

+Elective: One of the following Natural Science courses may be taken:

ECOL	1305	People and Their Environment.....	3
BIOL	1406	General Biology.....	4
BIOL	1408	Biological Science.....	4
BIOL	1409	Biological Science.....	4
GEOL	1403	Physical Geology	4
PHYS	1311	Descriptive Astronomy	3
PHYS	1401	Introductory General Physics.....	4
PHYS	1415	Physical Science	4

++Elective - Any POFI, POFT, ACCT, ACNT, or ITSC, ITSW, ITSE, ITNW course.

+++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

++++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

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.

OFFICE TECHNOLOGY -- EXECUTIVE ASSISTANT - TECH PREP NAVY YEOMAN

Offered at all seven campuses

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.OFCT.NAVY.YEOMAN

The DCCCD Navy Yeoman Option is developed in agreement with the United States Navy. This program is designed for Navy recruits only and incorporates the certificate programs leading to the Associate in Applied Sciences Degree in the Tech Prep Office Technology program. Each certificate serves as an exit point or as an incentive to continue to build promotion points and credentials while pursuing the Associate in Applied Sciences Degree during Navy training.

Exit Points:

Following the exit points within the curriculum pattern the student may:

1. Choose to enlist in the Navy September 1 after high school graduation. By completing all the tech prep high school courses and the courses listed in Summer I and II, the student will also graduate from one of the DCCCD Colleges with an Office Assistant Certificate.
2. Choose to continue during the Fall semester at the DCCCD college and defer enlistment in the Navy until January 1. This recruit will earn both the Office Assistant Certificate and the Software Application Specialist Certificate.
3. Choose to continue in the Spring semester at the DCCCD college and enlist in the Navy June 1, one year after high school graduation. This recruit will earn the Office Assistant Certificate, the Software Application Specialist Certificate and the Administrative Support Certificate. After the specialized Navy training, the yeoman will qualify for the AAS degree.

CREDIT HOURS

SEMESTER I	
POFT 1302	Business Communications I 3
POFI 1345	Integrated Software Applications II 3
SPCH 1311	Introduction to Speech Communication.....3
ENGL1301	Composition I.....3
POFI 2301	Word Processing.....3
POFI 1301	Computer Applications I.....3
POFT 1309	Administrative Office Procedures.....3
ACNT 1303	Introduction to Accounting I.....3
	24

SEMESTER II

POFT 2301	Document Formatting and Skillbuilding.....3
POFI 1349	Spreadsheets 3
ITSW 1407	Introduction to Database.....4
POFI 1341	Computer Applications II 3
POFI 2331	Desktop Publishing for the Office 3
	18

SEMESTER III

POFT 2312	Business Communications II.....3
POFT 1313	Professional Development for Office Personnel.....3
+++Elective	Social/Behavioral Science 3
++Elective	Humanities/Fine Arts 3
	12

SEMESTER IV Navy Recruit Training

POFT 1319	Records and Information Management I 3
POFT 1349	Administrative Office Procedures II ...3
+Elective	Natural Science 3-4
POFT 1380	Cooperative Education—Administrative Assistant/Secretarial Science, General 3
POFT 2380	Cooperative Education—Administrative Assistant/Secretarial Science, General 3
	15-16

Minimum Hours Required 67-68

+Elective - DCCCD will articulate the Navy Training Nautical Science course to meet this requirement.

++Elective - Humanities/Fine Arts elective must be selected from the DCCCD approved course list.

+++Elective - Social/Behavioral Science elective must be selected from the DCCCD approved course list.

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.

OFFICE TECHNOLOGY-- ADMINISTRATIVE SUPPORT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C2.OFCT.ADMIN.SUPPT

The Administrative Support Certificate prepares students for a successful career as an office professional. The Certificate is developed to the specifications of the local job market.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Application I.....	3
POFT 1302 Business Communications I.....	3
POFT 2301 Document Formatting and Skillbuilding.....	3
POFI 1345 Integrated Software Applications II.....	3
SPCH 1311 Introduction to Speech Communication.....	3
	<u>15</u>
SEMESTER II	
POFT 1309 Administrative Office Procedures I OR.....	3
POFT 1313 Professional Development for Office Personnel.....	(3)
POFI 1349 Spreadsheets.....	3
POFI 2301 Word Processing.....	3
ENGL 1301 Composition I.....	3
POFT 1325 Business Math and Machine Applications OR.....	3
POFT 1321 Business Math.....	(3)
	<u>15</u>
SEMESTER III	
POFT 2312 Business Communications II.....	3
POFT 1313 Professional Development for Office Personnel OR.....	3
POFT 1380 Cooperative Education—Administrative Assistant/Secretarial Science, General.....	(3)
POFT 1319 Records and Information Management I OR.....	3
ITSW 1407 Introduction to Database.....	(4)
POFI 2331 Desktop Publishing for the Office.....	3
+Electives.....	<u>3-4</u>
	<u>15-17</u>

Minimum Hours Required 45-47

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1380	Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education—Administrative Assistant/Secretarial Science, General.....	3

OFFICE TECHNOLOGY -- OFFICE ASSISTANT

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.OFF.ASSIST

Upon satisfactory completion of the Office Assistant Certificate, students are prepared for entry-level positions requiring basic office skills. This certificate may be completed in one semester.

	CREDIT HOURS
SEMESTER I	
POFI 1301 Computer Applications I OR.....	3
POFT 1319 Records and Information Management I.....	(3)
POFT 1302 Business Communications I.....	3
POFT 1309 Administrative Office Procedures I OR.....	3
POFT 1313 Professional Development for Office Personnel.....	(3)
POFI 1345 Integrated Software Applications II.....	3
+Electives.....	<u>3-4</u>
	<u>15-16</u>

Minimum Hours Required 15-16

+Electives - Any POFI, POFT, OR ITSC, ITSW, ITSE, ITNW including but not limited to:

POFT	1325	Business Math and Machine Applications.....	3
POFT	1380	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3
POFT	1381	Cooperative Education – Administrative Assistant/Secretarial Science, General.....	3

OFFICE TECHNOLOGY -- SOFTWARE APPLICATION SPECIALIST

Offered at all seven campuses

(Certificate)

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

Degree Plan Code: C1.OFCT.SOFT.APP.SPC

The Software Application Specialist Certificate provides a benchmark for students to measure their computer skills using Microsoft Office software. Microsoft Office User Specialist (MOUS) Certification, which provides students valuable credentials and a competitive edge, is available for those who master required competencies.

		CREDIT HOURS
SEMESTER I		
POFI 2301	Word Processing.....	3
POFI 1349	Spreadsheets.....	3
ITSW 1407	Introduction to Database	4
POFI 1341	Computer Applications II	3
POFI 2331	Desktop Publishing for the Office	3
		16
Minimum Hours Required		16

PARALEGAL

El Centro only

(Associate in Applied Sciences Degree)

Degree Plan Code: AAS.PARALEGAL

The Paralegal Program is an Associate in Applied Sciences Degree program designed to prepare the student to function as a technically qualified assistant to the lawyer. Legal assistants (also called paralegals) typically work in law firms, governmental agencies, and corporations. The program does not qualify a graduate to take a Bar exam, represent clients in court, or give legal advice.

	CREDIT HOURS
SEMESTER I	
LGLA 1301 Legal Research and Writing	3
LGLA 1311 Introduction to Law	3
LGLA 1313 Introduction to Paralegal Studies	3
ENGL 1301 Composition I	3
MATH 1314 College Algebra OR	3
MATH 1414 College Algebra	(4)
	15-16
SEMESTER II	
LGLA 1355 Family Law	3
LGLA 2309 Real Property	3
LGLA 2311 Business Organizations	3
SPCH 1311 Introduction to Speech Communication	3
CISC 1470 Introduction to Computer Concepts and Applications	4
	16
SEMESTER III	
LGLA 1345 Civil Litigation	3
LGLA 1351 Contracts	3
LGLA 1353 Wills, Trusts and Probate Administration	3
GOVT 2301 American Government	3
+Elective Paralegal Elective	2-3
++Elective Humanities/Fine Arts	3
	17-18
SEMESTER IV	
LGLA 2303 Torts and Personal Injury Law	3
LGLA 2307 Law Office Management	3
LGLA 2331 Advanced Legal Research and Writing	3
+Elective Paralegal Elective	2-3
+++Elective Social/Behavioral Science	3
	14-15
Minimum Hours Required	62-65

+Paralegal Electives— Student may select two 3 SCH courses or three 2 SCH Practica to complete this requirement over two semesters. Thus, student will complete either 3 SCH each semester, or 4 SCH in one semester and 2 SCH in another semester. SIX hours must be selected from the following:

LGLA	1266	Practicum-Paralegal/Legal Assistant	2
LGLA	1343	Bankruptcy	3
LGLA	1380	Cooperative Education-Paralegal/Legal Assistant	3
LGLA	2266	Practicum-Paralegal/Legal Assistant	2
LGLA	2267	Practicum-Paralegal/Legal Assistant	2
LGLA	2313	Criminal Law and Procedure	3
LGLA	2335	Advanced Civil Litigation	3
LGLA	2380	Cooperative Education-Paralegal/Legal Assistant	3

++Humanities/Fine Arts Electives—THREE 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—THREE 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.

PARAMEDIC

El Centro only

(Certificate – Level I)

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

Degree Plan Code: C1.EMT.PARAMEDIC

The Paramedic Certificate Option is for students already certified as Emergency Medical Technicians. Potential students will be considered on an individual basis to determine if they have an adequate background in anatomy and physiology, math and reading.

	CREDIT HOURS
PREREQUISITE REQUIREMENT*	
Completion of EMT training and transcribed Anatomy/ Physiology coursework or passing the Anatomy/ Physiology competency exam	8
	8
SEMESTER I	
EMSP 1338 Introduction to Advanced Practice	3
EMSP 1355 Trauma Management	3
EMSP 2544 Cardiology	5
EMSP 2187 Internship-Emergency Medical Technology/Technician	1
	12
SEMESTER II	
EMSP 2534 Medical Emergencies	5
EMSP 2430 Special Populations	4
EMSP 2188 Internship-Emergency Medical Technology/Technician	1
	10
SEMESTER III	
EMSP 2338 EMS Operations	3
EMSP 2143 Assessment Based Management	1
EMSP 2289 Internship-Emergency Medical Technology/Technician	2
EMSP 2586 Internship-Emergency Medical Technology/Technician	5
	11
Minimum Hours Required	41

*Students who have previous EMT, Anatomy and Physiology coursework/experience will receive 8 hours credit for these two classes.

RADIOLOGIC SCIENCES

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.RADIOLOG.SCI

This program prepares the student to become a professional radiologic technologist with a specialty in radiography. The radiographer uses radiation to produce internal images of the human being which are used by the physician to make diagnoses. For the vast majority of diagnostic procedures, the radiographer has total responsibility for the care and well-being of the patient and must be prepared to produce quality images with care and empathy.

The graduate radiographer is eligible to sit for the examination given by the American Registry of Radiologic Technologists and eligible to be a Certified Medical Radiologic Technologist licensed by the Texas Department of Health. Radiographers work in hospitals, physician's offices, and primary care facilities.

Students must be admitted to the program. Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, completion of four prerequisite courses with a minimum of 2.5 grade point average and completion of all requirements for admission as a full-time student to the College. Applicants are rank-ordered for admission based on grade point average earned for the prerequisite courses. Applicants should contact the Assessment Center at El Centro College to sign up for the assessment tests and Health Occupations Admissions to obtain an information packet.

Completion of the program and successful completion of the ARRT examination provides the graduate with credentials to continue their education in other radiologic specialty disciplines. The program is accredited by the Joint Review Committee in Radiologic Technology (JRCERT, 20 N. Wacker Drive, Suite 900, Chicago, Illinois 60606-2901; Telephone number 312-704-5304).

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

CREDIT HOURS

PREREQUISITES:

BIOL 1470	Introduction to Human Anatomy and Physiology OR	(4)
BIOL 2401	Anatomy and Physiology I	4
MATH 1314	College Algebra OR	3
MATH 1414	College Algebra	(4)
PSYC 2301	Introduction to Psychology	3
ENGL 1301	Composition I	3
		13-14

SEMESTER I

HPRS 2231	General Health Professions Management	2
RADR 2213	Radiation Biology and Protection	2
HPRS 1204	Basic Health Profession Skills	2
RADR 1411	Basic Radiographic Procedures	4
BIOL 1472	Introduction to Human Anatomy and Physiology OR	4
BIOL 2402	Anatomy and Physiology II	(4) 14

SEMESTER II

RADR 1313	Principles of Radiographic Imaging I	3
RADR 2301	Intermediate Radiographic Procedures	3
HPRS 1291	Special Topics in Health Professions and Related Sciences, Other	2
SPCH 1311	Introduction to Speech Communication	3
+Elective	Humanities/Fine Arts	3 14

SEMESTER III

RADR 1166	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	1
HPRS 1202	Wellness and Health Promotion	2 3

SEMESTER IV

HPRS 2201	Pathophysiology	2
RADR 2305	Principles of Radiographic Imaging II	3
RADR 2331	Advanced Radiographic Procedures	3
RADR 1267	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2 10

SEMESTER V

HPRS 2300	Pharmacology for Health Professions	3
RADR 2209	Radiographic Imaging Equipment	2
RADR 2217	Radiographic Pathology	2
RADR 2266	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2
RADR 2133	Advanced Medical Imaging	1
RADR 2235	Radiologic Technology Seminar	2 12

SEMESTER VI

RADR 2267	Practicum (or Field Experience) - Medical Radiologic Technology/Technician	2 2
-----------	--	-----

Minimum Hours Required 68-69

+ Elective - may be selected from the following:

ARTS 1301	Art Appreciation	3
DRAM 1310	Introduction to the Theatre	3
HUMA 1301	Introduction to Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3

RESPIRATORY CARE

El Centro only

(Associate in Applied Sciences Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Code: AAS.RESPIRATOR.CARE

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

The Associate in Applied Sciences degree is awarded for successful completion of the program, enabling the graduate to apply for the Entry Level Credentialing Examination to become a Certified Respiratory Therapy Technician (CRTT). After CRTT certification is obtained, the graduate may then apply for the Advanced Practitioner Examination to become a Registered Respiratory Therapist (RRT). Passing the Entry Level Examination enables the graduate to obtain licensure as a Respiratory Care Practitioner (RCP) in the State of Texas.

The Respiratory Care Program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208: Telephone number 312-553-9355) in cooperation with the Committee on Accreditation for Respiratory Care (CoARC, 1701 W. Euless Blvd., Suite 300, Euless, Texas 76040-6823: Telephone number 817-283-2835).

Admission requirements include satisfactory scores on pre-entrance assessment testing, completion of program prerequisite courses with a cumulative grade point average of 2.5 or better, rank ordering by grade point average, and completion of all requirements for admission as a full-time student to the college. Clinical skills testing may be required for advanced placement. Contact the Health Occupations Admissions Office at El Centro College to receive an information packet, and the Assessment Center to sign up for the assessment tests.

	CREDIT HOURS
SEMESTER I	
HPRS 1204 Basic Health Profession Skills	2
HPRS 1202 Wellness and Health Promotion	2
HPRS 2231 General Health Professions Management	2
ENGL 1301 Composition I	3
MATH 1314 College Algebra	3
BIOL 1470 Introduction to Human Anatomy and Physiology OR	4
BIOL 2401 Anatomy and Physiology I	(4)
	16

Note: Pending approval, curriculum changes will affect students admitted Fall 2000.

SEMESTER II	
HPRS 2201 Pathophysiology	2
HPRS 2300 Pharmacology for Health Professions	3
HPRS 1291 Special Topics in Health Professions and Related Sciences, Other	2
SPCH 1311 Introduction to Speech Communication	3
PSYC 2301 Introduction to Psychology	3
BIOL 1472 Introduction to Human Anatomy and Physiology OR	4
BIOL 2402 Anatomy and Physiology II	(4)
	17

SEMESTER III	
+Elective	3
RSPT 1227 Applied Physics for Respiratory Care	2
RSPT 1431 Respiratory Care Fundamentals II	4
	9

SEMESTER IV	
RSPT 1307 Cardiopulmonary Anatomy and Physiology	3
RSPT 1213 Basic Respiratory Care Pharmacology	2
RSPT 1311 Respiratory Care Procedures II	3
RSPT 2201 Cardiopulmonary Assessment	2
RSPT 2310 Cardiopulmonary Disease	3
RSPT 1260 Clinical-Respiratory Therapy	2
	15

SEMESTER V	
RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care	4
RSPT 2314 Mechanical Ventilation	3
RSPT 2258 Advanced Respiratory Care Patient Assessment	2
RSPT 2131 (Clinical) Simulations in Respiratory Care	1
RSPT 1141 Respiratory Home Care/Rehabilitation	1
RSPT 2262 Clinical-Respiratory Therapy	2
	13

SEMESTER VI	
RSPT 2163 Clinical-Respiratory Therapy	1
RSPT 2166 Practicum (or Field Experience)- Respiratory Therapy	1
	2

Minimum Hours Required 72

+Elective - may be selected from the following	
ARTS 1301 Art Appreciation	3
DRAM 1310 Introduction to the Theater	3
MUSI 1306 Music Appreciation	3
PHIL 1301 Introduction to Philosophy	3
HUMA 1301 Introduction to Humanities	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.

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

SMALL BUSINESS ACADEMY

El Centro only

(Level I Certificate)

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

Degree Plan Code: C1.SMALL.BUS.ACAD

This is a 15 semester credit hour Level I Certificate Program in entrepreneurship. Graduates of this program receive instruction underwritten by the REAL (Rural Entrepreneurship through Action Learning) National and State Organizations. The program is designed to teach foundational business competencies which will provide learners with the knowledge and practical skills to plan, start and run their own business.

Coursework in Accounting, Business Law and Computer Information Systems enhance the emphasized skills in entrepreneurship; life skills, opportunity identification, opportunity evaluation, and opportunity realization. Instruction focuses on such topics as financial feasibility, products and services, marketing, operations legal and ethical issues, and attracting customers. Students will keep journals, make oral presentations and construct a business plan which they can apply in their own community.

	CREDIT HOURS
SEMESTER I	
BUSG 2309 Small Business Management	3
ACNT 1303 Introduction to Accounting I	3
	6
SEMESTER II	
BUSG 1315 Small Business Operations	3
BUSI 2301 Business Law	3
	6
SEMESTER III	
ITSW 1392 Special Topics in Management Information Systems and Business Data Processing, General	3
	3
Minimum Hours Required	15

SURGICAL TECHNOLOGIST

El Centro only

(Certificate)

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

Degree Plan Code: CERT.SGTC.TECHNOLOGY

The Surgical Technologist program is one-year in length and offers the student a learning opportunity to provide patient services in the operating room setting under the supervision of the operating room director. The Surgical Technologist, as a part of the operating team, aids in providing safe and efficient patient care. The technologist prepares the instruments, supplies and equipment for use at the operating room table and assists in the use of these materials during surgical procedures.

The Surgical Technology program is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP, 35 East Wacker Drive, Suite 1970, Chicago, Illinois 60601-2208; Telephone number 312-553-9355) in cooperation with the Accreditation Review Committee for Educational Programs in Surgical Technology (ARC-ST, 7108-C South Alton Way, Englewood, Colorado 80112; Telephone number 303-694-9262).

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 five prerequisite courses.

Contact the Assessment Center at El Centro College to schedule the assessment exam. Call Health Occupational Admissions, (214) 860-2272, to receive an information packet.

CREDIT
HOURS

PREREQUISITES

ENGL 1301	Composition I	3
BIOL 1470	Introduction to Human Anatomy and Physiology	4
SPCH 1311	Introduction to Speech Communication	3
HPRS 1204	Basic Health Professions Skills	2
HPRS 2231	General Health Professions Management	2
		14

SEMESTER I

SRGT 1405	Introduction to Surgical Technology...	4
SRGT 1409	Fundamentals of Aseptic Technique..	4
SRGT 1166	Practicum (or Field Experience) - Surgical/Operating Room Technician.....	1
HPRS 2300	Pharmacology for Health Professions # #.....	3
BIOL 1472	Introduction to Human Anatomy and Physiology # #	4
		16

SEMESTER II

SRGT 1441	Surgical Procedures I	4
SRGT 1442	Surgical Procedures II	4
SRGT 1367	Practicum (or Field Experience) - Surgical/Operating Room Technician.....	3
HPRS 1202	Wellness and Health Promotion #.....	2
		13

SEMESTER III

SRGT 2266	Practicum (or Field Experience) - Surgical/Operating Room Technician	2
SRGT 2171	Surgical Technologist - Seminar	1
		3

Minimum Hours Required 46

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.

A "C" grade or better is required in all courses.

Note: Pending approval, curriculum changes will affect students admitted Fall 2000.

VOCATIONAL NURSING

El Centro only

(Certificate)

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

Degree Plan Code: CERT.NURS.VOCATIONAL

The Vocational Nursing program is a twelve-month program that prepares students to give direct patient care under the supervision of a registered nurse or a physician. The program is accredited by the Board of Vocational Nurse Examiners for the State of Texas (333 Guadalupe, Suite 3-400, Austin, Texas 78701; Telephone number 512-305-8100) and the National League for Nursing Accrediting Commission (350 Hudson St., New York, New York 10014; Telephone number 404-679-4501). Upon completion of the program, the student is awarded a certificate and may write the Licensing Examination for Vocational Nurses (NCLEX-PN) in order to become a Licensed Vocational Nurse (LVN) in Texas. The program includes classroom and laboratory work on campus as well as clinical experience at various area hospitals.

Admission requirements include an information session, satisfactory scores on pre-entrance assessment testing, and a cumulative grade point average of 2.0 or better on any college course work completed. There are no formal prerequisite courses; however, students are encouraged to complete the general education support courses required in the nursing curriculum prior to application to the program. Applicants are ranked utilizing the following priority criteria: 1) number of credit hours of general education support courses required by the Vocational Nursing curriculum, 2) grade point average on the required general education support courses, and 3) information session attendance date.

	CREDIT HOURS
PREREQUISITES	
BIOL 1470	Introduction to Human Anatomy and Physiology 4
ENGL 1301	Composition I.....3
SPCH 1311	Introduction to Speech Communication.....3
	10
SEMESTER I	
VNSG 1227	Essentials of Medication Administration 2
VNSG 1323	Basic Nursing Skills.....3
VNSG 1509	Nursing in Health and Illness II 5
VNSG 1304	Foundations of Nursing 3
VNSG 1360	Clinical-Practical Nurse (LPN Training).....3
HPRS 1204	Basic Health Profession Skills 2
	18

SEMESTER II	
VNSG 1510	Nursing in Health and Illness III 5
VNSG 2460	Clinical-Practical Nurse (LPN Training).....4
BIOL 1472	Introduction to Human Anatomy and Physiology 4
HPRS 2300	Pharmacology for Health Professions 3
	16
SEMESTER III	
VNSG 1406	Maternal/Newborn Nursing 4
VNSG 1163	Clinical-Practical Nurse (LPN Training).....1
	5
SEMESTER IV	
VNSG 1334	Pediatrics 3
VNSG 1263	Clinical-Practical Nurse (LPN Training) 2
	5
Minimum Hours Required 54	

ACCOUNTING

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles Of Accounting I (3)

(This is a common course number. Former course prefix/number ACC 201)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles Of Accounting II (3)

(This is a common course number. Former course prefix/number ACC 202)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

ACCT 2401 Principles Of Accounting I (4)

(This is a common course number. Former course prefix/number ACC 208)

Suggested Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either will meet degree requirements.

ACCT 2402 Principles Of Accounting II (4)

(This is a common course number. Former course prefix/number ACC 209)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements; budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

ACNT 1303 Introduction To Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 1371.)

Suggested Prerequisite: None. A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll. (3 Lec.)

ACNT 1304 Introduction To Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT 1372.)

Suggested Prerequisite: Accounting 1303. A study of accounting for merchandising, notes payable, notes receivable, valuation of receivables and equipment, and valuation of inventories in a manual and computerized environment. (3 Lec.)

ACNT 1311 Introduction To Computerized Accounting (3)

(This is a WECM course number.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. Introduction to utilizing the computer in maintaining accounting records, making management decisions, and processing common business applications with primary emphasis on a general ledger package. Laboratory fee. (2 Lec., 2 Lab.)

ACNT 1313 Computerized Accounting**Applications (3)**

(This is a WECM course number. Former course prefix/number ACCT 2370.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of utilizing the computer to develop and maintain accounting record keeping systems, make management decisions, and process common business applications with emphasis on utilizing a spreadsheet and/or data base package/program. Laboratory fee. (2 Lec., 2 Lab.)

ACNT 1329 Payroll And Business Tax Accounting (3)

(This is a WECM course number.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401, Accounting 1303, or concurrent enrollment. A study of payroll procedures, taxing entities, and reporting requirements of local, state, and federal taxing authorities in a manual and computerized environment. (3 Lec.)

ACNT 1331 Federal Income Tax: Individual (3)

(This is a WECM course number. Former course prefix/number ACCT 2372.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. Basic instruction in the tax laws as currently implemented by the Internal Revenue Service providing a working knowledge of preparing taxes for the individual. (3 Lec.)

ACNT 1366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7371.)

Suggested Prerequisite: Accounting 2301 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ACNT 1380 Cooperative Education - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7372.)

Suggested Prerequisite: Accounting 2301 or 2401, Accounting 1303, or concurrent enrollment and instructor approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ACNT 1391 Special Topics In Accounting (3)

(This is a WECM course number.)

Suggested Prerequisite: None. Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ACNT 2303 Intermediate Accounting I (3)

(This is a WECM course number. Former course prefix/number ACCT 2378.)

Suggested Prerequisite: Accounting 2301 or Accounting 2401. Critical analysis of generally accepted accounting principles, concepts, and theory underlying the preparation of financial statements. Emphasis on current theory and practice. (3 Lec.)

ACNT 2304 Intermediate Accounting II (3)

(This is a WECM course number. Former course prefix/number ACCT 2379.)

Suggested Prerequisite: Accounting 2303. Continued in-depth analysis of generally accepted accounting principles underlying the preparation of financial statements including comparative analysis and statement of cash flow. (3 Lec.)

ACNT 2309 Cost Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 2376.)

Suggested Prerequisite: Accounting 2302 or Accounting 2402. A study of budgeting and cost control systems including a detailed study of manufacturing cost accounts and reports, job order costing, and process costing. Includes introduction to alternative costing methods such as activity-based and just-in-time costing. (3 Lec.)

ACNT 2366 Practicum - Accounting (3)

(This is a WECM course number. Former course prefix/number ACCT 7471.)

Suggested Prerequisite: Accounting 1366 and instructor approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ACNT 2380 Cooperative Education - Accounting (3)
(This is a WECM course number. Former course prefix/number ACCT 7472.)

Suggested Prerequisite: Accounting 1380 and instructor approval. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

ARCHITECTURE

ARCH 1205 Architectural Aesthetics (3)

(This is a common course number. Former course prefix/number ARC 102)

Visual experiences in the aesthetics of architecture are studied in context with architecture as a contemporary philosophical concept. (3 Lec.)

(Coordinating Board Academic Approval Number 0402015222)

ARCH 1301 History Of Architecture Survey To 1850 (3)

(This is a common course number. Former course prefix/number ARC 233)

The architectural contributions of Ancient, Classical, Medieval, and Renaissance societies are surveyed, along with their relationships to the cultural heritage of the Western World. (3 Lec.)

(Coordinating Board Academic Approval Number 3012015122)

ARCH 1302 History Of Modern Architecture (3)

(This is a common course number. Former course prefix/number ARC 230)

The evolution of 20th. Century design theory is surveyed, from the Industrial Revolution to the present. Special attention is given to significant architects, designers, and personalities and their effect on the modern movement. (3 Lec.)

(Coordinating Board Academic Approval Number 3012015122)

ARCH 1303 Architectural Design I (3)

(This is a common course number. Former course prefix/number ARC 161)

Basic concepts of design are studied including form, scale, proportion, rhythm, unity, accent, texture, and pattern, as applied to two-dimensional and three-dimensional abstract projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0402015422)

ARCH 1304 Architectural Design II (3)

(This is a common course number. Former course prefix/number ARC 162)

Prerequisites: For architecture majors only, Architecture 1307 and Architecture 1303. This course is a continuation of Architecture 1303, with emphasis upon architecture theories, perceptions, environmental factors and communication of those elements in design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0402015422)

ARCH 1307 Architectural Graphics I (3)

(This is a common course number. Former course prefix/number ARC 130)

Basic architectural drafting techniques are studied including orthographic projection and isometric drawing. Linework in pencil and ink are emphasized. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025322)

ARCH 1308 Architectural Graphics II (3)

(This is a common course number. Former course prefix/number ARC 133)

Prerequisite: Architecture 1307 or demonstrated competence approved by the division dean. Three-dimensional drawing utilizing perspective and shade/shadow theory is studied in pencil and ink. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025322)

ARCH 1311 Introduction to Architecture (3)

(This is a common course number. Former course prefix/number ARC 101)

This course is an introduction to the elements of architecture; opportunities within the architectural profession are explored. (3 Lec.)

(Coordinating Board Academic Approval Number 0402015922)

ARCH 1315 Architectural Computer Graphics I (3)

(This is a common course number. Former course prefix/number ARC 257)

Basic computer terminology and software applications utilizing the microcomputer in architecture and design are studied. Laboratory fee. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4801025222)

ARCH 1403 Fundamental Design Studio I (4)

(This is a common course number. Former course prefix/number ART 165)

Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)

(Coordinating Board Academic Approval Number 0402015422)

ARCH 2301 Freehand Drawing I (3)

(This is a common course number. Former course prefix/number ARC 134)

Representational drawing is studied with emphasis upon eye-to-hand coordination utilizing light, shade, line, and tonal quality. Pencil media is utilized. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

ARCH 2302 Freehand Drawing II (3)

(This is a common course number. Former course prefix/number ARC 135)

Prerequisite: Architecture 2301. Representational drawing is continued using a variety of techniques in pen and ink media. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

ARCH 2312 Materials Of Construction (3)

(This is a common course number. Former course prefix/number ARC 151)

The nature and use of materials in construction are explored. Emphasis is placed upon appropriateness and use in design as they relate to design expression and codes. (3 Lec.)

(Coordinating Board Academic Approval Number 1501015122)

ARCH 2370 Freehand Drawing III (3)

(Former course prefix/number ARC 237)

Prerequisite: Architecture 1308 or demonstrated competence approved by the instructor. This course includes an introduction to and the development of rapid graphic skills needed to formulate and communicate design concepts, including the study and practice of visualization and freehand perspective drawing of design elements. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801025122)

ARCH 2371 Architectural Computer Graphics (3)

(Former course prefix/number ARC 258)

Prerequisite: Architecture 1315 or demonstrated competence approved by the division dean. This course is a continuation of the study of computer aided design (CAD) in architecture. Emphasis will include detailed applications in design and drawing. Laboratory fee. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4801025222)

ART

ARTS 1170 Problems In Contemporary Art (1)

(Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 5007035330)

ARTS 1301 Art Appreciation (3)

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

ARTS 1303 Survey Of Art History (3)

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

ARTS 1304 Survey Of Art History (3)

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

ARTS 1311 2D Design (3)

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

ARTS 1312 3D Design (3)

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

ARTS 1316 Drawing I (3)

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

ARTS 1317 Drawing II (3)

(This is a common course number. Former course prefix/number ARTS 115)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

ARTS 2316 Painting I (3)

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

ARTS 2326 Sculpture I (3)

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

ARTS 2333 Printmaking I (3)

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

ARTS 2341 Jewelry Design And Construction (3)

(This is a common course number. Former course prefix/number ART 116)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

ARTS 2342 Advanced Jewelry Design And Construction (3)

(This is a common course number. Former course prefix/number ART 117)

Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

ARTS 2346 Ceramics I (3)

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

ARTS 2366 Watercolor I (3)

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317 are recommended for Art Majors. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

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 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, and nervous. 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: endocrine, digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 1473 Applied Anatomy And Physiology (4)

(Former course prefix/number BIO 123)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

BIOL 2306 Environmental Biology (3)

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

BIOL 2370 Field Biology (3)

(Former course prefix/number BIO 218)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2606039203. This is a unique need course.)

BIOL 2401 Anatomy And Physiology I (4)

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 2402 Anatomy And Physiology II (4)

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

BIOL 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 2606015124)

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 1405 Introductory Chemistry I (4)

(Former course prefix/number CHM 116)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

CHEM 1407 Introductory Chemistry II (4)

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1405 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015139)

CHEM 1411 General Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1405, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 1412 General Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

CHEM 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)

COLLEGE LEARNING SKILLS

(See Developmental College Learning Skills)

COMPUTER INFORMATION TECHNOLOGY

ITNW 1192 Special Topics in Business Systems Networking and Telecommunications (1)

(This is a WECM course number. Former course prefix/number CISC 2170)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITNW 1280 Cooperative Education - Business Systems Networking and Telecommunications (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITNW 1292 Special Topics in Business Systems Networking and Telecommunications (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITNW 1313 Local Area Networks Design and Protocols: Cisco 1 (3)

(This is a WECM number. Former course prefix/number CISC 2373)

Prerequisite: Basic understanding of personal computers and operating systems or instructor approval. Skill development in the design and implementation of local area networks to ensure optimal throughput. Topics include cabling, cable closets, management of devices, selection and installation of devices, protocols, and subnetting. Laboratory fee. (2 Lec., 4 Lab.)

ITNW 1317 Basic Router Configuration: Cisco 2 (3)

(This is a WECM number. Former course prefix/number CISC 2373 and CISC 2484)

Prerequisite: ITNW 1313. An introduction to Cisco basic router configuration for local area networks. Topics include initial router configuration for TCP/IP, management of the configuration, backup of router configuration files, routing protocols, and the use of security features. Laboratory fee. (2 Lec., 4 Lab.)

ITNW 1321 Introduction to Networking (3)

(This is a WECM course number. Former course prefix/number CISC 1372.)

Introduction to the fundamentals, basic concepts, and terminology of networks. Topics include the access and use of the Internet and networking Hardware and software, including current developments in networking. Laboratory fee. (2 Lec., 2 Lab.)

ITNW 1340 Local Area Management (LAN):

Cisco 3 (3)

(This is a WECM number. Former course prefix/number CISC 2373 and CISC 2484)

Prerequisite: ITNW 1317. Skill development in managing traffic in local area networks (LAN) and in the management of network devices for LANs. Topics include configuring routers for the IPX protocol, filtering traffic in an IPX environment, and identifying and resolving network congestion problems. Laboratory fee. (2 Lec., 4 Lab.)

ITNW 1344 Wide Area Management (WAN):

Cisco 4 (3)

(This is a WECM course number. Former course prefix/number CISC 2484)

Prerequisite: ITNW 1340. An introduction to wide area networking (WAN) services and management. Topics include configuring and monitoring WAN services, encapsulating WAN data, and WAN protocols. Laboratory fee. (2 Lec., 4 Lab.)

ITNW 1380 Cooperative Education - Business Systems Networking and Telecommunications (3)

(This is a WECM course number. Former course prefix/number CISC 7471)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITNW 1392 Special Topics in Business Systems Networking and Telecommunications (3)

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITNW 1425 Fundamentals of Networking (4)

(This is a WECM course number. Former course prefix/number CISC 2370.)

Instruction in networking technologies and their implementation. Topics include the OSI reference model, network protocols, transmission media, and networking hardware and software. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 1437 Introduction to the Internet (4)

(This is a WECM course number. Former course prefix/number CISC 1376.)

Introduction to the Internet with emphasis on using the World Wide Web to locate, transfer, and publish information. Survey of emerging technologies on the Internet. Laboratory fee. (3 Lec., 4 Lab.)

ITNW 1492 Special Topics in Business Systems Networking and Telecommunications (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1280 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1281 Cooperative Education - Computer and Information Sciences, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSC 1380 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1381 Cooperative Education - Computer and Information Sciences, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSC 1401 Introduction to Computers (4)

(This is a WECM course number. Former course prefix/number CISC 1470)

Overview of computer information systems. Introduces computer hardware, software, procedures, and human resources. Explores integration and application in business and other segments in society. Fundamentals of computer problem-solving and programming may be discussed and applied. Examines applications and software relating to a specific curricular area. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1405 Introduction to PC Operating Systems (4)

(This is a WECM course number. Former course prefix/number CISC 2478)

Topics include installation and configuration, file management, memory and storage management, control of peripheral devices, and use of utilities. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 1409 Integrated Software Applications I (4)

(This is a WECM course number.)

Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word process, spreadsheets, databases, and/or presentation media software. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1413 Internet/Web Page Development (4)

(This is a WECM course number.)

The student will identify basic Internet concepts and terminology; use electronic communication methods; collect and evaluate research data using the Internet; and design, create, organize, and publish web pages and sites. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 1425 Personal Computer Hardware (4)

(This is a WECM course number. Former course prefix/number CISC 2480.)

A study of current personal computer hardware including personal computer assembly and upgrading, setup and configuration, and troubleshooting. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 2431 Integrated Software Applications III (4)

(This is a WECM course number.)

Prerequisite: ITSC 1409 or instructor consent. Designed for advanced users with emphasis on a wide range of productivity tasks including complex assignments that require advanced formatting and functionality. Laboratory fee. (3 Lec., 3 Lab.)

ITSC 2435 Application Problem Solving (4)

(This is a WECM course number. Former course prefix/number CISC 1471.)

Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Utilization of current application software to solve advanced problems and generate customized solutions, involving projects and software specific to a specific curricular area. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

ITSC 2439 Personal Computer Help Desk (4)

(This is a WECM course number.)

Prerequisite: ITSC 1405 and (ITSW 1401 or ITSW 2431) and (ITSW 1404 or ITSW 1434) and (ITSW 1407 or ITSW 2437) or instructor consent. Diagnosis and solution of user hardware and software related problems with on-the-job projects in either a Help Desk lab or in short-term assignments for local business. (2 Lec., 4 Lab.)

ITSE 1191 Special Topics in Computer Programming (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSE 1280 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1281 Cooperative Education - Computer Programming (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSE 1291 Special Topics in Computer Programming (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSE 1380 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1381 Cooperative Education - Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSE 1391 Special Topics in Computer Programming (3)

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSE 1402 Introduction to Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming with emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1407 Introduction to C++ Programming (4)

(This is a WECM course number.)

Introduction to computer programming using C++. Emphasis on the fundamentals of structured design with development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1414 Introduction to RPG Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1478.)

Introduction to computer programming using RPG. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1418 Introduction to COBOL Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1476.)

Introduction to computer programming using COBOL. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1422 Introduction to C Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2474.)

Introduction to computer programming using C. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1431 Introduction to Visual BASIC Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1373.)

Introduction to computer programming using Visual BASIC. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes language syntax, data and file structures, input/output devices, and files. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1450 System Analysis and Design (4)

(This is a WECM course number. Former course prefix/number CISC 2479.)

Prerequisite: Any ITSE programming course or instructor consent. Comprehensive introduction to the planning, design, and construction of computer information systems using the systems development life cycle and other appropriate design tools. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 1491 Special Topics in Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2409 Introduction to Database Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1472.)

Application development using database programming techniques emphasizing database structures, modeling, and database access. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2413 Web Authoring (4)

(This is a WECM course number.)

Instruction in designing and developing web pages that incorporate text, graphics, and other supporting elements using current technologies and authoring tools. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2417 JAVA Programming (4)

(This is a WECM course number.)

Introduction to JAVA programming with object-orientation. Emphasis on the fundamental syntax and semantics of JAVA for applications and web applets. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2421 Introduction to Object-Oriented Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2487.)

Introduction to object-oriented programming. Emphasis on the fundamentals of structured design, development, testing, implementation, and documentation. Includes object-oriented programming techniques, classes, and objects. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2431 Advanced C++ Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1407 or instructor consent. The student will develop correct, well documented programs containing complex data structures; incorporate complex input/output file handling techniques; create classes and objects in programs; and incorporate advanced C++ techniques. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2435 Advanced RPG Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2492.)

Prerequisite: ITSE 1414 or instructor consent. Further application of RPG programming techniques, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2445 Data Structures (4)

(This is a WECM course number.)

Prerequisite: Any ITSE Introductory programming course or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2449 Advanced Visual BASIC Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 1431 or instructor consent. Further applications of programming techniques using Visual BASIC. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2451 Advanced COBOL Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1418 or instructor consent. Further applications of programming techniques using COBOL, including file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2455 Advanced C Programming (4)

(This is a WECM course number. Former course prefix/number CISC 2486.)

Prerequisite: ITSE 1422 or instructor consent. Further applications of programming techniques using C. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2457 Advanced Object-Oriented Programming (4)

(This is a WECM course number.)

Prerequisite: ITSE 2421 or instructor consent. Application of advanced object-oriented programming techniques such as abstract data structures, class inheritance, virtual functions, and exception handling. Laboratory fee. (3 Lec., 4 Lab.)

ITSE 2459 Advanced Computer Programming (4)

(This is a WECM course number. Former course prefix/number CISC 1477.)

Prerequisite: ITSE 1402 or instructor consent. Further applications of programming techniques. Topics include file access methods, data structures, modular programming, program testing, and documentation. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1192 Special Topics in Management Information Systems and Business Data Processing, General (1)

(This is a WECM course number. Former course prefix/number CISC 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (1 Lec.)

ITSW 1280 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1281 Cooperative Education - Data Processing Technology/Technician (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1282 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7271.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1283 Cooperative Education - Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number. Former course prefix/number CISC 7272.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 10 Lab.)

ITSW 1292 Special Topics in Management Information Systems and Business Data Processing, General (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec.)

ITSW 1327 Multiuser Operating Systems (3)

(This is a WECM course number.)

Summary of multi-user operating systems including a contrast of single user and multi-user systems. Investigation of a variety of multi-user operating systems, similarities, and differences. Laboratory fee. (3 Lec.)

ITSW 1380 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1381 Cooperative Education - Data Processing Technology/Technician (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1382 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7471)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1383 Cooperative Education - Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Lab.)

ITSW 1392 Special Topics in Management Information Systems and Business Data Processing, General (3)

(This is a WECM course number. Former course prefix/number CISC 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. (2 Lec., 2 Lab.)

ITSW 1401 Introduction to Word Processing (4)

(This is a WECM course number. Former course prefix/number CISC 1474.)

An overview of the production of documents, tables, and graphics. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, and spelling checkers. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1402 Computer Control Language (4)

(This is a WECM course number. Former course prefix/number CISC 2470.)

Skill development in the use of system control language on mini/mid-range/mainframe computers. Topics include command formats, file management, job scheduling, resource management, and utilities. Laboratory fee. (3 Lec., 3 Lab.)

ITSW 1404 Introduction to Spreadsheets (4)

(This is a WECM course number. Former course prefix/number CISC 2476.)

Instruction in the concepts, procedures, and importance of electronic spreadsheets. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and introduction to macro programming. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1407 Introduction to Database (4)

(This is a WECM course number. Former course prefix/number CISC 2481.)

Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1410 Presentation Media Software (4)

(This is a WECM course number. Former course prefix/number CISC 2375.)

Instruction in the utilization of presentation software to produce multimedia presentations. Graphics, text, sound, animation and/or video may be used in presentation development. Topics include product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1411 AS/400 Operating System I (4)

(This is a WECM course number. Former course prefix/number CISC 1473 and CISC 2484.)

A study of the AS/400 operating system including multi-user concepts, terminal emulation, use of system editor, basic AS/400 menus, commands, and help screens. Topics include introductory system management concepts and file management. Laboratory fee. (3 Lec., 3 Lab.)

ITSW 1413 Introduction to Data Entry (4)

(This is a WECM course number. Former course prefix/number CISC 1371.)

Training in data input. Includes source documents, conversion of source data into computer input media, input record layout design, and input coding. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 1492 Special Topics in Management Information Systems and Business Data Processing, General (4)

(This is a WECM course number. Former course prefix/number CISC 2484.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated if topics and learning outcomes vary. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 2431 Advanced Word Processing (4)

(This is a WECM course number. Former Course prefix/number OFCT 2372.)

Prerequisite: ITSW 1401 or instructor consent. Continuation of the study of word processing including advanced applications in merging, macros, graphics, desktop publishing, and extensive formatting for technical documents. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 2434 Advanced Spreadsheets (4)

(This is a WECM course number.)

Prerequisite: ITSW 1404 or instructor consent. Designed to provide an understanding of advanced functionality of electronic spreadsheets. Topics include mathematical and financial functions, advanced formatting, graphics and macros. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 2437 Advanced Database (4)

(This is a WECM course number.)

Prerequisite: ITSW 1407 or instructor consent. Designed to provide an understanding of advanced functionality of databases. Topics include advanced data manipulation features, importing and exporting data, and advanced macros and programming. Laboratory fee. (3 Lec., 4 Lab.)

ITSW 2441 AS/400 Operating System II (4)

(This is a WECM course number. Former course prefix/number CISC 1475 and CISC 2484.)

Prerequisite: ITSW 1411 or instructor consent. Advanced study of the AS/400 operating system. Topics include advanced concepts of systems management and communications, installation and maintenance of software, network security, and data integrity. Laboratory fee. (3 Lec., 3 Lab.)

COMPUTER SCIENCE

COSC 1300 Computer Literacy (3)

(This is a common course number.)

This course develops the ability to use computer-based technology in communicating, solving problems, and acquiring information. An emphasis will be placed on the student's understanding of the limits, problems, and possibilities associated with the use of computer and communication technology. Students will develop the critical thinking skills necessary to evaluate and learn new technologies as they become available. COSC 1300 is intended for majors in the liberal arts and may not be applied towards a computer science major or minor. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1101015127)

COSC 1315 Computer Science I (3)

(This is a common course number. Former course prefix/number CS 113)

This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with a structured programming language. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

COSC 1320 C Programming (3)

(This is a common course number. Former course prefix/number CS 120)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. The emphasis is on the fundamentals of programming using the C Programming language. Topics covered include input/output processing, structured programming, modular design and problem-solving techniques. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

COSC 1401 Microcomputer Concepts and Applications (4)

(This is a common course number.)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware and software, applications and systems development, networking and the use of contemporary software. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1101015227)

COSC 2315 Computer Science II (3)

(This is a common course number.)

Prerequisites: Computer Science 1315 and Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or related field. Topics covered include structured problem-solving, elementary and advanced data structures, the use of pointer variables and references, and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

COSC 2320 Advanced C Programming (3)

(This is a common course number. Former course prefix/number CS 220)

Prerequisite: Computer Science 1320 and Mathematics 1314 or Mathematics 1414 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1320 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of C Programming, structured problem-solving, elementary and advanced data structures including arrays, structures, and classes, the use of pointer variables and an introduction to object-oriented programming. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

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.)

(Coordinating Board Academic Approval Number 4301045142)

CRIJ 1306 Court Systems and Practices (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 and rules of evidence, and sentencing. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015442)

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.)

(Coordinating Board Academic Approval Number 4504015242)

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.)

(Coordinating Board Academic Approval Number 2201015342)

CRIJ 1313 Juvenile Justice System (3)

(This is a WECM course number. Former course prefix/number CRIJ 2322.)

A study of the juvenile justice process. Topics include specialized juvenile law, role of the juvenile law, role of the juvenile courts, role of police agencies, role of correctional agencies, and theories concerning delinquency. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045242)

CRIJ 2301 Community Resources In Corrections (3)

(This is a WECM course number. Former course prefix/number CRIJ 2301.)

An overview of diversionary practices and treatment programs available to offenders in a local context. Topics include selected recognized models and future trends in community treatment. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045242)

CRIJ 2313 Correctional Systems And Practices (3)

(This is a WECM course number. Former course prefix/number CRIJ 2313.)

A study of the role of corrections in the criminal justice system. Topics include organization and theory of correctional systems, institutional operations, management, alternatives to institutionalization, treatments and rehabilitation, and current and future issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045442)

CRIJ 2314 Criminal Investigation (3)

(This is a WECM course number. Former course prefix/number CRIJ 2314.)

Study of investigative theory, the collection and preservation of evidence, sources of information, concepts of interviewing and interrogation, the use of forensic sciences, and trial preparation. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045542)

CRIJ 2323 Legal Aspects of Law Enforcement (3)

(This is a WECM course number. Former course prefix/number CRIJ 2323.)

This course covers police authority, responsibilities, and constitutional constraints. Topics include laws of arrest, search and seizure, and police liability. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045642)

CRIJ 2328 Police System And Practices (3)

(This is a WECM course number. Former course prefix/number CRIJ 2328.)

Exploration of the profession of police officer. Topics include organization of law enforcement systems, the police role, police discretion, ethics, police-community interaction, and current and future issues. (3 Lec.)

(Coordinating Board Academic Approval Number 4301045742)

CJLE 2420 Texas Peace Officer Procedures (4)

(This is a WECM course number. Former course prefix/number CRIJ 2334.)

Prerequisite: None. This course is a study of the techniques and procedures used by police officers on patrol. Includes controlled substance identification, handling abnormal persons, traffic collision investigation, note taking and report writing, vehicle operation, traffic direction, crowd control, and jail operations. Laboratory fee. (3 Lec., 4 Lab.)

CJLE 2421 Texas Peace Officer Law (4)

(This is a WECM course number. Former course prefix/number CRIJ 2333.)

Prerequisite: None. 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. Laboratory fee. (3 Lec., 4 Lab.)

CJLE 2522 Texas Peace Officer Skills (5)

(This is a WECM course number. Former course prefix/number CRIJ 2335.)

Prerequisite: None. 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. Laboratory fee. (4 Lec., 4 Lab.)

CJSA 1382 Cooperative Education - Criminal Justice Studies (3)

(This is a WECM course number. Former course prefix/number CRIJ 7371.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 1482 Cooperative Education - Criminal Justice Studies (4)

(This is a WECM course number. Former course prefix/number CRIJ 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec. 20 Ext.)

CJSA 2382 Cooperative Education - Criminal Justice Studies (3)

(This is a WECM course number. Former course prefix/number CRIJ 7372.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

CJSA 2482 Cooperative Education - Criminal Justice Studies (4)

(This is a WECM course number. Former course prefix/number CRIJ 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a specific discipline, specific learning objectives guide the student through the paid work experience. The course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

FIRT 1303 Fire And Arson Investigation I (3)

(This is a WECM course number.)

In-depth study of basic fire and arson investigation practices. Emphasis on fire behavior principles related to fire cause and origin determination. (3 Lec.)

CULTURAL STUDIES

CULT 2370 Cultural Studies (3)

Prerequisite: ENGL 1302. This interdisciplinary and cross-cultural course studies human thought and relationships by considering a significant theme. Themes may vary each semester. The course promotes ethical and critical reasoning. (3 Lec.)

(Coordinating Board Academic Approval Number 2401037235)

DEVELOPMENTAL COLLEGE LEARNING SKILLS

DCLS 0100 College Learning Skills (1)

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. This course should not be used for TASP remediation. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL COMMUNICATIONS

DCOM 0095 Communication Skills (3)

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. This course should not be used for TASP remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

DCOM 0120 Communication Skills (3)

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. This course should not be used for TASP remediation. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

DEVELOPMENTAL LEARNING

DLEA 0094 Learning Skills Improvement (1)

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. This course should not be used for TASP remediation. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

DEVELOPMENTAL MATHEMATICS

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0099 or Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1324, 1332, 1333, 1335, 1342 and 1414. Developmental Mathematics 0097 or Developmental Mathematics 0091 satisfies prerequisites for TECM 1341.

DMAT 0060 Basic Mathematics I (1)

(Former course prefix/number DM 060)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0061 Basic Mathematics II (1)

(Former course prefix/number DM 061)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0062 Pre Business (1)

(Former course prefix/number DM 062)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0063 Pre Algebra (1)

(Former course prefix/number DM 063)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0064 Mathematics For Nursing I (1)

(Former course prefix/number DM 064)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0065 Mathematics For Nursing II (1)

(Former course prefix/number DM 065)

Prerequisite: Developmental Mathematics 0064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0070 Elementary Algebra I (1)

(Former course prefix/number DM 070)

Prerequisites: Developmental Mathematics 0090, Developmental Mathematics 0063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0071 Elementary Algebra II (1)

(Former course prefix/number DM 071)

Prerequisite: Developmental Mathematics 0070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0072 Elementary Algebra III (1)

(Former course prefix/number DM 072)

Prerequisite: Developmental Mathematics 0071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0073 Introduction To Geometry (1)

(Former course prefix/number DM 073)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0080 Intermediate Algebra I (1)

(Former course prefix/number DM 080)

Prerequisites: Developmental Mathematics 0072, Developmental Mathematics 0091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0081 Intermediate Algebra II (1)

(Former course prefix/number DM 081)

Prerequisite: Developmental Mathematics 0080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0082 Intermediate Algebra III (1)

(Former course prefix/number DM 082)

Prerequisite: Developmental Mathematics 0081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0090 Pre Algebra Mathematics (3)

(Former course prefix/number DM 090)

Prerequisite: An appropriate assessment test score. This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is a first three-hour course in a developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0091 Elementary Algebra (3)

(Former course prefix/number DM 091)

Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0093 Intermediate Algebra (3)

(Former course prefix/number DM 093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0096 Essential Math (3)

(Former course prefix/number DM 096)

This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in a developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0097 Algebra Fundamentals I (3)

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0098 Algebra Fundamentals II (3)

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities and quadratic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0099 Algebra Fundamentals III (3)

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

DMAT 0100 Review of Basic Mathematical Concepts (1)

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0098. This course is for students who have not passed the mathematics section of the TASP test. Topics covered will include: real numbers; graphs, charts and tables; solving linear and quadratic equations; algebraic expressions; solving problems involving geometric concept and applied reasoning skills. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for a maximum of 3 credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0200 Review of Fundamental Mathematical Concepts (1)

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099 or consent of instructor. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Emphasis is on individual needs. This course cannot be used as a prerequisite for any college-level mathematics course. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0300 Review of Algebraic and Geometric Concepts (3)

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include test-taking strategies and practice as well as TASP related mathematical concepts. This course cannot be used as a prerequisite for any college-level mathematics course. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

DMAT 0400 Review of Fundamental Algebraic Concepts (3)

Prerequisite: Developmental Mathematics 0093 or Developmental Mathematics 0099. This is a review course for students who have completed and passed the recommended developmental mathematics sequence of courses but have not passed the mathematics section of the TASP test. Topics include basic operations of real numbers; analysis and interpretation of graphs and tables; solutions and graphs of linear, absolute value and quadratic equations and inequalities; factoring; exponent; principles of geometry; inductive reasoning; and functions. This course cannot be used as a prerequisite for any college-level mathematics course. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201045137)

DEVELOPMENTAL READING

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

DREA 0090 Developmental Reading (3)

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0091 Developmental Reading (3)

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0093 Developmental Reading (3)

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0100 College Learning Skills in Reading (1)

This course offers further development of reading comprehension, vocabulary, and study skills for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. This course may be repeated for a maximum of three credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0200 Learning Skills Improvement in Reading (1)

This course offers further development of reading comprehension and vocabulary for students who have completed the developmental reading series, but have not passed the reading portion of the TASP test. Emphasis is on the development of learning skills according to individual needs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0300 Communication Skills in Reading (3)

This course offers basic reading skill training through the use of whole language development. This course is designed for students whose assessment scores indicate special needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DREA 0400 Communication Skills in Reading (3)

This course is for students with significant reading problems. It is organized around reading skill development. Emphasis is on individual needs and personalized programs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

DWRI 0090 Developmental Writing (3)

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0091 Developmental Writing (3)

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance.

(3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0093 Developmental Writing (3)

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers.

(3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0100 Developmental Writing (1)

This course focuses on instruction to prepare students to meet TASP requirements. This course is also for students who wish to extend their writing skills for academic or career programs. Individualized study and practice are provided. This course may be repeated for a maximum of three credits. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0200 Developmental Writing (1)

This course focuses upon writing skills improvement. Writing skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0300 Developmental Writing (3)

This course focuses upon strengthening writing skills. Topics include grammar, paragraph structure, and effective communication strategies. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

DWRI 0400 Developmental Writing (3)

This course is for students with significant writing problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of the semester) upon the referral of an instructor. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085335)

DIAGNOSTIC MEDICAL SONOGRAPHY

DMSO 1191 Special Topics in Diagnostic Medical Sonography (1)

(This is a WECM course number. Former course prefix/number SONO 2171.)

Prerequisite: Grade of "C" or better in all previous courses. Detailed study of normal and pathological superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. (1 Lec.)

DMSO 1192 Special Topics in Diagnostic Medical Sonography (1)

(This is a WECM course number. Former course prefix/number SONO 2174.)

Prerequisite: Grade of "C" or better in all previous courses. Continuation of superficial structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Detailed study of normal and pathological neonatal head structures. Review of previously covered material. (1 Lec.)

DMSO 1355 Pathophysiology (3)

(This is a WECM course number. Former course prefix/number SONO 2276.)

Prerequisite: Minimum grade of "C" or better in all previous 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.)

DMSO 1405 Sonography I (4)

(This is a WECM course number. Former course prefix/number SONO 2475.)

Prerequisite: Admission to program. Detailed study of normal and pathological abdominal structures as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

DMSO 1351 Sonographic Cross Sectional Anatomy (3)

(This is a WECM course number. Former course prefix/number SONO 2377.)

Prerequisite: Minimum grade of "C" or better in all previous courses. This course focuses on a detailed study of the anatomy of the abdomen, including the anatomical relationships of organs such as the liver, gallbladder, spleen, vascular system, and pelvis, as it relates to an ultrasound examination. (3 Lec.)

DMSO 1366 Practicum (or Field Experience)- Diagnostic Medical Sonography (3)

(This is a WECM course number. Former course prefix/number SONO 2375.)

Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (24 Ext.)

DMSO 2101 Ultrasound Instrumentation (1)

(This is a WECM course number. Former course prefix/number SONO 2173.)

Prerequisite: A grade of "C" or better in all previous courses. This course focuses on the basic pulse-echo ultrasound system including components and function of the scanner, display system, scan converter, and hard copy units. Emphasis on Doppler production and display and safety and performance issues. (1 Lec.)

DMSO 2262 Clinical-Diagnostic Medical Sonography (2)

(This is a WECM course number. Former course prefix/number SONO 2276.)

Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (11 Ext.)

DMSO 2263 Clinical-Diagnostic Medical Sonography (2)

(This is a WECM course number. Former course prefix/number SONO 2277.)

Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (11 Ext.)

DMSO 2343 Advanced Acoustical Physics (3)

(This is a WECM course number. Former course prefix/number SONO 2378.)

Prerequisite: Grade of "C" or better in all previous courses. Advanced course emphasizing the use of ultrasound instruments including modes of operation, operation control options, techniques for recording static and dynamic images, and advances in transducer design. (3 Lec.)

DMSO 2345 Advanced Sonography Practices (3)
(This is a WECM course number. Former course prefix/number SONO 2379)

Prerequisite: Minimum grade of "C" or better in all previous courses. Advanced sonographic procedures and special topics. Review of previously covered material is included. Vascular methodology, case studies, and film critique are discussed. This is the capstone experience for the DMSO program. (3 Lec.)

DMSO 2366 Practicum (or Field Experience)-Diagnostic Medical Sonography (3)

(This is a WECM course number. Former course prefix/number SONO 2376)

Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (24 Ext.)

DMSO 2367 Practicum (or Field Experience)-Diagnostic Medical Sonography (3)

(This is a WECM course number. Former course prefix/number SONO 2477.)

Prerequisite: Grade of "C" or better in all previous courses. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. (30 Ext.)

DMSO 2405 Sonography II (4)

(This is a WECM course number. Former course prefix/number SONO 2476)

Prerequisite: Grade of "C" or better in all previous courses. Detailed study of the male and female pelvis and obstetrics/gynecology as related to scanning techniques, patient history and laboratory data, transducer selection, and scanning protocols. Laboratory fee. (3 Lec., 2 Lab.)

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 student 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)

ECHOCARDIOLOGY TECHNOLOGY

DCMS 1214 Introduction to the Echocardiology Lab (2)

(This is a WECM course number. Partial equivalent to ECHO 1270)

Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. This course is an introductory lab for learning cardiac ultrasound. The student will obtain hands-on experience in a laboratory setting with the opportunity to scan volunteers. Emphasis will be placed on instrumentation, on imaging, and the identification of cardiac anatomy. The student will also be introduced to Doppler, color flow mapping, and M-mode. (2 Lec.)

DCMS 1260 Clinical - Echocardiology Technology (2)

(This is a WECM course number.)

Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Emphasis will be placed on instrumentation, on imaging and the identification of cardiac anatomy. The student will be introduced to Doppler, color flow mapping, and M-mode studies in the clinical setting. (9 Ext.)

DCMS 1291 Special Topics in Echocardiology Technology (2)

(This is a WECM course number.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Course may be repeated if topics and learning outcomes vary. (2 Lec.)

DCMS 1304 Cardiovascular Physiology (3)

(This is a WECM course number. Equivalent to CVTT 1304. No former course prefix/number.)

Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (3 Lec.)

DCMS 1313 Echocardiology Lab Fundamentals I (3)

(This is a WECM course number. Former course prefix/number ECHO 1370.)

Prerequisite: Admission to the Echocardiology Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. The student will be introduced to the principles of ultrasound physics and instrumentation. Emphasis is placed on transducers, artifacts, safety, and quality assurance. The student becomes familiar with metric units, sound beams types of resolution, display modes and scan converters, and an overview of the principles of echocardiology. The student learns proper technique, equipment controls, recognition of technical artifacts, best approach for Doppler studies and two-dimensional studies, and identification of M-mode pattern. Laboratory fee. (3 Lec., 3 Lab.)

**DCMS 2240 Noninvasive Vascular
Echocardiology (2)**

(This is a WECM course number.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. Introduction to noninvasive vascular studies, primarily using ultrasound to diagnose disease states. The student will learn the role of the echocardiographer in vascular studies. Emphasis will be on the anatomy and physiology of the vascular system, hemodynamics, and pathophysiology of the vascular system. The student will learn the different tests and techniques for noninvasive studies of the peripheral arteries, veins, and cerebrovascular system. (2 Lec.).

DCMS 2410 Echocardiology I (4)

(This is a WECM course number. Former course prefix/number ECHO 2470.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. This course is a continuation of Echocardiology Lab Fundamentals. Special emphasis is placed on heart pathologies. This course includes a discussion of pericardial disease, cardiomyopathies, cardiac masses, and endocarditis. Laboratory fee. (3 Lec., 3 Lab).

DCMS 2450 Echocardiology II (4)

(This is a WECM course number. Former course number/prefix ECHO 2471.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. This course is a continuation of Echocardiology I. Emphasis in this course is placed on the two-dimensional images, Doppler waveforms, and color-flow mapping. Written reports, review of current professional literature, and attendance at conferences are required. This course contains the capstone experience for the Allied Health Imaging - Echocardiology Technology program. Laboratory fee. (3 Lec., 3 Lab).

**DCMS 2660 Clinical - Echocardiology
Technology (6)**

(This is a WECM course number. Former course number/prefix ECHO 2670.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Emphasis will be placed on imaging and the identification of cardiac anatomy in the standard echocardiography views. The student will apply the principles of medical ethics, professionalism, and proper imaging protocol to the instructor, student, physician, and clinical staff. (32 Ext.).

**DCMS 2661 Clinical - Echocardiology
Technology (6)**

(This is a WECM course number. Former course number/prefix ECHO 2671.)

Prerequisite: Grade of "C" or better in all previous DCMS and support courses. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the college faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Students will broaden and perfect their echocardiographic skills through active hands-on participation in a noninvasive cardiovascular laboratory. Emphasis of this course is placed on two-dimensional images, Doppler waveforms, and color flow mapping. Written reports, review of current professional literature, and attendance at conferences as required. (32 Ext.).

ECONOMICS

**ECON 1303 Economics Of Contemporary Social
Issues (3)**

(This is a common course number. Former course prefix/number ECO 105)

This course is an application of the basic economic concepts to the study of social issues and issues of public policy. Topics such as the environment, health care, welfare reform, poverty, job security and economic growth are discussed. This course may also serve as preparation for Economics 2301 and Economics 2302, but will not replace either of these courses where they are required in a specific degree plan. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

ECON 2301 Principles Of Economics I (3)

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles are studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis is given to national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

ECON 2302 Principles Of Economics II (3)

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)
(Coordinating Board Academic Approval Number 4506015142)

ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203)

This course examines the history and theory of international trade and global economic development. Economic, social, cultural, and political issues which impact the global economy and basic human welfare are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

EDUCATIONAL PERSONNEL

EDTC 1164 Practicum (or Field Experience)-Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EDUC 7271/EDUC 7371/EP 703/EP 702)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1165 Practicum (or Field Experience)-Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EDUC 7272/EDUC 7372/EP 712/EP 713)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Lab.)

EDTC 1194 Special Topics in Teacher Assistant/Aide (1)

(This is a WECM course number. Former course prefix/number EDUC 2170/EP 245)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

EDTC 1294 Special Topics in Teacher Assistant/Aide (2)

(This is a WECM course number. Former course prefix/number EDUC 2270/EP 246)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

EDTC 1301 Instructional Practices: Educational Processes (3)

(This is a WECM course number. Former course prefix/number EDUC 1371/EP 131)

A study of the role and responsibility of the instructional teacher assistant with emphasis on development of professionalism and effective communication strategies with adults. Topics include the various code of ethics governing the educational field, the issue of confidentiality, learners' rights and responsibilities, and challenges facing schools. (3 Lec.)

EDTC 1307 Teaching Reading in the Elementary School (3)

(This is a WECM course number. Former course prefix/number EDUC 1370/EP 129)

Fundamental concepts and principles of reading instruction. Topics include readiness, beginning reading instruction, how literacy emerges, classroom learning environments, word-attach skills, study skills, comprehension, other aspects of the reading program, and examination of varied materials and techniques for teaching reading. (3 Lec.)

EDTC 1321 Bilingual Education (3)

(This is a WECM course number. Former course prefix/number EDUC 1377/EP 143)

A course in the core techniques of bilingual education. Topics include awareness of cultural diversity, teaching techniques, material development, and historical and philosophical concepts of bilingual/bicultural education. (3 Lec.)

EDTC 1325 Principles and Practices of Multicultural Education (3)

(This is a WECM course number. Former course prefix/number EDUC 1376/EP 136)

Examination of cultural variations found in our society and reflected in our pluralistic classrooms. Topics include culturally influenced behavior, major cultures, cultural diversity, and the process of intercultural communication and teaching, including differences in lifestyles, communication styles, learning styles, and various sources of stress for diverse cultural groups. (3 Lec.)

EDTC 1341 Computer Instruction for Educators (3)

(This is a WECM course number. Former course prefix/number EDUC 2370/EP 210)

A course in specialized computer utilization for educators. Topics include the integration of educational computer terminology, systems operations, software, and multimedia in the contemporary classroom environment. (2 Lec., 2 Lab.)

EDTC 1364 Practicum (or Field Experience)-Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EDUC 7471/EP 704)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1365 Practicum (or Field Experience)-Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EDUC 7472/EP 714)

Prerequisite: The completion of two EDTC courses or Instructor's approval. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Lab.)

EDTC 1391 Special Topics in English Teacher Education (3)

(This is a WECM course number. Former course prefix/number EDUC 2371/EP 241).

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

EDTC 1394 Special Topics in Teacher Assistant/Aide (3)

(This is a WECM course number. Former course prefix/number EDUC 2372/EP 247)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

ENGL 1111 Creative Writing (1)

(This is a common course number. Former course prefix/number ENG 111)

This course is an imaginative writing workshop. It may include fiction, non-fiction, poetry, or drama. (1 Lec.)
(Coordinating Board Academic Approval Number 2305015135)

ENGL 1301 Composition I (3)

(This is a common course number. Former course prefix/number ENG 101)

Prerequisite: Developmental Reading 0093 and Developmental Writing 0093 or meet TASP/Alternative Assessment Standard in Reading and Writing. This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

ENGL 1302 Composition II (3)

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301 and TASP/Alternative Assessment Standard in Reading and Writing must be met. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

ENGL 2307 Creative Writing (3)

(This is a common course number. Former course prefix/number ENG 209)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The writing of fiction, creative non-fiction, poetry or drama is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

ENGL 2308 Creative Writing (3)

(This is a common course number. Former course prefix/number ENG 211)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. Advanced experience in the techniques of imaginative writing. May include fiction, non-fiction, poetry, or drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

ENGL 2311 Technical Writing (3)

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

English In The Sophomore Year

English 2321, 2322, 2323, 2326, 2327, 2328, 2331, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

ENGL 2321 British Literature (3)

(This is a common course number. Former course prefix/number ENG 212)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in British Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

ENGL 2322 British Literature (3)

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from their beginnings through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

ENGL 2323 British Literature (3)

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of British and Commonwealth writers from the 18th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

ENGL 2326 American Literature (3)

(This is a common course number. Former course prefix/number ENG 213)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in American Literature organized by movements, schools, periods, or themes. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

ENGL 2327 American Literature (3)

(This is a common course number. Former course prefix/number ENG 205)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 17th century to the 19th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

ENGL 2328 American Literature (3)

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works of American writers from the 19th century to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

ENGL 2331 World Literature (3)

(This is a common course number. Former course prefix/number ENG 214)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in World Literature organized by movements, schools, periods, or themes. Course descriptions are available each semester prior to registration. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

ENGL 2332 World Literature (3)

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from the ancient world to approximately 1600 C.E. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

ENGL 2333 World Literature (3)

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes significant works representing a variety of cultures from approximately 1600 C.E. to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

ENGL 2370 Studies In Literature (3)

(Former course prefix/number ENG 215)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

ENGL 2371 Studies In Literature (3)

(Former course prefix/number ENG 216)

Prerequisite: English 1301, English 1302 and TASP/Alternative Assessment Standards in Reading and Writing must be met. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

ENGLISH AS A SECOND LANGUAGE

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

ESOL 0031 - ESOL 0034 (Listening-Speaking)

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

ESOL 0041 - ESOL 0044 (Reading)

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

ESOL 0051 - ESOL 0054 (Writing)

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

ESOL 0061 - ESOL 0064 (Grammar)

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

ESOL 0031 - ESOL 0034 (Escuchar y Conversar)

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

ESOL 0041 - ESOL 0044 (Lectura)

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

ESOL 0051 - ESOL 0054 (Escritura)

Estos cursos están diseñados con el objeto de ayudar a los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A través de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

ESOL 0061 - ESOL 0064 (Gramática)

Estos cursos están diseñados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instrucción y ejercicios prácticos, así como puntos esenciales de gramática necesarios para la efectiva comunicación 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 3201085535)

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 3201085535)

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 3201085535)

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 3201085535)

ESOL 0045 Developmental Reading for Non-Native Speakers (1)

(Former course prefix/number ESL 045)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for reading. The content will include a review of reading comprehension, vocabulary development and critical thinking skills. This course is only open to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0055 ESL Writing (1)

(Former course prefix/number ESL 055)

This course provides individualized instruction in order to fulfill the TASP remediation requirement for writing. Content will include a review of single and multi-paragraph compositions, sentence structure, and edited American usage. This course is open only to students whose first language is not English. (1 Lec.)

(Coordinating Board Academic Approval Number 3201085435)

ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

FASHION DESIGN

FSHD 1217 Apparel Computer Systems (2)

(This is a WECM course number. Former course prefix/number PDDD 2370.)

Prerequisites: FSHN 1319 and concurrent enrollment in FSHN 1449 or consent of instructor. An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. Laboratory fee.

(1 Lec., 3 Lab.)

FSHD 1218 Apparel Computer Systems (2)

(This is a WECM course number. Former course prefix/number PDDD 2372.)

Prerequisites: FSHD 1217 and concurrent enrollment in FSHN 2432 or consent of instructor. A continuation of FSHD 1217. An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern-making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. Laboratory fee. (1 Lec., 3 Lab.)

FSHD 1322 Fashion Sketching (3)

(This is a WECM course number. Former course prefix/number DESI 1372.)

Fundamentals of quick sketching to communicate design ideas. Instruction in drawing the male and female fashion figure. Emphasis on simple methods for making quick sketches to illustrate style information. Laboratory fee. (2 Lec., 4 Lab.)

FSHD 1324 Ready-to-Wear Construction (3)

(This is a WECM course number. Former course prefix/number DESI 1170.)

Fundamentals of mass production of apparel focusing on the operation of industrial sewing and pressing equipment. Survey of materials selection and construction techniques used at all price levels of mass produced apparel. Introduction to industry seam allowances. Identification of differences between ready-to-wear and couture construction. Laboratory fee. (2 Lec., 4 Lab.)

FSHD 1325 Basic Women's Tailoring (3)

(This is a WECM course number. Former course prefix/number DESI 2370.)

Prerequisite: FSHD 1324. An introduction to tailoring women's apparel including instruction in pattern alterations; assembling women's jackets skirts, and pants; and fitting and alteration procedures. Fundamentals of sewing machine operations, fabric preparation and cutting, machine and hand sewing techniques, and pressing proficiencies. Laboratory fee. (2 Lec., 4 Lab.)

FSHD 1391 Special Topics in Fashion Design and Illustration (3)

(This is a WECM course number. Former course prefix/number APPD 2370.)

Prerequisite: Sophomore standing or demonstrated competence approved by instructor, FSHN 1319, FSHD 1324. 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 design. Laboratory fee. (2 Lec., 4 Lab.)

FSHD 2205 Draping (2)

(This is a WECM course number. Former course prefix/number DESI 1171.)

Prerequisite: FSHN 1317. A study of three dimensional fashion design conceptualization by draping in muslin or fashion fabric directly on the dress form. Skill development in observing grain of fabric, identifying drapable fabrics, and creating design suitable for draping. Presentation of major fashion designers' draping techniques. Laboratory fee. (1 Lec., 2 Lab.)

FSHD 2241 Pattern Grading (2)

(This is a WECM course number. Former course prefix/number DESI 1172.)

Prerequisite: FSHN 1317. Instruction in sizing patterns larger and smaller for the mass production of the apparel. A study of 1", 1½" and 2" and S-M-L-XL grade rules and their applications. Skill development in grading basic and fashion patterns with the ruler, the grading machine, and the computer. Laboratory fee. (1 Lec., 2 Lab.)

FSHD 2343 Fashion Collection Design (3)

(This is a WECM course number. Former course prefix/number APPD 2271.)

Advanced concepts in designing a collection of marketable apparel. Instruction in developing a design work board for specific target market and selecting the most marketable ideas for the collection. Emphasis on resource development, fabric selection, estimating wholesale costs, and initial pattern and garment production. Laboratory fee. (2 Lec., 2 Lab.)

FSHD 2344 Fashion Collection Production (3)

(This is a WECM course number. Former course prefix/number APPD 2372.)

Prerequisite: FSHD 2343 and FSHD 1391. A continuation of the Fashion Collection Design course (FSHD 2343). Emphasis on production, costing, and marketing a cohesive collection of fashion apparel. Instruction in completing production patterns for all collection garments. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1123 Introduction to Mass Production (1)

(This is a WECM course number. Former course prefix/number DESI 1173.)

An introduction to mass production, marketing, and merchandising in the fashion industry. (1 Lec.)

FSHN 1301 Textiles (3)

(This is a WECM course number. Former course prefix/number DESI 1370 or DESI 1371.)

A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a wide variety of fabrics. Application of textiles used in the apparel industry. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1309 History of Costume Through the 18th Century (3)

(This is a WECM course number. Former course prefix/number DESI 2371.)

Traces the development of garments from the earliest times through the 18th Century. Emphasis on customs which affect styles. (3 Lec.)

FSHN 1310 History of Costume: 18th Century to Present (3)

(This is a WECM course number. Former course prefix/number DESI 2372.)

Traces the development of garments from the 18th Century to the present day. Emphasis on customs which affect styles. (3 Lec.)

FSHN 1313 Basic Color Theory and Application (3)

(This is a WECM course number. Former course prefix/number DESI 1370.)

Principles of color theory including the effect of light on color and mixing color pigment in opaque media. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1317 Pattern Drafting I (3)

(This is a WECM course number. Former course prefix/number PDDD 1370.)

Concurrent enrollment in FSHD 1324. Principles of drafting and draping basic collars, skirts, bodices and sleeves. Includes cutting out garments. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1318 Pattern Drafting II (3)

(This is a WECM course number. Former course prefix/number PDDD 1371.)

Prerequisite: FSHN 1317. A continuation of Pattern Drafting I. Emphasis on drafting and draping basic patterns and garment construction. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1319 Pattern Drafting III (3)

(This is a WECM course number. Former course prefix/number PDDD 1372.)

Prerequisites: FSHN 1317 and FSHN 1318. Develops techniques for drafting and draping patterns for apparel. Includes creation and construction of original designs. Laboratory fee. (2 Lec., 4 Lab.)

FSHN 1449 Intermediate Pattern Drafting (4)

(This is a WECM course number. Former course prefix/number PDDD 2371.)

Prerequisites: FSHN 1317, FSHN 1318, FSHN 1319 and FSHD 1324. Intermediate techniques for drafting and draping patterns. Emphasis on computer drafting of patterns. Laboratory fee. (2 Lec., 6 Lab.)

FSHN 2380 Cooperative Education – Commercial Garment and Apparel Worker (3)

(This is a WECM course number. Former course prefix/number PDDD 7371.)

Prerequisite: FSHN 1317. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combined classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

FSHN 2432 Advanced Pattern Drafting (4)

(This is a WECM course number. Former course prefix/number PDDD 2374.)

Prerequisites: FSHN 1217, FSHN 1325, FSHN 1449, and concurrent enrollment in FSHN 1218. Advanced techniques for drafting and draping patterns. Emphasis on computer pattern design. Laboratory fee. (2 Lec., 6 Lab.)

FASHION MARKETING

(See Marketing Careers)

FOOD AND HOSPITALITY SERVICE

CULA 1301 Basic Food Preparation (3)

(This is a WECM course number. Former course prefix/number FHSV 1377.)

A study of the fundamental principles of food preparation and cookery to include Brigade System, cooking techniques, material handling, heat transfer, sanitation, safety, nutrition, and professionalism. The student will discuss and prepare various stocks, sauces, soups, fruit, vegetables, starches, sandwiches, salads and dressings. Laboratory fee. (2 Lec., 4 Lab.)

CULA 1305 Sanitation and Safety (3)

(This is a WECM course number. Former course prefix/number FHSV 1379.)

A study of personal cleanliness; sanitary practices in food preparation; causes, investigation, control of illness caused by food contamination (Hazard Analysis Critical Control Points); and work place safety standards. Laboratory fee. (3 Lec., 1 Lab.)

CULA 1364 Practicum (or Field Experience) - Culinary Arts/Chef Training (3)

(This is a WECM course number.)

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

CULA 1409 Garde Manger (4)

(This is a WECM course number. Former course prefix/number FHSV 2375.)

Prerequisite: CULA 2331. A study of specialty foods and garnishes. Emphasis on design, techniques, and display of fine foods. Students will learn preparations in the cold kitchen to include salads, appetizers, cold sauces, and cold buffet display principles. Laboratory fee. (2 Lec., 4 Lab.)

CULA 1441 American Regional Cuisine (4)

(This is a WECM course number. Former course prefix/number FHSV 2470.)

Prerequisite: CULA 2331. A study of the development of regional cuisine's in the United States with emphasis on the similarities in production and service systems. Application of skills to develop, organize, and build a portfolio of recipe strategies and production systems. Students will work in groups to plan, execute and evaluate a weekly meal served to the public. Focus will be on menu and production planning, as well as cost analysis. Laboratory fee. (3 Lec., 5 Lab.)

CULA 1445 International Cuisine (4)

(This is a WECM course number. Former course prefix/number FHSV 2471.)

Prerequisite: CULA 2331. The study of classical cooking skills associated with the preparation and service of international and ethnic cuisine's. Topics include similarities between food production systems used in the United States and other regions of the world. Students will work in groups to plan, execute and evaluate a weekly meal served to the public. Focus will be on menu and production planning, as well as cost analysis. Laboratory fee. (3 Lec., 5 Lab.)

CULA 2302 Saucier (3)

(This is a WECM course number. Former course prefix/number FHSV 2376.)

Prerequisite: CULA 2331. Instruction in the preparation of stocks, soups, classical sauces, contemporary sauces, accompaniments, and the pairing of sauces with a variety of foods. Students will learn classical preparations and butchering skills in addition to plate presentation and design. Emphasis will be on alternative varieties of meats, poultry, game and seafood. Laboratory fee. (2 Lec., 4 Lab.)

CULA 2331 Advanced Food Preparation (3)

This is a WECM course number. Former course prefix/number FHSV 1378.)

Prerequisite: CULA 1301. Reinforces the course material of Intermediate Food Preparation. Topics include the concept of pre-cooked food items and the preparation of canapes, hors d'oeuvres, and breakfast items. Meat, seafood, and poultry preparation, baking and menu planning are also included. The student will discuss and review Basic Food Preparation. WECM intermediate food preparation topics are covered in Basic and Advanced Food Preparation at El Centro College. Laboratory fee. (2 Lec., 4 Lab.)

CULA 2341 Advanced Pastry/Culinary Competition (3)

(This is a WECM course number. Former course prefix/number FHSV 2371 and FHSV 2381.)

Prerequisite: CULA 1409 or PSTR 2331. Skill development for culinary competition by offering advanced experience in salon presentations as well as hot food competition. Laboratory fee. (2 Lec., 4 Lab.)

CULA 2364 Practicum (or Field Experience) - Culinary Arts/Chef Training (3)

(This is a WECM course number.)

Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates to workplace training and experiences to the student's general and technical course of study. The guided external experiences may be for pay or no pay. This course may be repeated if topics and learning outcomes vary. (22 Ext.)

FDNS 1391 Special Topics in Foods and Nutrition Studies, General (3)

(This is a WECM course number. Former course prefix/number FHSV 2379 and FHSV 2380.)

Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (3 Lec., 1 Lab.)

HAMG 1321 Introduction to the Hospitality Industry (3)

(This is a WECM course number. Former course prefix/number FHSV 1370.)

Introduction to the elements of the hospitality industry. Laboratory fee. (3 Lec., 1 Lab.)

HAMG 1340 Hospitality Legal Issues (3)

(This is a WECM course number. Former course prefix/number FHSV 2373.)

A course in legal and regulatory requirements that impact the hospitality industry. Topics include Occupational Safety and Health Administration (OSHA), labor regulations, tax laws, tip reporting, franchise regulations, and product liability laws. Laboratory fee. (3 Lec., 1 Lab.)

HAMG 2307 Hospitality Marketing and Sales (3)

(This is a WECM course number. Former course prefix/number FHSV 2372.)

Identification of the core principles of marketing and their impact on the hospitality industry. Laboratory fee. (3 Lec., 1 Lab.)

IFWA 1371 Organization and Management (3)

(This is a local need course number. Former course prefix/number FHSV 1372)

The organizational structure of various types of group care institutions is studied. Administration, tools of management, budget, and cost analysis are emphasized. (3 Lec., 1 Lab.)

PSTR 1191 Special Topics in Baker/Pastry Chef (1)
(This is a WECM course number. Former course prefix/number FHSV 2170.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 1 Lab.)

PSTR 1206 Cake Decorating I (2)

(This is a WECM course number. Former course prefix/number FHSV 2271.)

Introduction to skills, concepts and techniques of cake decorating. Laboratory fee. (1 Lec., 3 Lab.)

PSTR 1207 Cake Decorating II (2)

(This is a WECM course number. Former course prefix/number FHSV 2272.)

Prerequisite: PSTR 1206. A course in decoration of specialized and seasonal products. Laboratory fee. (1 Lec., 3 Lab.)

PSTR 1291 Special Topics in Baker/Pastry Chef (2)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 1 Lab.)

PSTR 1301 Fundamentals of Baking (3)

(This is a WECM course number. Former course prefix/number FHSV 1383.)

Fundamentals of baking including dough, quick breads, pies, cakes, cookies, tarts, and doughnuts. Instruction in flours, fillings, and ingredients. Topics include baking terminology, tool and equipment use, formula conversions, functions of ingredients, and the use of proper flours. Laboratory fee. (2 Lec., 4 Lab.)

PSTR 1305 Breads and Rolls (3)

(This is a WECM course number. Former course prefix/number FHSV 1384.)

Concentration on fundamentals of chemically and yeast raised breads and rolls. Instruction on commercial preparation of a wide variety of products. The student will identify and explain baking terms, ingredients, equipment, and tools; scale and measure ingredients; convert and cost recipes; safely operate baking equipment and tools; and prepare yeast and quick breads and rolls to a commercially acceptable standard. Laboratory fee. (2 Lec., 4 Lab.)

PSTR 1310 Pies, Tarts, Teacakes and Cookies (3)

(This is a WECM course number. Former course prefix/number FHSV 1383.)

Prerequisite: PSTR 1301 or PSTR 1305. Focus on preparation of American and European style pie and tart fillings and dough, cookies, teacakes, custard and batters. Instruction in finishing and presentation techniques. Laboratory fee. (2 Lec., 4 Lab.)

PSTR 1312 Laminated Dough, Pate a Choux, and Donuts (3)

(This is a WECM course number. Former course prefix/number FHSV 1387.)

Prerequisite: PSTR 1301 or PSTR 1305. Focus on preparation of laminated dough's to include puff pastry, croissant, and Danish and a variety of pate a choux (eclair paste) products and donuts. Fillings and finishing techniques included. Laboratory fee. (2 Lec., 4 Lab.)

PSTR 1371 Bakery Operations and Management (3)

(This is a local need course number. Former course prefix/number FHSV 1385.)

Introduction to management, marketing, supervision and sanitation principles required in retail and wholesale bakery operations. Laboratory fee. (3 Lec., 1 Lab.)

PSTR 1391 Special Topics in Baker/Pastry Chef (3)

(This is a WECM course number. Former course prefix/number FHSV 2382.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

PSTR 2331 Advanced Pastry Shop (3)

(This is a WECM course number. Former course prefix/number FHSV 2377.)

A study of classical desserts, French and international pastries, hot and cold desserts, ice creams and ices, chocolate work, and decorations. Emphasis on advanced techniques. Laboratory fee. (2 Lec., 4 Lab.)

RSTO 1191 Special Topics in Food and Beverage/Restaurant Operations Manager (1)

(This is a WECM course number. Former course prefix/number FHSV 2170.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (1 Lec., 1 Lab.)

RSTO 1291 Special Topics in Food and Beverage/Restaurant Operations Manager (2)

(This is a WECM course number. Former course prefix/number FHSV 2270.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 1 Lab.)

RSTO 1301 Beverage Management (3)

(This is a WECM course number. Former course prefix/number FHSV 2378.)

A study of the beverage service of the hospitality industry including spirits, wines, beers, and non alcoholic beverages. Topics include purchasing, resource control, legislation, marketing, physical plant requirements, staffing, service, and the selection of wines to enhance foods. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1304 Dining Room Service (3)

(This is a WECM course number. Former course prefix/number FHSV 1371.)

Introduces the principles, concepts, and systems of professional table service. Topics include dining room organization, scheduling, and management of food service personnel. Laboratory fee. (2 Lec., 4 Lab.)

RSTO 1306 Facilities Layout and Design (3)

(This is a WECM course number. Former course prefix/number FHSV 1376.)

Overview of the planning, development, and feasibility aspects of building or renovating a food service facility. Application of principles of work and flow analysis, spatial relationships, and equipment selection as they relate to the overall layout and design. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1311 Marketing of Hospitality Services (3)

(This is a WECM course number. Former course prefix/number FHSV 2374.)

An overview of marketing strategies for the hospitality industry including unique features of the hospitality business for marketing orientation. Topics include service marketing, strategic planning, competition, analyzing the environment, and marketing to the season/event. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1313 Hospitality Supervision (3)

(This is a WECM course number. Former course prefix/number FHSV 1376.)

Fundamentals of recruiting, selection, and training of food service and hospitality personnel. Topics include job descriptions, schedules, work improvement, motivation, and applicable personnel laws and regulations. Emphasis on leadership development. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1317 Nutrition for the Food Service Professional (3)

(This is a WECM course number. Former course prefix/number FHSV 1381.)

An introduction to nutrition including nutrients, digestion and metabolism, menu planning, recipe modification, dietary guidelines and restrictions, diet and disease, and healthy cooking techniques. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1319 Viticulture and Enology (3)

(This is a WECM course number. Former course prefix/number FHSV 2370.)

A study of the growing regions, production, processing, and distribution of domestic and international wines. Topics include types of wine grapes, varieties of wine, proper storage procedures, and the techniques of proper wine service. Student must be 21 on first class day. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1325 Purchasing for Hospitality Operations (3)

(This is a WECM course number. Former course prefix/number FHSV 1380.)

Study of purchasing and inventory management of foods and other supplies include development of purchase specifications, determination of order quantities, formal and informal price comparisons, proper receiving procedures, storage management, and issue procedures. Emphasis on product cost analysis, yields, pricing formulas, controls, and record keeping at each stage of the purchasing cycle. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 1380 Cooperative Education - Food and Beverage/Restaurant Operations Manager (3)

(This is a WECM course number. Former course prefix/number FHSV 7471.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

RSTO 1391 Special Topics in Food and Beverage/Restaurant Operations Manager (3)

(This is a WECM course number. Former course prefix/number FHSV 2371.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

RSTO 1491 Special Topics in Food and Beverage/Restaurant Operations Manager (4)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge's, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (2 Lec., 4 Lab.)

RSTO 2301 Principles of Food and Beverage Controls (3)

(This is a WECM course number. Former course prefix/number FHSV 1382.)

Suggested prerequisite: Math 1371 or concurrent enrollment. A study of financial principles and controls of food service operation including review of operation policies and procedures. Topics include financial budgeting and cost analysis emphasizing food and beverage labor costs, operational analysis, and international and regulatory procedures. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 2307 Catering (3)

(This is a WECM course number. Former course prefix/number FHSV 2370.)

Principles, techniques, and applications for both on-premises, off-premises, and group marketing of catering operations including food preparation, holding, and transporting techniques. Laboratory fee. (3 Lec., 1 Lab.)

RSTO 2380 Cooperative Education - Food and Beverage/Restaurant Operations Manager (3)

(This is WECM course number. Former course prefix/number FHSV 7472.)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

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)

GERMAN

GERM 1411 Beginning German (4)

(This is a common course number. Former course prefix/number GER 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1606015131)

GERM 1412 Beginning German (4)

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1606015131)

GERM 2311 Intermediate German (3)

(This is a common course number. Former course prefix/number GER 201)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1606015231)

GOVERNMENT

GOVT 2301 American Government (3)

(This is a common course number. Former course prefix/number GOVT 201)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

GOVT 2302 American Government (3)

(This is a common course number. Former course prefix/number GOVT 202)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

GOVT 2371 Introduction To Comparative Politics (3)
 (Former course prefix/number GVT 211)
 A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)
 (Coordinating Board Academic Approval Number 4509017125.
 This is a unique need course.)

HEALTH OCCUPATIONS CORE CURRICULUM

HPRS 1202 Wellness and Health Promotion (2)
 (This is a WECM course number. Former course prefix/number HOCC 1274)
 An overview of wellness theory and its application throughout the life span. Focus on attitude development, impact of cultural beliefs, and communication of wellness. (2 Lec)

HPRS 1204 Basic Health Professions Skills (2)
 (This is a WECM course number. Former course prefix/number HOCC 1270)
 A study of the concepts that serve as the foundation for health profession courses. Topics include client handling and safety issues, basic client monitoring, and health documentation methods. Laboratory fee. (1 Lec., 4 Lab)

HPRS 1291 Special Topics in Health Professions and Related Sciences, Other (2)
 (This is a WECM course number. Former course prefix/number HOCC 1271)
 Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course builds on previously acquired knowledge and skills. Lecture and simulated laboratory experience prepares the student to perform patient care utilizing critical thinking and advanced clinical skills. The student for successful completion must demonstrate an effective level of practice and knowledge. Laboratory fee. (1 Lec, 4 Lab.)

HPRS 2201 Pathophysiology (2)
 (This is a WECM course number. Former course prefix/number HOCC 1273)
 Study of the pathology and general health management of diseases and injuries across the life span. Topics include etiology, symptoms, and the physical and psychological reactions to diseases and injuries. (2 Lec.)

HPRS 2231 General Health Professions Management (2)
 (This is a WECM course number. Former course prefix/number HOCC 1272)
 Exploration of the management concepts necessary for effective health profession operations. Laboratory fee. (1 Lec., 2 Lab)

HPRS 2300 Pharmacology for Health Professions (3)
 (This is a WECM course number. Former course prefix/number HOCC 1370)
 A study of drug classifications, actions, therapeutic uses, adverse effects, methods of administration, client education, and calculation of dosages. (3 Lec.)

HISTORY

HIST 1301 History Of The United States (3)
 (This is a common course number. Former course prefix/number HST 101)
 Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)
 (Coordinating Board Academic Approval Number 4508025142)

HIST 1302 History Of The United States (3)
 (This is a common course number. Former course prefix/number HST 102)
 Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standard in Reading. The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)
 (Coordinating Board Academic Approval Number 4508025142)

HIST 2301 History of Texas from 1500 to the Present (3)
 (This is a common course number.)
 A survey of Texas development from early Spanish colonization (1500) to the establishment of the modern urban state. The course emphasizes the variety of influences from Indian, Spanish and American cultures. The social, political and economic evolution of the state, including the multi-ethnic character of its population, is studied. (3 Lec.)
 (Coordinating Board Academic Approval Number 4508025242)

HIST 2311 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 105)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

HIST 2312 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of Western civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

HIST 2321 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

HIST 2322 World Civilizations (3)

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

HIST 2370 Latin American History (3)

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number 0501079125. This is a unique need course.)

HIST 2372 Advanced Historical Studies (3)

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

HIST 2380 The Heritage Of Mexico (3)

(This is a common course number. Former course prefix/number HST 110)

This course includes an introduction to the history of Mexico. The course focuses on the social, political, economic and cultural contributions of Mexican-Americans to the United States. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

HIST 2381 African-American History (3)

(This is a common course number. Former course prefix/number HST 120)

The role of African Americans in the history of the United States is studied. The slave trade and slavery in the United States are reviewed. Contributions of African Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of African American life in the 20th century. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

HUMAN DEVELOPMENT

CREX 1309 Career Exploration/Planning (3)

(This is a WECM course number. Former course prefix/number HD 104/HDEV 1370)

An introduction to the process of career decision-making, educational planning, and job searching. Topics include analyzing personal career interests, values, and aptitudes; surveying and researching career fields with related educational and training requirements; practicing the decision-making process; and basic job search skills such as completing applications, writing letters of application, developing and using resumes and interviewing. (3 Lec.)

HDEV 0092 Student Success (3)

(Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

HDEV 0100 Educational Alternatives (1)

(Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

HDEV 0110 Assessment Of Prior Learning (1)

(Former course prefix/number HD 110)

Prerequisite: Limited to students in Technical Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related non-collegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

HDEV 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. Adaptation to the higher education atmosphere is also emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 4203019125. This is a unique need course.)

HDEV 2315 Principles And Processes Of Personal And Social Adjustment (3)

(Former course prefix/number HD 112. Common course number is PSYC 2315)

Designed as an Applied Psychology and Human Relations course, this course is an intensive theoretical and practical study of interpersonal communication processes. The course content surveys the major psychological principles of communication and utilizes an experiential model for the practical application of skill based competencies. Students develop an awareness and understanding of their own feelings, values, attitudes, and behaviors and also explore the processes by which these factors effect the quality of their interactions with others. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015640)

HUMANITIES

HUMA 1301 Introduction To The Humanities (3)

(This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

HUMA 1302 Advanced Humanities (3)

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

INTERIOR DESIGN

DFTG 1309 Basic Computer-Aided Drafting (3)

(This is a WECM course number. Former course prefix/number INTD 1371 or INT 171)

An introduction to basic computer-aided drafting. Emphasis is placed on drawing setup, creating and modifying geometry, storing and retrieving predefined shapes, placing, rotating and scaling objects, adding text and dimensions, using layers, coordinating systems, as well as input and output devices. Manual drafting will also be included in the course. Laboratory fee. (2 Lec., 4 Lab.)

INDS 1301 Basic Elements of Design (3)

(This is a WECM course number. Former course prefix/number INTD 1374 or INT 168)

Prerequisite: Interior Design Program major. A study of basic design concepts with projects in shape, line, value, texture, pattern, spatial illusion, and form. Laboratory fee. (2 Lec., 4 Lab.)

INDS 1319 Technical Drawing for Interior Designers (3)

(This is a WECM course number. Former course prefix/number INTD 1372 or INT 173)

Prerequisite: DFTG 1309. An introduction to reading and preparing technical construction drawings for interior design; including plans, elevations, details, schedules, dimensions and lettering. Both manual and Autocad plans will be generated. Laboratory fee. (2 Lec., 4 Lab.)

INDS 1341 Color Theory and Application (3)

(This is a WECM course number. Former course prefix/number INTD 1370 or INT 164)

Prerequisite: Interior Design major. A study of Color theory and its applications to interior design. Laboratory fee. (2 Lec., 4 Lab.)

INDS 1345 Commercial Design I (3)

(This is a WECM course number. Former course prefix/number INTD 2372 or INT 262)

Prerequisites: INDS 1319, 1301, 2335, 2313, 2321, 2317, 2315. A study of design principles applied to furniture lay-out and space planning for commercial interiors. Laboratory fee. (2 Lec. 4 Lab.)

INDS 1351 History of Interiors I (3)

(This is a WECM course number. Former course prefix/number INTD 2377 or INT 293)

Historical survey of antiques and European styles and periods of architecture, interior, and furnishings. With consideration of Egypt, Greece, Italy, Spain, and France. An illustrated research notebook is required. Laboratory fee. (3 Lec., 1 lab.)

INDS 1352 History of Interiors II (3)

(This is a WECM course number. Former course prefix/number INTD 2378 or INT 294)

Prerequisite: INDS 1351. Historical survey of English, American, Asian, and twentieth century styles and periods of Architecture, interiors, and furnishings. Laboratory fee. (3 Lec., 1 Lab.)

INDS 1391 Special Topics in Interior Design (3)

(This is a WECM course number. Former course prefix/number INTD 3373 or INT 395)

Prerequisites: INDS 1352, 2325, and concurrent enrollment in INDS 2331. 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 structures are studied, along with theoretical problems. Specialized resources are included. Laboratory fee. (2 Lec., 3 Lab.)

INDS 1491 Special Topics in Interior Design (4)

(This is a WECM course number. Former course prefix/number INTD 3470 and 3376)

Prerequisites: INDS 2331, 1391, 2325. The principles studied in INDS 2331 are expanded to include project management. Advanced construction documents are prepared. The design research document prepared in INDS 2331 will be developed into a capstone design experience demonstrating mastery of the interior design process from concept to completion. Laboratory fee. (3 Lec., 4 Lab.)

INDS 2280 Cooperative Education - Interior Design (2)

(This is a WECM course number. Former course prefix/number INTD 7271 or INT 702)

Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topic and learning outcomes vary. (1 Lec., 10 Ext.)

INDS 2307 Textiles for Interior Design (3)

(This is a WECM course number. Former course prefix/number INTD 2374 or INT 281)

The study of interior design textiles including, characteristics, care, codes, and applications. A project notebook is required. (3 Lec.)

INDS 2313 Residential Design I (3)

(This is a WECM course number. Former course prefix/number INTD 1375 or INT 167)

Prerequisites: INDS 1301, DFTG 1309. The study of residential spaces, including identification of client needs, programming, standards, space planning, drawings, and presentations. Laboratory fee. (2 Lec., 4 Lab.)

INDS 2315 Lighting for Interior Designers (3)

(This is a WECM course number. Former course prefix/number INTD 2376 or INT 284)

Prerequisites: INDS 1341, 1319. Fundamentals of Lighting design, including lamps, luminaries, lighting techniques, and applications for residential and commercial projects. Laboratory fee. (2 Lec., 4 Lab.)

INDS 2317 Rendering Techniques (3)

(This is a WECM course number. Former course prefix/number INTD 2373 or INT 277)

A study of rendering techniques for formal interior design presentation, using a variety of media. Laboratory fee. (2 Lec., 4 Lab.)

INDS 2321 Presentation Drawing (3)

(This is a WECM course number. Former course prefix/number INTD 1376 or INT 177)

An introduction to two- and three-dimensional presentations, including drawings with one- and two-point perspectives, plans, and elevations. Laboratory fee. (2 Lec., 4 Lab.)

INDS 2325 Professional Practices for Interior Designers (3)

(This is a WECM course number. Former course prefix/number INTD 3372 or INT 385)

A study of business practices and procedures for interior designers, including professional ethics, project management, marketing, and legal issues. (3 Lec., 1 Lab.)

INDS 2331 Commercial Design II (3)

(This is a WECM course. Former course prefix/number INTD 3370 and 3374 or INT 363 and 367)

Advanced concepts of specialized commercial interior design projects, including hospitality, corporate, retail, health care, institutional, or other specialized commercial design projects. In addition the student will select a project and complete a research paper; which will be completely developed into the capstone interior design project in INDS 1491. Laboratory fee. (2 Lec., 4 Lab.)

INDS 2335 Residential Design II (3)

(This is a WECM course. Former course prefix/number INTD 2371 or INT 261)

Prerequisites: INDS 1341, 2313, 1319, 2321. A comprehensive study of complex residential interior design problems, including advanced space planning, specifications, budgets, and presentation renderings. Laboratory fee. (2 Lec. 4 Lab.)

INTERNET PUBLISHING AND E-COMMERCE TECHNOLOGIES

ITNW 1270 Development Platforms for Internet Publishing (2)

(This is a WECM course number. Former course prefix/number WEBT 1270)

Prerequisites: Concurrent enrollment in the Internet Publishing and E-Commerce Program, or demonstrated competence approved by program director. Introduction to hardware, software operating systems used in the development of media and content rich Web sites. Students will compare and contrast various hardware components of computer workstations describing functionality and cross-platform utilization of each component. Students will demonstrate competency using various operating systems in a networked environment. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1271 Introduction to Internet Publishing Technologies (2)

(This is a WECM course number. Former course prefix/number WEBT 1271)

Prerequisites: Concurrent enrollment in the Internet Publishing and E-Commerce Program, or demonstrated competence approved by program director. This course will review the history, employment possibilities, current trends and societal effects of the digital information age. Project development methodology, internetworking infrastructure, web based client-server systems and various Web development tools will be discussed and demonstrated. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1272 Basic Design and Imaging for Internet Publishing (2)

(This is a WECM course number. Former course prefix/number WEBT 1271)

Prerequisites: Concurrent enrollment in the Internet Publishing and E-Commerce Program, or demonstrated competence approved by program director. This course provides a general overview of the principles of graphic design with a specific focus on the application of these principles in new media. Image acquisition, manipulation and conversion will be discussed, demonstrated and performed. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1273 Audio and Video Concepts for Internet Publishing (2)

(This is a WECM course number. Former course prefix/number WEBT 1272)

Prerequisites: Concurrent enrollment in the Internet Publishing and E-Commerce Program, or demonstrated competence approved by program director. The course introduces the student to the processes and tools of audio and video acquisition for embedding and streaming from high performance Web sites. Emphasis in on skill building in the use of VCRs, camcorders, CD-ROMs, audio tape players, digital audio and video editing systems. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1274 Project Management (2)

(This is a WECM course number. Former course prefix/number WEBT 1281)

Prerequisites: Concurrent enrollment in the Internet Publishing and E-Commerce Program, or demonstrated competence approved by program director. This course provides an introduction to the complexities of managing interactive projects. Students will learn cost specification, budgeting, schedule construction, negotiation, team-building, time management and status reporting skills. Legal issues like intellectual property rights, contract agreements, ethics and confidentiality will be described. (2 Lec.)

ITNW 1275 Content Management for Interactive Publishing (2)

(This is a WECM course number. Former course prefix/number WEBT 1274)

Prerequisites: Successful completion of all Semester I program curricula, and concurrent enrollment in second semester courses, or demonstrated competence approved by program director. This course explores specialized writing and content management requirements of electronic publishing. Emphasis is placed on creating original content in various styles, modifying acquired content from external sources, and designing interactive, nonlinear content appropriate for the intended target audience. Managing customer complaints, negative publicity and using suggestion and feedback from customers to enhance site content will also be covered. (2 Lec.)

ITNW 1276 Digital Graphics and Intermediate Web Site Design (2)

(This is a WECM course number. Former course prefix/number WEBT 1275)

Prerequisites: Successful completion of all Semester I program curricula, and concurrent enrollment in second semester courses, or demonstrated competence approved by the program director. Visual design concepts for new media will be explored using raster and vector based software applications. Digital imaging and illustration projects will utilize advanced color theory, typography, 2D and 3D visual composition and communication techniques. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1277 Web Site Production Techniques (2)

(This is a WECM course number. Former course prefix/number WEBT 1276)

Prerequisites: Successful completion of all Semester I program curricula, and concurrent enrollment in second semester courses, or demonstrated competence approved by the program director. This course provides in-depth study of the tools required of publishing electronic documents on the World Wide Web. Emphasis is on utilizing HyperText Markup Language (HTML) to construct media rich Web pages for distribution over the Internet. A review of HTML page editors with proficiency in their use is also required. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1278 2D Digital Animation for Internet Publishing (2)

(This is a WECM course number. Former course prefix/number WEBT 1278)

Prerequisites: Successful completion of all Semester I program curricula, and concurrent enrollment in second semester courses, or demonstrated competence approved by the program director. Introduction to two-dimensional animation techniques used in the production of popular web sites, with an emphasis on using web technologies such as Shockwave and Flash to design lightweight, internet friendly animated content, including interactive menus and web pages. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1279 Authoring Interactive Web Sites (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I program curricula, and concurrent enrollment in second semester courses, or demonstrated competence approved by the program director. Introduction to the basics of delivering interactive multimedia content over the internet. Concepts such as button states, navigation, visual and auditory feedback, and timing will be covered, followed by a significant introduction to using a scripting language to control interactivity. Emphasis will be placed on using pre-written scripts to streamline the development process. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1291 Portfolio Development – Internet Publishing and E-Commerce Technologies (2)

(This is a WECM course number. Former course prefix/number WEBT 1283)

Prerequisites: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. Advanced directed study with development of a media rich, Internet project for corporate or in-house client. Additional topics will include an overview of professional practices required of the work place like networking, presentation skills and job-seeking techniques. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 1380 Cooperative Education-Internet Publishing and E-Commerce Technologies (3)

(This is a WECM course number. Former course prefix/number WEBT 7371)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Students will work either in an off-campus cooperative work arrangement or on a campus production team to create a Web based interactive project. This cooperative education offers college credit for practical work experience related to career goals. (1 Lec., 14 Ext.)

ITNW 2270 Interactive Media and Marketing (2)

(This is a WECM course number. Former course prefix/number WEBT 1280)

Prerequisites: Successful completion of all semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. The focus of this course is to familiarize the student with the concepts, strategies, tactics, and metrics of media and marketing concepts in an interactive environment. To accomplish this objective, the student will demonstrate the ability to discuss the components of the interactive marketing mix, develop an executable interactive marketing plan, and reports upon the results. (2 Lec.)

ITNW 2271 Advanced Interactive Web Site Authoring (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. Advanced introduction to programming interactive multimedia for delivery over the Internet using a scripting language to control interactivity. Multiple levels of scripting will be explored, from simple one-line commands to the writing of custom functions. Students will apply their knowledge by creating advanced interactivity such as games and simulations. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2272 Fundamentals of Web Server System Administration (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. An introduction to the requirements of building Web server platforms that provide high-performance, scaleable solutions for delivery of digital content and E-commerce Web sites. Emphasis will be placed on describing basic networking terminology, network functionality, internetworking protocols, network operating systems, directory services, role of network administrator, administering user/group accounts, securing network resources and installing basic web services. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2273 Introduction to Internet Scripting Languages (2)

(This is a WECM course number. Former course prefix/number WEBT 1370)

Prerequisites: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. This course serves as an introduction to Internet scripting languages and is designed to teach basic programming skills, methodology, and logic through the use of JavaScript. Emphasis will be placed on applying this knowledge to develop Internet scripts that can be used to make a web site dynamic. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2274 Fundamentals of Object Oriented Programming (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I and II program curricula, and concurrent enrollment in third semester courses, or demonstrated competence approved by program director. This course introduces fundamental programming concepts utilizing the object-based programming language, Visual Basic. Emphasis is placed on building custom desktop applications from initial flow diagram stage to product deployment. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2275 Web Server Support and Maintenance (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Continued study of web server system administration with emphasis on supporting and maintaining the web server platform. Topical coverage includes: selecting hardware and network operating systems (NOS), file and partition management, installation and configuration of NOS services, protocol configuration and NOS/web server troubleshooting will be covered. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2276 Web Server Configuration and Management (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Continued study of web server system administration with emphasis on server configuration and management issues like: port assignments, IP addressing, directory structure, access permissions, MIME type association, web application support, virtual hosting, error messaging, indexing/logging, security features, performance tuning and optimization. Additional Internet services like FTP, SMTP and NNTP will be installed and configured. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2277 E-Commerce and Design Technologies (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. This course focuses on electronic commerce with topical coverage of the following functional areas: business plan integration, design, technologies, software packages, store front development, cryptography, payment methodologies, and measurements, site traffic and sales analysis tools. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2278 Intermediate Object Programming with Databases (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. Introduction to Database design utilizing Visual Basic with focus on the ActiveX Data Objects (ADO) model. Relational database concepts, structured query language (SQL), ActiveX data objects, data form wizard, Microsoft Access and SQL server database engines will be discussed and demonstrated. Laboratory fee. (1 Lec., 2 Lab.)

ITNW 2279 Advanced Internet Scripting Languages (2)

(This is a WECM course number.)

Prerequisites: Successful completion of all Semester I, II and III program curricula, and concurrent enrollment in fourth semester courses, or demonstrated competence approved by program director. This course is a continuation of INET 1233 and is designed to teach advanced programming skills, methodology, and logic through the use of JavaScript, VBScript, and Microsoft Active Server Pages. Emphasis will be placed on creating scripts that provide more complex interactive options for web sites. Laboratory fee. (1 Lec., 2 Lab.)

INVASIVE CARDIOLOGY TECHNOLOGY

CVTT 1110 Cardiac Catheterization I (1)

(This is a WECM course number.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (1 Lec.)

CVTT 1153 Catheterization Lab Fundamentals II (1)

(This is a WECM course number.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Catheterization Lab Fundamentals I with emphasis on X-ray technology and interventional procedures in the cardiac cath lab. Focus on the beginning cath lab clinical experience. (1 Lec.)

CVTT 1304 Cardiovascular Physiology (3)

(This is a WECM course number.)

Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A study of the anatomy, physiology, and structural relationships of the human heart and vascular system. Focus on cardiac anatomy, electrocardiology, cardiac hemodynamics, and the innervation of the heart. (3 Lec.)

CVTT 1313 Catheterization Lab Fundamentals I (3)

(This is a WECM course number. Former course prefix/number ICVT 1375.)

Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. Introduction to the diagnostic procedures used in the cath lab. Prior didactic instruction in cardiac physiology and medical instrumentation applied to cath lab procedures including patient preparation and monitoring, angiographic equipment set-up, and the coronary angiography procedure itself. Laboratory fee. (2 Lec., 2 Lab.)

CVTT 1324 Cardiovascular Physiology II (3)

(This is a WECM course number.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiovascular Physiology with emphasis on cardiac disease states including methods of hemodynamic data collection and implications in relation to cardiac diseases. (3 Lec.)

CVTT 1350 Cardiac Catheterization II (3)

(This is a WECM course number. Former course prefix/number ICVT 2470.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiac Catheterization I. An intensive study of advanced cardiovascular diagnostic and therapeutic procedures including percutaneous transluminal coronary angioplasty and electrophysiology studies. (3 Lec.)

CVTT 1360 Clinical – Cardiovascular Technology (3)

(This is a WECM course number. Former course prefix/number ICVT 1272.)

Prerequisite: Admission to the Invasive Cardiovascular Technology program with Health Occupations Core Curriculum or prior degree in Health Sciences. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (15 Ext.)

CVTT 1491 Special Topics in Cardiovascular Technology/Technician (4)

(This is a WECM course number.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. Topics address recently identified current events, skills, knowledges, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. Laboratory fee. (3 Lec., 3 Lab.)

CVTT 2350 Cardiac Catheterization III (3)

(This is a WECM course number. Former course prefix/number ICVT 2471.)

Prerequisite: A grade of "C" or better in all CVTT and support courses. A continuation of Cardiac Catheterization II with emphasis on areas of opportunity outside the cath lab including non-invasive cardiology, cardiac surgical procedures, and hospital administration as related to the cath lab. Assistance for the student in role transition from student to cath lab employee. This class contains the capstone experience for the Allied Health Imaging - Invasive Cardiovascular Technology program. (3 Lec.)

CVTT 2460 Clinical – Cardiovascular Technology (4)

(This is a WECM course number. Former course prefix/number ICVT 2670.)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (24 Ext.)

CVTT 2463 Clinical – Cardiovascular Technology (4)

(This is a WECM course number. Former course prefix/number ICVT 2671.)

A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (24 Ext.)

LIBRARY SKILLS

LIBR 1370 College Library Research Methods and Materials (3)

(Former course prefix/number LS 102)

This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.)

(Coordinating Board Academic Approval Number 2501019112. This is a unique need course.)

MANAGEMENT

BMGT 1191 Special Topics In Business

Administration and Management, General (1)

(This is a WECM course number. Former course prefix/number MGMT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

BMGT 1301 Supervision (3)

(This is a WECM course number. Former course prefix/number MGMT 1374.)

A study of the role of the supervisor. Managerial functions as applied to leadership, counseling, motivation, and human skills are examined. (3 Lec.)

BMGT 1303 Principles Of Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1370.)

Concepts, terminology, principles, theory, and issues that are the substance of the practice of management. (3 Lec.)

BMGT 1313 Principles Of Purchasing (3)

(This is a WECM course number. Former course prefix/number CMGT 2370 or MGMT 1373.)

The purchasing process as it relates to such topics as inventory control, price determination, vendor selection, negotiation techniques, and ethical issues. (3 Lec.)

BMGT 1382 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7371.)

The student should have previous credit in or concurrent enrollment in BMGT 1301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1383 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 7372.)

The student should have previous credit in or concurrent enrollment in HRPO 2301 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 1391 Special Topics In Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 2372.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

BMGT 2303 Problem Solving And Decision Making (3)
(This is a WECM course number. Former course prefix/number MGMT 2375.)

Decision making and problem solving processes in organizations, utilizing logical and creative problem solving techniques. Application of theory is provided by experiential activities such as small group discussions, case studies, and the use of other managerial decision aids. (3 Lec.)

BMGT 2331 Total Quality Management (3)
(This is a WECM course number. Former course prefix/number MGMT 1371.)

Quality of productivity in organizations. Includes planning for quality throughout the organization, analysis of costs of quality, and employee empowerment. (3 Lec.)

BMGT 2382 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8381.)

The student should have previous credit in or concurrent enrollment in HRPO 2307 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BMGT 2383 Cooperative Education - Business Administration And Management, General (3)
(This is a WECM course number. Former course prefix/number MGMT 8382.)

The student should have previous credit in or concurrent enrollment in BMGT 2303 or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 14 Ext.)

BUSG 1315 Small Business Operations (3)
(This is a WECM course number. Former course prefix/number MGMT 2371.)

A course in the unique aspects of managing a small business. Topics address management functions including how managers plan, exercise leadership, organize, and control the operations. (3 Lec.)

BUSG 1341 Small Business Financing (3)
(This is a WECM course number. Former course prefix/number MGMT 2370.)

A study of the financial structure of a small business. Topics address business finance, including where the funds come from and what they are used for; budgeting including planning and preparing, record keeping, taxation, insurance, and banking. (3 Lec.)

BUSG 2309 Small Business Management (3)

(This is a WECM course number. Former course prefix/number MGMT 1372.)

A course on how to start and operate a small business. Topics include facts about a small business, essential management skills, how to prepare a business plan, financial needs, marketing strategies, and legal issues. (3 Lec.)

HRPO 2301 Human Resources Management (3)

(This is a WECM course number. Former course prefix/number MGMT 2374.)

Behavioral and legal approaches to the management of human resources in organizations. (3 Lec.)

HRPO 2307 Organizational Behavior (3)

(This is a WECM course number. Former course prefix/number MGMT 2373.)

The analysis and application of organizational theory, group dynamics, motivation theory, leadership concepts, and the integration of interdisciplinary concepts from the behavioral sciences. (3 Lec.)

MARKETING CAREERS

BMGT 1302 Principles Of Retailing (3)

(This is a WECM course number. Former course prefix/number MRKT 1370.)

Introduction to the retailing environment and its relationship to consumer demographics, trends, and traditional/nontraditional retailing markets. The employment of retailing techniques and the factors that influence modern retailing. (3 Lec.)

BMGT 1333 Principles Of Selling (3)

(This is a WECM course number. Former course prefix/number MRKT 2373.)

Introduction to the selling process and its application to all forms of sales. Identification of the elements of the communication process between buyers and sellers in business and examination of the legal regulations and ethical issues of business which effect salespeople. (3 Lec.)

BMGT 1349 Advertising And Sales Promotion (3)

(This is a WECM course number. Former course prefix/number MRKT 2374.)

Introduction to the advertising principles, practices, and multi-media of persuasive communication including buyer behavior, budgeting, and regulatory constraints. (3 Lec.)

BMGT 1371 Customer Service (3)

(This is a local need course number. Former course prefix/number MRKT 2382.)

Introduction to the basic tenets of quality customer service and its role in marketing; focus on the development of a customer service culture, understanding of customers' needs and expectation, the necessity of a customer service information system and the creation of customer service strategies. (3 Lec.)
Coordinating Board Academic Approval Number to be assigned.

FSHD 1233 Fashion Study Tour (2)

(This is a WECM course number. Former course prefix/number MRKT 2371.)

A course which combines the study of fashion with travel. Exploration of fashion, art, architecture, textiles, costume, business, and cultural activities in major art and fashion cities. Examination of the most current work in the industry from a global perspective. (2 Lec.)

FSHD 1302 Introduction To Fashion (3)

(This is a WECM course number. Former course prefix/number MRKT 2380.)

Survey of the world of fashion businesses. Introduction to the creation and merchandising of fashion through the study of fashion vocabulary, the fashion process, fashion publications, and career opportunities. (3 Lec.)

FSHD 1308 Fashion Trends (3)

(This is a WECM course number. Former course prefix/number MRKT 2381.)

A study of the effects of eastern and western cultures on the development of fashion. Examination of the relationship of social, psychological, economic, demographic, and lifestyle trends to fashion trends. (3 Lec.)

FSHD 1318 Apparel Computer Systems (3)

(This is a WECM course number. Former course prefix/number MRKT 2372.)

An introduction to apparel computer systems used in wholesale and retail fashion businesses. Applications demonstrated include computer-aided garment and textile design, fashion illustration, pattern-making, pattern grading, marker making, newsletters, brochures, advertisements, and catalogs. Laboratory fee. (2 Lec., 2 Lab.)

FSHN 1191 Special Topics In Apparel And Accessories Marketing Operations, General (1)

(This is a WECM course number. Former course prefix/number MRKT 2170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (1 Lec.)

FSHN 1212 Apparel And Accessories Marketing Operations (2)

(This is a WECM course number.)

An overview of fashion trends and concepts, history, economic influences, trade vocabulary, retailing, marketing, textiles, merchandise display, and visual concepts. Topics include developing a marketing plan for apparel and accessory products and examination of job opportunities available in apparel and accessories marketing. (2 Lec.)

FSHN 1291 Special Topics In Apparel and Accessories Marketing Operations, General (2)

(This is a WECM course number. Former course prefix/number MRKT 2270.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (2 Lec.)

FSHN 1301 Textiles (3)

(This is a WECM course number. Former course prefix/number DESI 1370 or DESI 1371.)

A general study of textiles with emphasis on factors that affect the hand, appearance, and performance in clothing use. Examination of the properties of natural and man-made fibers, how yarn is formed, methods of production, and the properties of a wide variety of fabrics. Application of textiles used in the apparel industry. Laboratory fee. (2 Lec., 2 Lab.)

FSHN 1342 Visual Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 2376.)

Skill development in the creation of showroom or retail store window/interior displays that sell merchandise. Study of the basic techniques of store planning, mannequin dressing, alternate form design, and display space conceptualization and implementation. Laboratory fee. (2 Lec., 2 Lab.)

FSHN 1366 Practicum (or Field Experience) – Fashion Merchandising (3)

(This is a WECM course number.)

Suggested Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1Lec., 20 Ext.)

FSHN 1382 Cooperative Education - Fashion Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 7371.)

Suggested Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

FSHN 2303 Fashion Buying (3)

(This is a WECM course number. Former course prefix/number MRKT 2377.)

Fundamentals of fashion buying with instruction in planning, pricing, and purchasing retail fashion inventories. Identification of wholesale merchandise and media resources. (3 Lec.)

FSHD 2310 Fabric Design (3)

(This is a WECM course number.)

Fundamentals of fabric design. Instruction in silk screen, batik, tie-dye, painting, resist dye, block print, stenciling, and weaving. Skill development in fabric design and production suitable for fashion apparel. (2Lec., 2 Lab.)

FSHN 2366 Practicum (or Field Experience) – Fashion Merchandising (3)

(This is a WECM course number.)

Suggested Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1Lec., 20 Ext.)

FSHN 2382 Cooperative Education - Fashion Merchandising (3)

(This is a WECM course number. Former course prefix/number MRKT 7372.)

Suggested Prerequisite: Completion of two courses in Fashion Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

MRKG 1311 Principles Of Marketing (3)

(This is a WECM course number. Former course prefix/number MRKT 2370.)

Introduction to basic marketing functions, identification of consumer and organizational needs, explanation of economic, psychological, sociological, and global issues, and description and analysis of the importance of marketing research. (3 Lec.)

MRKG 1366 Practicum (or Field Experience) - Business Marketing and Marketing Management (3)

(This is a WECM course number.)

Suggested Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

MRKG 1381 Cooperative Education - Business Marketing And Marketing Management (3)

(This is a WECM course number. Former course prefix/number MRKT 7371.)

Suggested Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

MRKG 2366 Practicum (or Field Experience) - Business Marketing and Marketing Management (3)

(This is a WECM course number.)

Suggested Prerequisite: Completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

MRKG 2381 Cooperative Education - Business Marketing And Marketing Management (3)

(This is a WECM course number. Former course prefix/number MRKT 7372.)

Suggested Prerequisite: Previous credit in MRKG 1381, or completion of two courses in Business Marketing or demonstrated competence approved by the instructor. Career related activities encountered in the students area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the learning center.)

The following MATH courses meet the requirements for Core Curriculum EXCEPT: MATH 1335, TECM 1303, TECM 1317, TECM 1341, TECM 1349 and POFT 1321.

MATH 1314 is a 3 credit hour lecture course. MATH 1414 is a 4 credit hour lecture course. Either course will meet degree requirements.

MATH 1314 College Algebra (3)

(This is a common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

MATH 1316 Plane Trigonometry (3)

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1414 or equivalent, or approval of instructor. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

MATH 1324 Mathematics For Business And Economics I (3)

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

MATH 1325 Mathematics For Business And Economics II (3)

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324, MATH 1314 or MATH 1414. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

MATH 1332 College Mathematics I (3)

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1333 College Mathematics II (3)

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

MATH 1342 Introductory Statistics (3)

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra and an appropriate test score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

MATH 1348 Analytic Geometry (3)

(This is a common course number. Former course prefix/number MTH 121)

Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015537)

MATH 1414 is a 4 credit hour lecture course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

MATH 1414 College Algebra (4)

(Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0099 or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

MATH 2305 Discrete Mathematics (3)

(This is a common course number. Former course prefix/number MTH 216)

Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2703017119)

MATH 2315 Calculus III (3)

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

MATH 2318 Linear Algebra (3)

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

MATH 2320 Differential Equations (3)

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

MATH 2412 Precalculus Mathematics (4)

(This is a common course number. Former course prefix/number MTH 109)

Prerequisites: An appropriate assessment test score and either high school pre-AP precalculus or trigonometry, or Mathematics 1316. This course consists of the study of algebraic and trigonometric topics including polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

MATH 2414 Calculus II (4)

(This is a common course number. Former course prefix/number MTH 225)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

MATH 2418 Linear Algebra (4)

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (4 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

MATH 2420 Differential Equations (4)

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

MATH 2513 Calculus I (5)

(This is a common course number. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

POFT 1321 Business Math (3)

(This is a WECM course number. Former course prefix/number MTH 130/MATH 1371)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. (3 Lec.)

TECM 1303 Technical Mathematics (3)

(This is a WECM course number. Former course prefix/number MTH 136/MATH 1372/MATH 1373)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. (3 Lec.)

TECM 1317 Technical Trigonometry (3)

(This is a WECM course number. Former course prefix/number MTH 196/MATH 1375)

Suggested prerequisite of TECM 1341. Study of triangular measurement and calculation in technical applications. Presentation of trigonometry ratio, solution of right triangles, oblique triangles, and vector analysis as used in industrial applications. (3 Lec.)

TECM 1341 Technical Algebra (3)

(This is a WECM course number. Former course prefix/number MTH 195/MATH 1374)

Suggested prerequisite of one year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091 or equivalent. Application of algebra to technical occupations. Topics include principles of linear equations, simultaneous equations, and manipulation of powers and roots. Emphasis on stated word problems relevant to technical and vocation occupations. (3 Lec.)

TECM 1349 Technical Math Applications (3)

(This is a WECM course number. Former course prefix/number MTH 297/MATH 2370)

Suggested prerequisite of TECM 1317. Fundamentals of trigonometry and geometry as used in a variety of technical settings. Topics include the use of plane and solid geometry to solve areas and volumes encountered in industry. (3 Lec.)

MEDICAL ASSISTING

MDCA 1201 Human Disease/Pathophysiology (2)

(This is a WECM course number. Former course prefix/number MEDA 1271.)

Corequisite: MDCA 1313. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1205 Medical Law and Ethics (2)

(This is a WECM course number. Former course prefix/number MEDA 1270.)

Prerequisite: GED or High School Diploma and admission to program. Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities. (2 Lec.)

MDCA 1216 Procedures in a Clinical Setting (2)

(This is a WECM course number. Former course prefix/number MEDA 1275.)

Prerequisite: MDCA 1313, MDCA 1205 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. Laboratory fee. (1 Lec., 2 Lab.)

MDCA 1217 Procedures in a Clinical Setting (2)

(This is a WECM course number. Former course prefix/number MEDA 1276.)

Prerequisite: MDCA 1216, MDCA 1313 and MDCA 1201. Emphasis on patient-centered assessment, examination, intervention, and treatment as directed by physician. Includes vital signs, collection and documentation of patient information, asepsis, minor surgical procedures, and other treatments as appropriate for the medical office. Laboratory fee. (1 Lec., 2 Lab.)

MDCA 1247 Pharmacology and Administration of Medications (2)

(This is a WECM course number. Former course prefix/number MEDA 1280.)

Prerequisite: MDCA 1313 and MDCA 1201. Instruction in concepts and application of pharmacological principles. Focuses on drug classifications, principles and procedures of medication administration, mathematical systems and conversions, calculation of drug problems, and medico-legal responsibilities of the medical assistant. Laboratory fee. (1 Lec., 2 Lab.)

MDCA 1251 Medical Assistant Laboratory Procedures (2)

(This is a WECM course number. Former course prefix/number MEDA 1277.)

Prerequisite: MDCA 1313 and MDCA 1201. Emphasis on common laboratory procedures performed in the physician's office or clinical setting. Includes blood collection, specimen handling, basic urinalysis, identification of normal ranges, and electrocardiography. Laboratory fee. (1 Lec., 2 Lab.)

MDCA 1313 Medical Terminology (3)

(This is a WECM course number. Former course prefix/number MEDA 1370.)

Prerequisite: GED or High School Diploma and admission to program. A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. (3 Lec.)

MDCA 1421 Administrative Procedures (4)

(This is a WECM course number. Former course prefix/number MEDA 1270 and MEDA 1273)

Prerequisite: MDCA 1313, MDCA 1201. A course in medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communications, transcriptions, coding, billing, collecting, third party reimbursement, credit arrangements, and use of computer in the medical office. (4 Lec.)

MDCA 1443 Medical Insurance (4)

(This is a WECM course number. Former course prefix/number MEDA 1279.)

Prerequisite: MDCA 1313 and MDCA 1201. Emphasizes accurate ICD-9 and CPT coding of office procedures for payment/reimbursement by patient or third party. Additional topics may include managed care or medical economics. Laboratory fee. (4 Lec.)

MDCA 2388 Internship - Medical Assistant (3)

(This is a WECM course number. Former course prefix/number MEDA 1274 and MEDA 1278.)

Prerequisite: Successful completion of all courses in the Medical Assisting Curriculum. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This is an unpaid experience. (3 Ext.)

MRMT 1192 Special Topics in Medical Transcription (1)

(This is a WECM course number. Former course prefix/number MEDA 1272.)

Prerequisite: MDCA 1313, MDCA 1201, and program admission or instructor approval. Fundamental use of dictation equipment, medical office reports, and creating medical records. Students will learn to spell and use medical terminology appropriately. Laboratory fee. (2 Lab.)

MRMT 1211 Computers in Health Care (2)

(This is a WECM course number. Former course prefix/number MEDA 1172.)

Prerequisite: Typing speed of 30 wpm. Introduction to the concepts of computer technology related to health care and the tools and techniques for collecting, storing and retrieving health care data. Laboratory fee. (1 Lec., 2 Lab.)

MEDICAL LABORATORY TECHNOLOGY

MLAB 1167 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (1)

(This is a WECM course number. Former course prefix/ number MDLT 1171.)

Prerequisite: MLAB 1415 with a minimum grade of a "C". Practical General training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

MLAB 1335 Immunology/Serology (3)

(This is a WECM course number. Former course prefix/number is MDLT 2371.)

Prerequisite: Acceptance in the Medical Laboratory Technology Program. An introduction to the theory and application of basic immunology, including the immune response, principles of antigen-antibody reactions, and the principles of serological procedures. Laboratory fee. (2 Lec., 2 Lab.)

MLAB 1415 Hematology (4)

(This is a WECM course number. Former course prefix/number is MDLT 1470.)

Prerequisite: Acceptance into the Medical Laboratory Technology Program with completion of Biology 2401 or Biology 1470 and English 1301. Introduction to theory and practical application of routine and special hematology procedures, both manual and automated; red blood cells and white blood cells maturation sequences, and normal and abnormal morphology and associated diseases. Laboratory fee. (3 Lec., 4 Lab.)

MLAB 2266 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (2)

(This is a WECM course. Former course prefix/number is MDLT 2272.)

Prerequisite: Completion of MLAB 2501 with a minimum grade of "C". Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (14 Ext.)

MLAB 2267 Practicum (or Field Experience)-Medical Laboratory Technician/Technology (2)

(This is a WECM course. Former course prefix/number is MDLT 2273.)

Prerequisite: Completion of MLAB 2331 and MLAB 2434 with a minimum grade of "C". Practical general training and experiences in the workplace. The college and the employer develop and document an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

MLAB 2331 Immunohematology (3)

(This is a WECM course. Former course prefix/number is MDLT 2372.)

Prerequisite: Acceptance into the Medical Laboratory Technology Program. A study of blood antigens and antibodies. Performance of routine blood banking procedures, including blood group and Rh typing, antibody screens, antibody identification, cross matching, elution, and absorption techniques. This course contains the capstone experience for the program. Laboratory fee. (2 Lec., 4 Lab.)

MLAB 2434 (Clinical) Microbiology (4)

(This is a WECM course. Former course prefix/number is MDLT 2473.)

Prerequisite: Acceptance into the Medical Laboratory Technology Program. Instruction in the theory, practical application, and pathogenesis of clinical microbiology, including collection, setup, identification, susceptibility testing, and reporting procedures. Laboratory fee. (3 Lec., 4 Lab.)

MLAB 2501 (Clinical) Chemistry (5)

(This is a WECM course. Former course prefix/number is MDLT 2570.)

Prerequisite: CHEM 1411 and CHEM 1412 with a minimal grade of a "C" and acceptance into the Medical Laboratory Technology Program. An introduction to the principles and procedures of various tests performed on Clinical Chemistry. Presents the physiological basis for the test, the principle and procedure for the test, and the clinical significance of the test results, including quality control and normal values. Also includes basic chemical laboratory technique, chemical laboratory safety, electrolytes and acid-base balance, proteins, carbohydrate, lipids, enzymes, metabolites, endocrine function, and toxicology. The study of urines and body fluids is extensively studied with this course as well. Laboratory fee. (4 Lec., 4 Lab.)

MEDICAL STAFF SERVICES

HPRS 1270 Legal and Ethical Aspects of Health Care (2)

(This is a WECM course number. Former course prefix number MEDS 1270.)

Focus of this course is on the legal processes and ethical aspects affecting health care. Exposure to legal terminology and statutes, as well as ethical decision making is provided. Confidentiality, consent, patient rights, liability and negligence will be covered. (2 Lec.)

HPRS 1370 Medical Staff Services I (3)

(This is a WECM course number. Former course prefix/number MEDS 1370.)

This introductory course covers the fundamental concepts, principles and organization of the Medical Staff Office in a healthcare organization. The role of the office, organization of health care facilities, credentialing of medical staff and allied health practitioners, staff appointments, privilege delineation, monitoring and documenting proctoring, peer review, medical management, and preparing agendas and minutes are covered. (3 Lec.)

HPRS 2270 Performance Improvement (2)

(This is a WECM course number. Former course prefix/number MEDS 2270.)

Performance Improvement efforts in health care are the focus of this course. Quality assessment techniques, utilization review, medical staff peer review and risk management are covered. The roles and responsibilities of individuals involved in performance improvement are also included. (2 Lec.)

HPRS 2370 Medical Staff Services II (3)

(This is a WECM course number. Former course prefix/number MEDS 1371.)

Prerequisite: HPRS 1370 Medical Staff Services I. This course is a continuation of Medical Staff Services 1370, covering the process of meeting standards of the Joint Commission on the Accreditation of Health Care Organizations (JCAHO), National Committee for Quality Assurance (NCQA), state licensure laws and other regulatory requirements. (3 Lec.)

HPRS 2371 Medical Staff Services Directed Study (3)

(This is a WECM course number. Former course prefix/number MEDS 2370.)

Prerequisite: All Medical Staff Services courses. This course combines productive work experience with academic study. The student, employer, and instructor will develop a written competency-based learning plan with learning objectives. Emphasis is on developing organizational and problem-solving skills. (1 Lec., 20 Ext.)

MEDICAL TRANSCRIPTION

HITT 2331 Medical Terminology- Advanced (3)

(This is a WECM course number. Former course prefix/number 2270)

Prerequisite: MDCA 1313. The student will identify, spell, and pronounce advanced medical terms; use advanced medical terms in context; construct and analyze advanced medical terms; and use medical references as resource tools. (3 Lec.)

MDCA 1201 Human Disease/Pathophysiology (2)

(This is a WECM course number. Former course prefix/number MEDT 1270, MEDA 1272.)

A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1202 Human Disease/Pathophysiology (2)

(This is a WECM course number. Former course prefix/number MEDT 1274.)

Prerequisite: MDCA 1201. A study of anatomy and physiology with emphasis on human pathophysiology, including etiology, prognosis, medical treatment, signs and symptoms of common diseases of all body systems. (2 Lec.)

MDCA 1205 Medical Law and Ethics (2)

(This is a WECM course number.)

Instruction in principles, procedures, and regulations involving legal and ethical relationships among physicians, patients, and medical assistants. Includes current ethical issues as they relate to the practice of medicine and fiduciary responsibilities. (2 Lec.)

MDCA 1313 Medical Terminology (3)

(This is a WECM course number. Former course prefix/number MEDT 1372.)

A study and practical application of a medical vocabulary system. Includes structure, recognition, analysis, definition, spelling, pronunciation, and combination of medical terms from prefixes, suffixes, roots, and combining forms. (3 Lec.)

MRMT 1292 Special Topics in Medical Transcription (2)

(This is a WECM course number. Former course prefix/number MEDT 1273)

Prerequisite: MRMT 1307, Intermediate Medical Transcription. Application of learned transcription fundamentals and utilization of references in the production of intermediate level reports of physician dictation with development of speed and accuracy. Laboratory fee. (1 Lec., 3 Lab.)

MRMT 1307 Medical Transcription Fundamentals (3)

(This is a WECM course number. Former course prefix/number MEDT 1371)

Prerequisite: Admission to Medical Transcription or Medical Assistant program or instructor approval. Fundamentals of medical transcription with hands-on experience in transcribing physician dictation including basic reports such as history and physicals, discharge summaries, consultations, operative reports, and other medical reports. Utilizes transcribing and information processing equipment compatible with industry standards. Designed to develop speed and accuracy. Laboratory fee. (2 Lec., 2 Lab.)

MRMT 1382 Cooperative Education - Medical Transcription (3)

(This is a WECM course number. Former course prefix/number MEDT 1373.)

Prerequisite: MRMT 2433 or concurrent enrollment. Career related activities encountered in the student's area of specialization are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 16 Ext.)

MRMT 2433 Advanced Medical Transcription (4)

(This is a WECM course number. Former course prefix/number MEDT 2370)

Prerequisite: MRMT 1292. Production of advanced reports of physician dictation with increasing speed and accuracy including history and physicals, consultations, discharge summaries, operative reports, and other medical reports. Laboratory fee. (2 Lec., 4 Lab.)

MUSIC

MUAP 1101-1181 Applied Music-Minor (1)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 1101 Applied Music-Violin (1)

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1105 Applied Music-Viola (1)

(This is a common course number. Former course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1109 Applied Music-Cello (1)

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1113 Applied Music-Double Bass (1)

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1115 Applied Music-Electric Bass (1)

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1117 Applied Music-Flute (1)

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1121 Applied Music-Oboe (1)

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1125 Applied Music-Bassoon (1)

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1129 Applied Music-Clarinet (1)

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1133 Applied Music-Saxophone (1)

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1137 Applied Music-Trumpet (1)

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1141 Applied Music-French Horn (1)

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1145 Applied Music-Trombone (1)

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1149 Applied Music-Baritone (1)

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1153 Applied Music-Tuba (1)

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1157 Applied Music-Percussion (1)

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1158 Applied Music-Drum Set (1)

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1161 Applied Music-Guitar (1)

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1165 Applied Music-Organ (1)

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1169 Applied Music-Piano (1)

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1177 Applied Music-Harp (1)

(This is a common course number. Former course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 1181 Applied Music-Voice (1)

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2201-2281 Applied Music-Concentration (2)

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

MUAP 2201 Applied Music-Violin (2)

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2205 Applied Music-Viola (2)

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2209 Applied Music-Cello (2)

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2213 Applied Music-Double Bass (2)

(This is a common course number. Former course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2215 Applied Music-Electric Bass (2)

(This is a common course number. Former course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2217 Applied Music-Flute (2)

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2221 Applied Music-Oboe (2)

(This is a common course number. Former course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2225 Applied Music-Bassoon (2)

(This is a common course number. Former course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2229 Applied Music-Clarinet (2)

(This is a common course number. Former course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2233 Applied Music-Saxophone (2)

(This is a common course number. Former course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2237 Applied Music-Trumpet (2)

(This is a common course number. Former course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2241 Applied Music-French Horn (2)

(This is a common course number. Former course prefix/number MUS 234)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2245 Applied Music-Trombone (2)

(This is a common course number. Former course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2249 Applied Music-Baritone (2)

(This is a common course number. Former course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2253 Applied Music-Tuba (2)

(This is a common course number. Former course prefix/number MUS 237)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2257 Applied Music-Percussion (2)

(This is a common course number. Former course prefix/number MUS 238)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2258 Applied Music-Drum Set (2)

(This is a common course number. Former course prefix/number MUS 243)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2261 Applied Music-Guitar (2)

(This is a common course number. Former course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2265 Applied Music-Organ (2)

(This is a common course number. Former course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2269 Applied Music-Piano (2)

(This is a common course number. Former course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2277 Applied Music-Harp (2)

(This is a common course number. Former course prefix/number MUS 239)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2281 Applied Music-Voice (2)

(This is a common course number. Former course prefix/number MUS 223)

(Coordinating Board Academic Approval Number 5009035430)

MUAP 2301-2381 Applied Music-Major (3)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

MUAP 2301 Applied Music-Violin (3)

(This is a common course number. Former course prefix/number MUS 254)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2305 Applied Music-Viola (3)

(This is a common course number. Former course prefix/number MUS 255)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2309 Applied Music-Cello (3)

(This is a common course number. Former course prefix/number MUS 256)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2313 Applied Music-Double Bass (3)

(This is a common course number. Former course prefix/number MUS 257)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2317 Applied Music-Flute (3)

(This is a common course number. Former course prefix/number MUS 258)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2321 Applied Music-Oboe (3)

(This is a common course number. Former course prefix/number MUS 259)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2325 Applied Music-Bassoon (3)

(This is a common course number. Former course prefix/number MUS 261)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2329 Applied Music-Clarinet (3)

(This is a common course number. Former course prefix/number MUS 260)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2333 Applied Music-Saxophone (3)

(This is a common course number. Former course prefix/number MUS 262)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2337 Applied Music-Trumpet (3)

(This is a common course number. Former course prefix/number MUS 263)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2341 Applied Music-French Horn (3)

(This is a common course number. Former course prefix/number MUS 264)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2345 Applied Music-Trombone (3)

(This is a common course number. Former course prefix/number MUS 265)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2349 Applied Music-Baritone (3)

(This is a common course number. Former course prefix/number MUS 266)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2353 Applied Music-Tuba (3)

(This is a common course number. Former course prefix/number MUS 267)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2357 Applied Music-Percussion (3)

(This is a common course number. Former course prefix/number MUS 268)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2361 Applied Music-Guitar (3)

(This is a common course number. Former course prefix/number MUS 270)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2365 Applied Music-Organ (3)

(This is a common course number. Former course prefix/number MUS 252)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2369 Applied Music-Piano (3)

(This is a common course number. Former course prefix/number MUS 251)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2377 Applied Music-Harp (3)

(This is a common course number. Former course prefix/number MUS 269)
(Coordinating Board Academic Approval Number 5009035430)

MUAP 2381 Applied Music-Voice (3)

(This is a common course number. Former course prefix/number MUS 253)
(Coordinating Board Academic Approval Number 5009035430)

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 155)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

MUSI 1151 Chamber Ensemble (1)

(This is a common course number. Former course prefix/number MUS 177)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

MUSI 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 1304 Foundations Of Music II (3)

(This is a common course number. Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

MUSI 1306 Music Appreciation (3)

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

MUSI 1308 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

MUSI 1309 Music Literature (3)

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

MUSI 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 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 2117 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 2127 Lab Band (1)

(This is a common course number. Former course prefix/number MUS 181/MUSI 2237)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

MUSI 2311 Music Theory III (3)

(This is a common course number. Former course prefix/number MUS 246)

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 6009045230)

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 6009045230)

MUSI 9176 Recital (1)

(Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

NURSING

RNSG 1105 Nursing Skills I (1)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisites: Minimum grade of C in RNSG 1523, RNSG 1460, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1461. Study of the concepts and principles essential for demonstrating competence in the performance of nursing procedures. Topics include knowledge, judgement skills, and professional values within a legal/ethical framework. Focus is on assessment, parenteral medication administration; IV therapy; documentation; surgical asepsis; basic skills competency validation. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). Laboratory fee. (2 Lab.)

RNSG 1160 Clinical-Nursing (R.N. Training) (1)

(This is a WECM course number. Former course prefix/number NURS 1570.)

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 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 RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisites course RNSG 1327 and RNSG 1170. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes Nursing process in the care of individuals with problems in areas of fluid/electrolytes, inflammation/immune response, and reproductive/sexual health. Focus is on health promotion, expanded assessment, multi-disciplinary teamwork, communication, and the role of the nurse within a legal/ethical framework. Content includes applicable competencies in basic workplace skills. (3 Ext.)

RNSG 1170 ADN Bridge Nursing Skills (1)

(This is a local need course number. Former course prefix/number NURS 1570.)

Prerequisite: Current Texas LVN license, admissionⁱⁿ to the Associate Degree Nursing program, and C grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301, and Mathematics 1314 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 RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisite courses RNSG 1327, RNSG 1160. Knowledge and principles applicable in the performance of nursing skills and procedures. Focus is on assessment of adults, clients in childbearing/child rearing; critical thinking; documentation; communication skills; nursing process with an ethical legal framework; transition from LVN to RN role. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). Laboratory fee. (2 Lab.)

RNSG 1301 Pharmacology (3)

(This is a WECM course number. Former course prefix/number NURS 1370.)

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. Introduction to the science of pharmacology with emphasis on the actions, interactions, adverse effects, and nursing implications of each drug classification. Topics include the roles and responsibilities of the nurse in safe administration of medications within a legal/ethical framework. (3 Lec.)

RNSG 1311 Nursing Pathophysiology (3)

(This is a WECM course number. Former course prefix/number NURS 1371.)

Prerequisites: Biology 1470 or 2401 and concurrent enrollment in Biology 1472 or 2402. Registered nurses or Licensed Vocational Nurses may enroll for refresher purposes. Basic principles of pathophysiology emphasizing nursing applications. Topics include principles of homeostasis related to body systems. (3 Lec.)

RNSG 1327 Transition from Vocational to Professional Nursing (3)

(This is a WECM course number. Former course prefix/number NURS 1570.)

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 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 RNSG 1523, RNSG 1460, RNSG 2504, RNSG 1105, RNSG 1461. Concurrent enrollment in corequisite courses RNSG 1170, RNSG 1160. Topics include health promotion, expanded assessment, analysis of data, nursing process, pharmacology, multidisciplinary teamwork, communication, and applicable competencies in knowledge, judgement, skills, and professional values within a legal/ethical framework throughout the lifespan. Specific areas of emphasis include the role of the nurse in the management of clients with problems of fluid and electrolytes, inflammation/immune response, nutrition and clients during childbearing and child rearing ages. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (3 Lec.)

RNSG 1460 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 1870.)

Prerequisites: Admission to the program and C grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in Biology 1472 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1523. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Nursing process is utilized in the care of adults in acute and transitional care settings. Focus is on health promotion/disease prevention, basic pharmacological concepts, caring, ethical/legal aspects, and decision-making. Emphasis is on beginning assessment, psychomotor, and communication skills. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1461 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisites: Minimum grade of C in RNSG 1523, RNSG 1460, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 2504 and RNSG 1105. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes the nursing process to deliver care to individuals and families in varied structured health care settings. Focus in on health promotion/health maintenance, nutrition, pharmacologic management, communication, ethical/legal aspects, and course-related psychomotor skills. Emphasis is on physical and psychosocial assessment of newborns, children, and adults in the collaborative management of individuals and families during childbearing and child rearing ages and in caring for individuals undergoing selected surgical interventions. Content includes applicable competencies in basic workplace skills. (12 Ext.)

RNSG 1523 Introduction to Professional Nursing (5)

(This is a WECM course number. Former course prefix/number NURS 1870.)

Prerequisites: Admission to the program and C grade or better in Biology 1470 or Biology 2401, Psychology 2301, English 1301 and Mathematics 1314 equaling a grade point average of 2.5. Concurrent enrollment in Biology 1472 or Biology 2402 and Psychology 2314. Concurrent enrollment in corequisite course RNSG 1460. Introduction to the profession of nursing including the roles of the registered nurse with emphasis on the application of a systematic, problem-solving process to provide care to diverse clients across the life span; and including applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of adults in acute and transitional care settings. Emphasis in the lab component is on medical and surgical asepsis; assessment; documentation; safety; selected skills for basic care needs; oral/topical medications. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). Laboratory fee. (4 Lec., 2 Lab.)

RNSG 2161 Clinical-Nursing (R.N. Training) (1)

(This is a WECM course number. Former course/prefix NURS 2376.)

Prerequisites: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414, RNSG 2460 and in a Humanities course. Concurrent enrollment in corequisite course RNSG 2213 and RNSG 1160. LVN Option: Minimum of C in RNSG 1327, RNSG 1170 and RNSG 1160. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes nursing process to deliver care to individuals/families who are experiencing alterations in mental health in a variety of health settings. Focus is on psychopathology of mental disorders as well as promotion of mental health. Emphasis is on assessment, communication techniques, caring, ethical/legal aspects, and collaborative roles in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (3 Ext.)

RNSG 2213 Mental Health Nursing (2)

(This is a WECM course number. Former course/prefix NURS 2376.)

Prerequisites: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2414 and RNSG 2460 and in a Humanities course. LVN Option: Minimum grade of C in RNSG 1327, RNSG 1170, and RNSG 1160. Concurrent enrollment in corequisite course RNSG 2161. Principles and concepts of mental health, psychopathology, and treatment modalities relating to the nursing care of clients and their families. Emphasis is on assessment, communication techniques, promotion of mental health, caring, ethical/legal aspects, collaborative roles of nurse in a variety of settings. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2221 Management of Client Care (2)

(This is a WECM course number. Former course prefix/number NURS 2270.)

Prerequisites: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite courses RNSG 2535 and RNSG 2562. Exploration of leadership and management principles applicable to the role of the nurse as a provider of care, coordinator of care, and member of a profession. Includes application of knowledge, judgement, skills, and professional values within a legal/ethical framework. Emphasis is on economics, communication skills, trends and issues in health care delivery systems, legal and ethical parameters of professional nursing according to the Nurse Practice Act. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (2 Lec.)

RNSG 2414 Care of the Client with Complex Health Care Needs (4)

(This is a WECM course number. Former course/prefix NURS 2870.)

Prerequisites: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461, Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213, RNSG 2161 and in a Humanities course. **LVN Option:** Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160. Concurrent enrollment in corequisite course RNSG 2460. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with complex health care needs in health maintenance and health restoration. Opportunities to collaborate with members of the multidisciplinary health care team. Topics include the role of the nurse as client advocate and coordinator of care and applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of safe, caring nursing care. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (4 Lec.)

RNSG 2460 Clinical-Nursing (R.N. Training) (4)

(This is a WECM course number. Former course prefix/number NURS 2870.)

Prerequisites: Minimum grade of C in RNSG 2504, RNSG 1105, RNSG 1461 Biology 2420, and Speech Communication 1311. Concurrent enrollment in RNSG 2213 and RNSG 2161 and in a Humanities course. **LVN Option:** Minimum of C in RNSG 1327, RNSG 1170, RNSG 1160. Concurrent enrollment in corequisite course RNSG 2414. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes systematic problem-solving process and critical thinking skills to provide nursing care to adults with complex care needs in diverse health care settings. Focus is on health promotion, work organization, time management, communication techniques, ethical/legal aspects, and critical thinking skills. Emphasis is on performance of an adult assessment, pharmacotherapeutic interventions, and the collaborative role of the nurse in the delivery of nursing care. Content includes applicable competencies in course related and basic workplace skills. (12 Ext.)

RNSG 2504 Care of the Client with Common Health Care Needs (5)

(This is a WECM course number. Former course prefix/number NURS 1971.)

Prerequisites: Minimum grade of C in RNSG 1523, RNSG 1460, Biology 1472 or Biology 2402, and Psychology 2314. Concurrent enrollment in Biology 2420 and Speech Communication 1311. Concurrent enrollment in corequisite courses RNSG 1105 and RNSG 1461. Application of a systematic problem-solving process and critical thinking skills to provide nursing care to diverse clients/families across the life span with common health care needs. Opportunities for collaboration with members of the multidisciplinary health care team. Content includes applicable competencies in knowledge, judgment, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals and families during childbearing and child rearing ages. Emphasis is on aspects of health promotion, health maintenance, nutrition, pharmacologic management. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (5 Lec.)

RNSG 2535 Integrated Client Care Management (5)

(This is a WECM course number. Former course/prefix NURS 2972.)

Prerequisites: Minimum grade of C in RNSG 2414, RNSG 2460 and RNSG 2213, RNSG 2161. Concurrent enrollment in corequisite RNSG 2562 and RNSG 2221. Application of client assessment skills, critical thinking, and independent nursing interventions to care for diverse clients/families throughout the life span whose health care needs may be difficult to predict. Emphasis on collaborative clinical decision-making, nursing leadership skills, and client management. Topics include the significance of professional development, trends in nursing and health care, and applicable knowledge judgement, skills, and professional values within a legal/ethical framework. Focus is on caring, competent nursing care of individuals who are experiencing acute episodes of illness and/or multisystem failure. Emphasis on pathophysiology, treatment modalities, and nursing interventions. Content includes applicable competencies in basic workplace skills. Licensing/Certification Agency: Board of Nurse Examiners for the State of Texas (BNE). (5 Lec.)

RNSG 2562 Clinical-Nursing (R.N. Training) (5)

(This is a WECM course number. Former course/prefix NURS 2872.)

Prerequisites: Minimum grade of C in RNSG 2414, RNSG 2460, RNSG 2213, RNSG 2161. Concurrent enrollment in RNSG 2221 and corequisite RNSG 2535. A method of instruction providing detailed education, training, and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. Utilizes assessment skills, critical thinking, and independent nursing intervention to care for individuals experiencing acute episodes of illness and/or multisystem failure. Focus is on caring, health promotion, health restoration and professional values within a legal/ethical framework. Emphasis is on collaborative clinical decision-making, nursing leadership, skills, and client management in the delivery of nursing care. Content includes applicable competencies in basic workplace skills. (15 Ext.)

**SRGT 1167 Practicum (or Field Experience)-
Surgical/Operating Room Technician (1)**

(This is a WECM course number. Former course prefix/number SGTC 1671.)

Prerequisites: Current R. N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. Current CPR certification. Acceptance into the Perioperative Nurse Internship program. Concurrent enrollment in Perioperative Nurse Internship I (SRGT 1471). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Ext.)

SRGT 1471 Perioperative Nurse Internship I (4)

(This is a local need course number. Former course prefix/number SGTC 1671.)

Prerequisites: Current R. N. licensure by the Board of Nurse Examiners for the State of Texas, or graduate nurse pending NCLEX-RN examination. Current CPR certification. Acceptance into the Perioperative Nurse Internship program. Concurrent enrollment in Practicum (SRGT 1167). Introduction of the registered nurse or new graduate nurse to the operating room environment. The intraoperative aspect of perioperative nursing is emphasized. The following are presented: basic principles of sterile technique sterilization, preparation and care of surgical instruments, supplies and equipment; ethical/legal implications; surgical pharmacology; basic care and safety of the patient in the operating room. The scrub role is emphasized. (4 Lec.)

**SRGT 2366 Practicum (or Field Experience)-
Surgical/Operating Room Technician (3)**

(This is a WECM course number. Former course prefix/number SGTC 1672.)

Prerequisites: A minimum C grade or better in Perioperative Nurse Internship I (SRGT 1471) and Practicum (SRGT 1167). Concurrent enrollment in Perioperative Nurse Internship II (SRGT 2571). Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. This course may be repeated if topics and learning outcomes vary. (24 Ext.)

SRGT 2571 Perioperative Nurse Internship II (5)

(This is a local need course number. Former course prefix/number SGTC 1672.)

Prerequisites: A minimum C grade or better in Perioperative Nurse Internship I (SRGT 1471) and Practicum (SRGT 1167). Concurrent enrollment in Practicum (SRGT 2366). Expansion of 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. Selected surgical procedures will incorporate all human body systems. The circulating role is emphasized. (5 Lec.)

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

ITSW 1407 Introduction to Database (4)

(This is a WECM course number. Former course prefix/number CISC 2481.)

Introduction to database theory and the practical applications of a database. Topics include terminology, database design, table structures, report forms, queries and macros. Laboratory fee. (3 Lec., 4 Lab.)

POFI 1301 Computer Applications I (3)

(This is a WECM course number. Former course prefix/number OFCT 1377.)

Overview of computer applications including current terminology and technology. Introduction to computer hardware, software applications, procedures, and Internet usage. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFI 1341 Computer Applications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2373.)

Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFI 1345 Integrated Software Applications II (3)

(This is a WECM course number. Former course prefix/number OFCT 1380.)

Continued study of computer applications from business productivity software suites. Instruction in embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFI 1349 Spreadsheets (3)

(This is a WECM course number. Former course prefix/number OFCT 1380.)

Skill development in the use of a spreadsheet software package. Topics include worksheet creation and manipulation functions, templates, macro programming database functions, data-table features, and graphics. This course may be repeated for credit. Laboratory fee. (2 Lec., 3 Lab.)

POFI 2301 Word Processing (3)

(This is a WECM course number. Former course prefix/number OFCT 1379.)

Suggested Prerequisite: Keyboarding proficiency. Instructions on the various aspects of a word processing software package. Emphasis on the use of text editing features to produce business documents. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFI 2331 Desktop Publishing for the Office (3)

(This is a WECM course number. Former course prefix/number OFCT 2372.)

In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics, and multiple page displays. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1127 Introduction to Keyboarding (1)

(This is a WECM course number. Former course prefix/number OFCT 1171.)

Skill development in keyboarding with emphasis on alphabet, number, and symbol keys by touch. Laboratory fee. (2 Lab.)

POFT 1193 Special Topics in General Office/Clerical and Typing Services (1)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. Laboratory fee. (2 Lab.)

POFT 1207 Proofreading and Editing (2)

(This is a WECM course number.)

Instruction in proofreading and editing skills necessary to assure accuracy in written documents and business correspondence. Laboratory fee. (1 Lec., 2 Lab.)

POFT 1293 Special Topics in General Office/Clerical and Typing Services (2)

(This is a WECM course number. Former course prefix/number OFCT 1170.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)

POFT 1302 Business Communications I (3)

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1309 Administrative Office Procedures I (3)

(This is a WECM course number. Former course prefix/number OFCT 1373.)

Suggested Prerequisite: Basic Keyboarding Skills. Study of current office procedures including telephone skills, time management, travel and meeting arrangements, mail processing, and other duties and responsibilities in an office environment. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1313 Professional Development for Office Personnel (3)

(This is a WECM course number.)

Preparation for the work force including business ethics, teamwork, professional attire, promotability, and interpersonal skills development. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1319 Records and Information Management I (3)

(This is a WECM course. Number. Former course prefix/number OFCT 1371.)

Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, and basic filing procedures and rules. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1321 Business Math (3)

(This is a WECM course number.)

Instruction in the fundamentals of business mathematics including analytical and problem-solving skills for critical thinking in business applications. Laboratory fee. (3 Lec.)

POFT 1325 Business Math and Machine Applications (3)

(This is a WECM course number. Former course prefix/number OFCT 1372.)

Skill development in the use of electronic calculators and business mathematical functions. Emphasis on business problem-solving skills using spreadsheet software. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1329 Keyboarding and Document Formatting (3)

(This is a WECM course number. Former course prefix/number OFCT 1376.)

Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1349 Administrative Office Procedures II (3)

(This is a WECM course number.)

Advanced office application with special emphasis on decision making, goal setting, management theories, and critical thinking. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

POFT 1381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

POFT 1382 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7371.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec. 15 Ext.)

POFT 1383 Cooperative Education-General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

POFT 1392 Special Topics in Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation which are relevant to the professional development of the student. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1393 Special Topics in General Office/Clerical and Typing Services (3)

(This is a WECM course number. Former course prefix/number OFCT 1270.)

Topics address recently identified current events, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFT 1493 Special Topics in General Office/Clerical and Typing Services (4)

(This is a WECM course number. Former course prefix/number OFCT 1370.)

Topics address recently identified current event, skills, knowledge, and/or attitudes and behaviors pertinent to the technology or occupation and relevant to the professional development of the student. This course may be repeated for credit. Laboratory fee. (2 Lec., 4 Lab.)

POFT 2203 Speed and Accuracy Building (2)

(This is a WECM course number. Former course prefix/number OFCT 1173.)

Review, correct, improve, and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. Laboratory fee. (1 Lec., 2 Lab.)

POFT 2301 Document Formatting and Skillbuilding (3)

(This is a WECM course number. Former course prefix/number OFCT 1378.)

Suggested Prerequisite: Keyboarding and Document Formatting. A continuation of keyboarding skills in document formatting, speed, and accuracy. Emphasis is on proofreading, editing, following instruction, and keying documents from various copy. This course may be repeated for credit. Laboratory fee. (2 Lec., 2 Lab.)

POFT 2312 Business Communications II (3)

(This is a WECM course number. Former course prefix/number OFCT 2370.)

Skill development in practical applications which emphasize the improvement of writing skills necessary for effective business communications. Laboratory fee. (2 Lec., 2 Lab.)

POFT 2331 Administrative Systems (3)

(This is a WECM course number.)

Experience in project management and office procedures utilizing integration of previously learned skills. Laboratory fee. (2 Lec., 2 Lab.)

POFT 2380 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience. Directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

POFT 2381 Cooperative Education-Administrative Assistant/Secretarial Science, General (3)

(This is a WECM course number. Former course prefix/number OFCT 7471.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and employer, the student combines classroom learning with work experience directly related to a technical discipline, specific learning objectives guide the student through the paid work experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 20 Ext.)

**POFT 2382 Cooperative Education-General
Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7372.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec., 15 Ext.)

**POFT 2383 Cooperative Education-General
Office/Clerical and Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7472.)

Career related activities encountered in the student's area of specialization offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline. Specific learning objectives guide the student through the paid work experience. This course may be repeated for credit. (1 Lec., 20 Ext.)

**POFT 2388 Internship-General Office/Clerical and
Typing Services (3)**

(This is a WECM course number. Former course prefix/number OFCT 7372.)

An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (1 Lec., 15 Ext.)

PARALEGAL

LGLA 1266 Practicum Paralegal/Legal Assistant (2)

(This is a WECM course number. Former course prefix/number LEGL 7471.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. Practical general training and experiences in the workplace are offered. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course may be repeated (LGLA 2266 or LGLA 2380) if topics and learning outcomes vary. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 1301 Legal Research and Writing (3)

(This is a WECM course number. Former course prefix/number LEGL 1374.)

Corequisites: LGLA 1313 or LGLA 1311. This course provides a working knowledge of the fundamentals of effective legal research and writing. Topics include law library techniques and operations, computer assisted legal research, writing briefs and legal memoranda, proper citation form for legal resources, ethical obligations of the paralegal in legal research, and legal research terminology. (3 Lec.)

LGLA 1311 Introduction to Law (3)

(This is a WECM course number. Former course prefix/number LEGL 1373.)

Corequisites: LGLA 1313 or LGLA 1301. This course provides an overview of the law and the legal system. Topics include elementary legal concepts of various areas of the law, procedures, terminology, ethical obligations of the paralegal, current issues in law, and the function, jurisdiction, practices, and principles of trial and appellate courts at state and federal levels. (3 Lec.)

LGLA 1313 Introduction to Paralegal Studies (3)

(This is a WECM course number. Former course prefix/number LEGL 1370.)

Corequisites: LGLA 1311 or LGLA 1301. This course provides an overview of the paralegal profession including ethical obligations, regulation, professional trends and issues, and the paralegal's role in assisting the delivery of legal services. Professional organizations, job search strategies, legal vocabulary, legal analysis, writing skills, and critical thinking are introduced. (3 Lec.)

LGLA 1343 Bankruptcy (3)

(This is a WECM course number. Former course prefix/number
LEGL 2381.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course presents fundamental common law and statutory concepts of bankruptcy law and procedure. Topics include individual and business liquidation and reorganization, debtors' and creditors' rights, adversarial matters and litigation in bankruptcy court, legal terminology relating to bankruptcy law, ethical considerations for paralegals working in this area, and emerging computer applications in bankruptcy practice. (3 Lec.)

LGLA 1345 Civil Litigation (3)

(This is a WECM course number. Former course prefix/number
LEGL 2372.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course presents fundamental common law and statutory concepts, rules, and procedures of civil litigation with emphasis on the paralegal's role. Topics include pretrial, trial, and post-trial phases of civil litigation, the role of alternative dispute resolution processes in civil litigation proceedings, practical techniques required to cope with protracted or complex litigation, ethical considerations, drafting problems a paralegal may encounter in this area, and computer applications utilized in civil litigation activities. (3 Lec.)

LGLA 1351 Contracts (3)

(This is a WECM course number. Former course prefix/number
LEGL 2376.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course presents fundamental common law and statutory concepts of contract law with emphasis on the paralegal's role. Topics include formation, performance, and enforcement of contracts under the common law and the Uniform Commercial Code, ethical considerations of the paralegal working in this area, emerging computer applications, contract law terminology, and special problems encountered when drafting various instruments and documents related to the law of contracts. (3 Lec.)

LGLA 1353 Wills, Trusts, and Probate Administration (3)

(This is a WECM course number. Former course prefix/number
LEGL 2374.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course presents fundamental common law and statutory concepts of the law of will, trusts, and probate administration with emphasis on the paralegal's role. Topics include common law and statutory components of wills, trusts, and other instruments relating to estate planning, estate tax considerations, alternatives to traditional estate planning mechanisms, common law and statutory requirements regarding testate and intestate distribution of property, ethical obligations and professional responsibilities of the paralegal working in this area, drafting guidelines and concerns, probate court structure and procedures, emerging computer applications, and legal terminology related to wills, trusts, and probate administration. (3 Lec.)

LGLA 1355 Family Law (3)

(This is a WECM course number. Former course prefix/number
LEGL 1372.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course presents fundamental common law and statutory concepts of family law with emphasis on the paralegal's role. Topics include formal and informal marriages, separation, divorce, annulment, marital property, the parent-child relationship, child custody and support, adoption, guardianship, domestic relations court procedures, public records research, and the paralegal's role in alternative dispute resolution/mediation processes. Ethical obligations, family law terminology, and emerging computer applications in domestic relations practice are also presented. (3 Lec.)

LGLA 1380 Cooperative Education-Paralegal/Legal Assistant (3)

(This is a WECM course number. Former course prefix/number
LEGL 7371.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. Career related activities encountered in the student's area of specialization (paralegal/legal assistant) are offered through a cooperative agreement between the college, employer, and student. Under supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline (paralegal/legal assistant), specific learning objectives guide the student through the paid work experience. This course may be repeated (LGLA 2380) if topics and learning outcomes vary. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 15 Ext.)

LGLA 2266 Practicum-Paralegal/Legal Assistant (2)
(This is a WECM course number. Former course prefix/number
LEGL 7472.)

Prerequisites: LGLA 1313, LGLA 1311, LGLA 1266 or LGLA 1380, ENGL 1301. Practical general training and experiences in the workplace are offered. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course may be repeated (LGLA 2267) if topics and learning outcomes vary. This course is available for the student who has successfully completed LGLA 1266 or LGLA 1380 and who selected learning objectives different from those achieved in a previous practicum or cooperative work experience course. Seminar topics different from those covered in LGLA 1266 or LGLA 1380 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 2267 Practicum-Paralegal/Legal Assistant (2)
(This is a WECM course number.)

Prerequisites: LGLA 1313, LGLA 1311, LGLA 1266 and 2266, ENGL 1301. Practical general training and experiences in the workplace are offered. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study (paralegal/legal assistant). The guided external experiences may be paid or unpaid. This course is available for the student who has successfully completed LGLA 1266 and LGLA 2266 and who selects learning objectives different from those achieved in those previous practicum courses. Seminar topics different from those covered in LGLA 1266 and LGLA 2266 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 14 Ext.)

LGLA 2303 Torts and Personal Injury Law (3)

(This is a WECM course number. Former course prefix/number
LEGL 2375.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of tort law with emphasis on the paralegal's role. Topics include intentional torts, negligence, product liability, strict liability, special tort actions, immunities and commonly employed defenses, techniques of investigating claims, a paralegal's ethical obligations in this field, tort law terminology, and computer applications in tort law. (3 Lec.)

LGLA 2307 Law Office Management (3)

(This is a WECM course number. Former course prefix/number
LEGL 2377.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. This course presents the fundamentals of law office management and organization including basic principles and structure of management, administrative and substantive systems in large and small law offices and law practice technology. Topics include accounting systems, budgets, cash flow planning, marketing, time and billing systems, current developments in computer applications, benefits, effective utilization of attorney and staff resources, ethical obligations of the paralegal handling law office management responsibilities, and career opportunities for paralegals in this field. (3 Lec.)

LGLA 2309 Real Property (3)

(This is a WECM course number. Former course prefix/number
LEGL 1371.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. This course presents fundamental common law and statutory concepts of real property law with emphasis on the paralegal's role. Topics include the nature of real property, rights and duties of ownership, land use and limitations, voluntary and involuntary conveyances (deeds, contracts, liens, mortgages, deeds of trust, leases, etc.), property descriptions, the recording and searching for real estate documents, landlord and tenant issues, problems involved in drafting real estate documents, ethical considerations for a paralegal working in the real estate area, real property terminology, and emerging computer resources and applications in real estate practice. (3 Lec.)

LGLA 2311 Business Organizations (3)

(This is a WECM course number. Former course prefix/number
LEGL 2371.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301. This course presents basic common law and statutory concepts of business organizations with emphasis on the paralegal's role. Topics include the law of agency, sole proprietorships, forms of partnerships, forms of corporations, and emerging business entities such as limited liability companies and partnerships. Additional topics include ethical considerations, legal terminology related to business organizations, and computer applications being utilized in this area. Practical organizational and writing skills are emphasized through assigned drafting and formation projects. (3 Lec.)

LGLA 2313 Criminal Law and Procedure (3)

(This is a WECM course number. Former course prefix/number
LEGL 2379.)

Prerequisites: LGLA 1313, LGLA 1311, ENGL 1301.

This course introduces the criminal justice system including procedures from arrest to final disposition, principles of federal and state law and the preparation of pleadings and motions. The paralegal's role in assisting the attorney practicing criminal law is emphasized. Topics include review of the criminal court system, stages in a criminal prosecution, constitutional rights and limitations of the accused, investigation procedures, the juvenile justice system, dealing with clients, drafting specialized documents, ethical obligations of the paralegal working in this area, criminal law terminology, and the impact of computer applications on criminal courts and criminal law attorneys. (3 Lec.)

LGLA 2331 Advanced Legal Research and Writing (3)

(This is a WECM course number. Former course prefix/number
LEGL 2378.)

Prerequisites: LGLA 1313, LGLA 1311, LGLA 1301, at least 7 other LGLA courses, and ENGL 1301. This capstone course must be taken during the final semester you are enrolled in the program. This course builds upon skills acquired in prior legal research and writing courses including computerized research techniques and preparation of complex legal documents such as briefs, legal office memoranda, and citation forms. This course requires the student to synthesize the specialized information and resources learned in all previously completed paralegal courses and apply this knowledge to a capstone activity. (3 Lec.)

LGLA 2335 Advanced Civil Litigation (3)

(This is a WECM course number. Former course prefix/number
LEGL 2380.)

Prerequisites: LGLA 1313, LGLA 1311, LGLA 1345, ENGL 1301. This course provides opportunities to implement advanced civil litigation techniques and builds upon skills acquired in prior civil litigation courses with emphasis on the paralegal's role. Common law and statutory civil litigation concepts, ethical obligations of the paralegal assisting in civil litigation work, alternative dispute resolution processes, are reviewed. (3 Lec.)

LGLA 2380 Cooperative Education-Paralegal/Legal Assistant (3)

(This is a WECM course number. Former course prefix/number
LEGL 7372.)

Prerequisites: LGLA 1313, LGLA 1311, LGLA 1380 or LGLA 1266, ENGL 1301. Career related activities encountered in the student's area of specialization (paralegal/legal assistant) are offered through a cooperative agreement between the college, employer, and student. Under the supervision of the college and the employer, the student combines classroom learning with work experience. Directly related to a technical discipline (paralegal/legal assistant), specific learning objectives guide the student through the paid work experience. This course is available for the student who has successfully completed LGLA 1380 or LGLA 1266 and who selects learning objectives different from those achieved in a previous cooperative work experience or practicum course. Seminar topics different from those covered in LGLA 1380 or LGLA 1266 are presented. The student must attend a one-hour per week seminar in addition to the workplace hours required. (1 Lec., 15 Ext.)

PARAMEDIC**EMSP 1338 Introduction to Advanced Practice (3)**

(This is a WECM course number. Former course prefix/number
EMPT 1570.)

Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. An exploration of the foundations necessary for mastery of the advanced topics of clinical practice out of the hospital. Laboratory fee. (2 Lec., 2 Lab.)

EMSP 1355 Trauma Management (3)

(This is a WECM course number. Former course prefix/number
EMPT 1570.)

Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with traumatic injuries. Laboratory fee. (2 Lec., 2 Lab.)

EMSP 2143 Assessment Based Management (1)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisites: Successful completion of EMSP 2544, 2188, 2534 and 2430. The capstone course of the EMSP program. Designed to provide for teaching and evaluating comprehensive, assessment-based patient care management. Laboratory fee. (2 Lab.)

EMSP 2187 Internship-Emergency Medical Technology/Technician (1)

(This is a WECM course number. Former course prefix/number EMPT 1170.)

Prerequisite: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. (Taken concomitantly with Paramedic 1338, 1355, and 2544.) An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2188 Internship-Emergency Medical Technology/Technician (1)

(This is a WECM course number. Former course prefix/number EMPT 1171.)

Prerequisites: Successful completion of Paramedic 1338, 1355, and 2187. This course is taken concomitantly with Paramedic 2534 and 2430. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (3 Ext.)

EMSP 2289 Internship - Emergency Medical Technology/Technician (1)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisites: Successful completion of Paramedic 2534, 2430 and 2188. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

EMSP 2338 EMS Operations (3)

(This is a WECM course number. Former course prefix/number EMPT 2470.)

Prerequisites: Successful completion of Paramedic 1338, 1355, 2544 and 2187. A detailed study of the knowledge and skills necessary to reach competence to safely manage the scene of an emergency. Laboratory fee. (2 Lec., 2 Lab.)

EMSP 2430 Special Populations (4)

(This is a WECM course number. Former course prefix/number EMPT 1470.)

Prerequisite: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of ill or injured patients in nontraditional populations. Laboratory fee. (3 Lec., 2 Lab.)

EMSP 2534 Medical Emergencies (5)

(This is a WECM course number. Former course prefix/number EMPT 1670.)

Prerequisites: Successful completion of Paramedic 1338, 1355, and 2187. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with medical emergencies. Laboratory fee. (4 Lec., 2 Lab.)

EMSP 2544 Cardiology (5)

(This is a WECM course number. Former course prefix/number EMPT 1571.)

Prerequisites: (1) Completion of Texas Department of Health approved Emergency Medical Technician course, or certification by Texas Department of Health or National Registry of EMTs as Emergency Medical Technicians, (2) Current CPR certification, (3) Demonstrated competency in math, reading and anatomy and physiology. A detailed study of the knowledge and skills necessary to reach competence in the assessment and management of patients with cardiac emergencies. (5 Lec.)

EMSP 2586 Internship-Emergency Medical Technology/Technician (5)

(This is a WECM course number. Former course prefix/number EMPT 2571.)

Prerequisites: Successful completion of Paramedic 2338 and 2289 and certification by the Texas Department of Health as an Emergency Medical Technician. An experience external to the college for an advanced student in a specialized field involving a written agreement between the educational institution and a business or industry. Mentored and supervised by a workplace employee, the student achieves objectives that are developed and documented by the college and that are directly related to specific occupational outcomes. This may be a paid or unpaid experience. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

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 1313 Critical Thinking (3)

(Former course prefix/number PHI 103/PHIL 1370)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203)

This course surveys the history, theories and issues of moral reasoning and behavior. Practical applications will also be made. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

PHIL 2307 Introduction To Social And Political Philosophy (3)

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

PHIL 2316 History Of Ancient Philosophy (3)

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

PHIL 2317 History Of Modern Philosophy (3)

(This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

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)

PSYCHOLOGY**PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Prerequisite: Developmental Reading 0093 or meet TASP/Alternative Assessment Standards in Reading. Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

PSYC 2302 Applied Psychology (3)

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: TASP/Alternative Assessment passing Reading Standards recommended. Psychological facts and principles are applied to problems and activities of life and will be used to examine basic aspects of human relationships in society. This course will involve the direct application of psychological principles to human relation problems in such areas as business, health occupations, social service agencies, and interpersonal relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

PSYC 2314 Developmental Psychology (3)

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

PSYC 2316 Psychology Of Personality (3)

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: TASP/Alternative Assessment passing Reading Standards and Psychology 2301 recommended. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

RADIOLOGIC SCIENCES**RADR 1166 Practicum (or Field Experience)-
Medical Radiologic Technology/Technician (1)**

(This is a WECM course number. Former course prefix/number RADS 1274.)

Prerequisites: HPRS 2231, HPRS 1204, HPRS 1291, RADR 2213, RADR 1411, RADR 1313, RADR 2301. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student's general and technical course of study. The guided external experience is unpaid. This course may be repeated if topics and learning outcomes vary. (8 Ext.)

**RADR 1267 Practicum (or Field Experience)-
Medical Radiologic Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number RADS 1275.)

Prerequisites: RADR 1166. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences are unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

RADR 1313 Principles of Radiographic Imaging I (3)
(This is a WECM course number. Former course prefix/number RADS 1374.)

Prerequisites: RADR 1411. This course will analyze radiographic image quality and the effect of exposure variables upon radiographic quality. Laboratory fee. (2 Lec., 3 Lab.)

RADR 1411 Basic Radiographic Procedures (4)

(This is a WECM course number. Former course prefix/number RADS 1372 and RADS 1375.)

Prerequisites: RADR 2213, HPRS 1204, BIOL 1472 or BIOL 2402 or concurrent enrollment. This course includes an introduction to radiologic positioning terminology, the proper manipulation of equipment, positioning and alignment and evaluating images for proper demonstration of basic anatomy and related pathology. Laboratory fee. (3 Lec., 4 Lab.)

RADR 2133 Advanced Medical Imaging (1)

(This is a WECM course number not previously offered.)

Prerequisites: RADR 1313, RADR 2305 and ITSC 1401. An introduction to the use of computers in medical imaging and a survey of specialized imaging modalities. (1 Lec.)

RADR 2209 Radiographic Imaging Equipment (2)

(This is a WECM course number. Former course prefix/number RADS 2272.)

Prerequisites: RADR 1313 and RADR 2305. A study of the equipment and physics of x-ray production and basic x-ray circuits and the relationship of equipment to the imaging process. (2 Lec.)

RADR 2213 Radiation Biology and Protection (2)

(This is a WECM course number. Former course prefix/number RADS 1170.)

Prerequisites: BIOL 1470 or BIOL 2401 and admission to the program. A study of the effects of radiation exposure on biological systems, typical medical exposure levels, methods for measuring and monitoring radiation and methods for protecting personnel and patients from excessive exposure. (2 Lec.)

RADR 2217 Radiographic Pathology (2)

(This is a WECM course number. Former course prefix/number RADS 2270.)

Prerequisites: HPRS 2201, BIOL 1472 or BIOL 2402, RADR 1411, RADR 2301, RADR 2331. An overview of the disease process and common diseases and their appearances on medical images. (2 Lec.)

RADR 2235 Radiologic Technology Seminar (2)

(This is a WECM course number. Former course prefix/number RADS 2373 (partial) and RADS 2473 (partial).)

Prerequisites: All previously required RADR courses in sequence or concurrent enrollment. This is a capstone course focusing on the synthesis of professional knowledge, skills, and attitudes in preparation for professional employment and life long learning. Laboratory fee. (1 Lec., 3 Lab.)

**RADR 2266 Practicum (or Field Experience)-
Medical Radiologic Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number RADS 2372.)

Prerequisites: RADR 1166 and RADR 1267. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience is unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

**RADR 2267 Practicum (or Field Experience)-
Medical Radiologic Technology/Technician (2)**

(This is a WECM course number. Former course prefix/number RADS 2472.)

Prerequisites: RADR 1166, RADR 1267, RAD 2266. Practical general training and experience in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience is unpaid. This course may be repeated if topics and learning outcomes vary. (15 Ext.)

**RADR 2301 Intermediate Radiographic
Procedures (3)**

(This is a WECM course number. Former course prefix/number RADS 1376.)

Prerequisites: RADR 1411, HPRS 1204. A continuation of the study of the proper manipulation of radiographic equipment, positioning and alignment of the anatomical structure and equipment and evaluation of images for proper demonstration of intermediate anatomy and related pathology. Laboratory fee. (2 Lec., 4 Lab.)

RADR 2305 Principles of Radiographic Imaging II (3)

(This is a WECM course number. Former course prefix/number RADS 1276 and RADS 2373.)

Prerequisites: RADR 1313. A continuation in the study of radiographic imaging technique formulation, image quality assurance, and the synthesis of all variables in image production. Laboratory fee. (2 Lec., 2 Lab.)

RADR 2331 Advanced Radiographic Procedures (3)

(This is a WECM course number. Former course prefix/number RADS 2374.)

Prerequisites: RADR 1411 and RADR 2301. An advanced course including the proper manipulation of equipment, positioning and alignment of anatomical structure and equipment and evaluation of images for proper demonstrated of advanced anatomy and related pathology. Laboratory fee. (2 Lec., 2 Lab.)

READING

READ 1370 College Reading And Study Skills (3)

(Former course prefix/number RD 101)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

READ 1371 Speed Reading And Learning (3)

(Former course prefix/number RD 102)

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

RESPIRATORY CARE

RSPT 1141 Respiratory Home Care/Rehabilitation (1)

(This is a WECM course number. Former course prefix/number RESP 2670)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Designed to develop an understanding of respiratory home care/rehabilitation equipment, procedures, and patient care, with emphasis on the use of special technology and equipment in the treatment of patients in a subacute and/or long term patient care setting. Laboratory fee. (2 Lab.)

RSPT 1213 Basic Respiratory Care Pharmacology (2)

(This is a WECM course number. Former course prefix/number RESP 1270)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A study of pharmacological principles/practices of drugs which affect the cardiopulmonary systems. Emphasis on classification, route of administration, dosages/calculations, and interaction of the autonomic nervous system. (2 Lec.)

RSPT 1227 Applied Physics for Respiratory Care (2)

(This is a WECM course number. Former course prefix/number RESP 1470)

Prerequisite: Admission to Respiratory Care Program; a grade of "C" in all courses in Semester I and Semester II; Elective course co-requisite if not completed previously. Exploration of the theoretical and practical applications of mathematics and physics with a focus on the applicability and clinical utility of the modalities, techniques, procedures, equipment, and diagnostic tests utilized in respiratory care. (2 Lec.)

RSPT 1260 Clinical-Respiratory Therapy Technician (2)

(This is a WECM course number. Former course prefix/number RESP 1670.)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (12 Ext.)

RSPT 1307 Cardiopulmonary Anatomy and Physiology (3)

(This is a WECM course number. Former course prefix/number RESP 1370)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. An introduction to the anatomy and physiology of the cardiovascular, renal, and pulmonary systems. Includes the terminology used in respiratory physiology. (3 Lec.)

RSPT 1311 Respiratory Care Procedures II (3)

(This is a WECM course number. Former course prefix/number RESP 1670)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. Provides student with the essential knowledge of airway care and mechanical ventilation. Airway care includes indications, techniques, equipment, and hazards and complications. Mechanical ventilation includes indications, initiation, modes, clinical application, management, complications, and weaning. Laboratory fee. (2 Lec., 3 Lab.)

RSPT 1431 Respiratory Care Fundamentals II (4)

(This is a WECM course number. Former course prefix/number RESP 1670)

Prerequisite: A grade of "C" in all courses in Semester I and Semester II, RSPT 1227, and Elective course. Provides a foundation for the development of knowledge and skills for respiratory care including lung expansion therapy, postural drainage and percussion, artificial airways, manual resuscitation devices, suctioning, pulse oximetry, bedside spirometry, arterial sampling techniques and blood gas analysis and interpretation. Laboratory fee. (2 Lec., 6 Lab.)

RSPT 2131 (Clinical) Simulations in Respiratory Care (1)

(This is a WECM course number. Former course prefix/course number RESP 2670)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201 and RSPT 2310. The theory and history of clinical simulation examinations. Topics include the construction types, scoring, and mechanics of taking the exam along with practice in taking both written and computerized simulations, and basic concepts of computer usage. (2 Lab.)

RSPT 2163 Clinical-Respiratory Therapy Technician (1)

(This is a WECM course number. Former course prefix/number RESP 2670)

Prerequisite: A grade of "C" in RSPT 1141, RSPT 2113, RSPT 2258, RSPT 2262, RSPT 2314, and RSPT 2453. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated in topics and learning outcomes vary. (6 Ext.)

RSPT 2166 Practicum (or Field Experience)-Respiratory Therapy Technician (1)

(This is a WECM course number. Former course prefix/course number RESP 2670)

Prerequisite: A grade of "C" in RSPT 1141, RSPT 2113, RSPT 2258, RSPT 2262, RSPT 2314, and RSPT 2453. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experience may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Ext.)

RSPT 2201 Cardiopulmonary Assessment (2)

(This is a WECM course number. Former course prefix/course number RESP 2670)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1413. Advanced concepts of the physical, radiological, hemodynamic, laboratory, and fluid/electrolyte assessment of patients with cardiopulmonary disease. (2 Lec.)

RSPT 2258 Advanced Respiratory Care Patient Assessment (2)

(This is a WECM course number. Former course prefix/number RESP 2370)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Instruction in the integration of patient examination techniques, clinical lab studies, x-ray, pulmonary function, arterial blood gases, and invasive and non-invasive hemodynamics results in patient assessment. (1 Lec., 2 Lab.)

RSPT 2262 Clinical-Respiratory Therapy Technician (2)

(This is a WECM course number. Former course prefix/number RESP 2470 and RESP 1671)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. A method of instruction providing detailed education, training and work-based experience and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Course may be repeated if topics and learning outcomes vary. (12 Ext.)

RSPT 2310 Cardiopulmonary Disease (3)

(This is a WECM course number. Former course prefix/number RESP 1471)

Prerequisite: A grade of "C" in RSPT 1227 and RSPT 1431. A discussion of pathogenesis, pathology, history, prognosis, manifestations, and management of cardiopulmonary diseases. (3 Lec.)

RSPT 2314 Mechanical Ventilation (3)

(This is a WECM course number. Former course prefix/number RESP 1671 and RESP 2470)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. Preparation is conducted the therapeutic procedures to achieve adequate spontaneous and artificial ventilation with emphasis on ventilator classification, methods, principles, and operational characteristics. Also included are the indication, complications, and physiologic effects/principles of mechanical ventilation. Laboratory fee. (2 Lec., 3 Lab.)

RSPT 2453 Neonatal/Pediatric Cardiopulmonary Care (4)

(This is a WECM course number. Former course prefix/number RESP 2170 and RESP 2371)

Prerequisite: A grade of "C" in RSPT 1213, RSPT 1260, RSPT 1307, RSPT 1311, RSPT 2201, and RSPT 2310. A study of acute care, monitoring, and management as applied to the neonatal and pediatric patient. Laboratory fee. (3 Lec., 3 Lab.)

SOCIOLOGY

SOCI 1301 Introduction To Sociology (3)

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

SOCI 1306 Social Problems (3)

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

SOCI 2301 Marriage, Family, and Close Relationships (3)

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

SOCI 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

SOCI 2319 Race, Ethnicity and Community (3)

(This is a common course number. Former course prefix/number SOC 204)

This course focuses on cultural, social, and institutional factors affecting relationships within and among ethnic, cultural, and racial groups. Emphasis is on current problems of intergroup relations, social movements, and related social changes, as well as community building and conflict resolution. The historic contributions of the groups may be presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

SOCI 2370 Selected Topics (3)

(Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

SOCI 2371 Urban Social Problems (3)

(Former course prefix/number SOC 231)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

SOCI 2389 Applied Sociology Practicum (3)

(This is a common course number. Former course prefix/number SOC 232)

An instructional program designed to integrate on-campus study with practical field experience in sociology. In conjunction with class seminars, the individual student will set specific goals and objectives in the study of human social behavior, and/or social institutions, and in the practice of community service. This course may be repeated for credit when field experiences vary. (1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4501015142)

SPANISH

SPAN 1100 Spanish Conversation (1)

(Former course prefix/number SPA 107)

Prerequisite: Spanish 1411 or Spanish 1412. The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 1609055431)

SPAN 1311 Beginning Spanish (3)

(This is a common course number.)

This course is an introduction to Spanish speaking, comprehension, reading, writing and grammar. Cultural insights are also presented. Emphasis is on pronunciation, comprehension, and oral expression. It is strongly recommended that students who plan to study Spanish for more than one semester enroll in Spanish 1411 which includes an extra hour of lab per week (and an extra hour of credit for the course). Students who successfully complete Spanish 1311 and wish to continue their studies of Spanish may register for Spanish 1412. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

SPAN 1411 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

SPAN 1412 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

SPAN 2306 Spanish Conversation I (3)

(This is a common course number. Former course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. The next course in this conversation sequence is Spanish 2370. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

SPAN 2311 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

SPAN 2312 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

SPAN 2321 Introduction To Spanish Literature (3)

(This is a common course number. Former course prefix/number SPA 203)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

SPAN 2322 Introduction To Spanish Literature (3)

(This is a common course number. Former course prefix/number SPA 204)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

SPAN 2370 Spanish Conversation II (3)

(Former course prefix/number SPA 208)

Prerequisite: Spanish 2306 or Spanish 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

SPAN 2371 Spanish for Business I (3)

(Former course prefix/number SPA 211)

Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609059413. This is a unique need course.)

SPAN 2372 Spanish for Business II (3)

(Former course prefix/number SPA 212)

Prerequisite: Spanish 2371 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function in Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609059413. This is a unique need course.)

SPEECH COMMUNICATION

SPCH 1144 Speech Communication Laboratory (1)

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

SPCH 1145 Speech Communication Workshop (1)

(This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

SPCH 1311 Introduction To Speech Communication (3)

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and prepare and deliver formal public speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

SPCH 1315 Fundamentals Of Public Speaking (3)

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015335)

SPCH 1318 Interpersonal Communication (3)

(This is a common course number. Former course prefix/number SC 203)

This course presents theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)

(Coordinating Board Approval Number 2310015435)

SPCH 1321 Business And Professional Communication (3)

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

SPCH 1342 Voice And Articulation (3)

(This is a common course number. Former course prefix/number SC 109)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

SPCH 2144 Forensic Workshop (1)

(This is a common course number. Former course prefix/number SC 201)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

SPCH 2335 Discussion And Debate (3)

(This is a common course number. Former course prefix/number SC 205)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015935)

SPCH 2341 Performance of Literature (3)

(This is a common course number. Former course prefix/number SC 206)

Various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

SPCH 2370 Group Interpretation (3)

(Former course prefix/number SC 208)

This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

SPCH 2389 Academic Cooperative in Communication (3)

(This is a common course number. Former course prefix/number SC 211)

This instructional program is designed to integrate on-campus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. This course may be repeated for credit. (1 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2401035230)

SURGICAL TECHNOLOGIST

SRGT 1166 Practicum-Surgical/Operating Room Technician (1)

(This is a WECM course number. Former course prefix/number SGTC 1870.)

Prerequisites: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in English 1301, Speech Communication 1311, Biology 1470, Health Professions and Related Sciences 1204 and Health Professions and Related Sciences 2231. Concurrent enrollment in, or a minimum "C" grade or better in Biology 1472 and Health Professions and Related Sciences 2300. Concurrent enrollment in Surgical Technology 1405 and 1409. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates to the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (10 Ext.)

SRGT 1201 Medical Terminology (2)

(This is a WECM course number. Former course prefix/number SGTC 1270.)

Study of basic structure of medical words including prefixes, suffixes, roots, combining forms, plurals, pronunciation, spelling, and the definitions of medical terms. Emphasis is on building a professional vocabulary required for employment with the allied health care field. May be taken as a continuing education course. (2 Lec.)

SRGT 1367 Practicum-Surgical/Operating Room Technician (3)

(This is a WECM course number. Former course prefix/number SGTC 1070.)

Prerequisites: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in Health Professions and Related Sciences 1202. Concurrent enrollment in Surgical Technology 1441 and 1442. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (21 Ext.)

SRGT 1405 Introduction to Surgical Technology (4)

(This is a WECM course number. Former course prefix/number SGTC 1870.)

Prerequisites: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in English 1301, Speech Communication 1311, Biology 1470, Health Professions and Related Sciences 1204 and Health Professions and Related Sciences 2231. Concurrent enrollment in, or a minimum "C" grade or better in Biology 1472 and Health Professions and Related Sciences 2300. Concurrent enrollment in Surgical Technology 1409 and 1166. Orientation to surgical technology theory, surgical pharmacology and anesthesia, and patient care concepts. Laboratory fee. (3 Lec., 4 Lab.)

SRGT 1409 Fundamentals of Aseptic Technique (4)

(This is a WECM course number. Former course prefix/number SGTC 1870.)

Prerequisites: Acceptance to the Surgical Technologist program and a minimum "C" grade or better in English 1301, Speech Communication 1311, Biology 1470, Health Professions and Related Sciences 1204 and Health Professions and Related Sciences 2231. Concurrent enrollment in, or "C" grade or better in Biology 1472 and Health Professions and Related Sciences 2300. Concurrent enrollment in Surgical Technology 1405 and 1166. In-depth coverage of aseptic technique principles and practices, infectious processes, wound healing, and creation and maintenance of the sterile field. Laboratory fee. (3 Lec., 4 Lab.)

SRGT 1441 Surgical Procedures I (4)

(This is a WECM course number. Former course prefix/number SGTC 1070.)

Prerequisites: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in Health Professions and Related Sciences 1202. Concurrent enrollment in Surgical Technology 1442 and 1367. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the general, OB/GYN, genitourinary, and orthopedic surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. (4 Lec.)

SRGT 1442 Surgical Procedures II (4)

(This is a WECM course number. Former course prefix/number SGTC 1070.)

Prerequisites: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in, or a minimum "C" grade or better in Health Professions and Related Sciences 1202. Concurrent enrollment in Surgical Technology 1441 and 1367. Introduction to surgical pathology and its relationship to surgical procedures. Emphasis on surgical procedures related to the thoracic, peripheral vascular, plastic/reconstructive, EENT, cardiac, and neurological surgical specialties incorporating instruments, equipment, and supplies required for safe patient care. (4 Lec.)

SRGT 2171 Surgical Technologist - Seminar (1)

(This is a WECM course number. Former course prefix/number SGTC 1171.)

Prerequisites: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in Surgical Technology 2266. This course focuses on issues and special situations a student may face as a surgical technologist. Role transition from student to employee is incorporated. A capstone exam is included. (1 Lec.)

SRGT 2266 Practicum-Surgical/Operating Room Technician (2)

(This is a WECM course number. Former course prefix/number SGTC 1870.)

Prerequisites: A minimum "C" grade or better in all prerequisite and previous semester support and Surgical Technology course work. Concurrent enrollment in 2171. Practical general training and experiences in the workplace. The college with the employer develops and documents an individualized plan for the student. The plan relates the workplace training and experiences to the student's general and technical course of study. The guided external experiences may be paid or unpaid. This course may be repeated if topics and learning outcomes vary. (20 Ext.)

VOCATIONAL NURSING**VNSG 1163 Clinical-Practical Nurse (LPN Training) (1)**

(This is a WECM course number. Former course prefix/number VNUR 1572.)

Prerequisite: VNSG 1406. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Focus is on the care of the maternal/newborn client. (3 Ext.)

VNSG 1227 Essentials of Medication Administration (2)

(This is a WECM course number. Former course prefix/number VNUR 1271.)

General principles of medication administration including determination of dosage, preparation, safe administration, and documentation of multiple forms of drugs. Instruction includes various systems of measurement. (2 Lec.)

VNSG 1263 Clinical- Practical Nurse (LPN Training) (2)

(This is a WECM course number. Former course prefix/number VNUR 1573.)

Prerequisite: VNSG 1334. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. ON-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Focus is on the care of pediatric clients. A clinical rotation focused on transition to the role of the vocational nurse is also included. (6 Ext.)

VNSG 1304 Foundations of Nursing (3)

(This is a WECM course number. Former course prefix/number VNUR 1471.)

Introduction to the nursing profession including history, standards of practice, legal and ethical issues, and role of the vocational nurse. Topics include mental health, therapeutic communication, cultural and spiritual diversity, nursing process, and holistic awareness. (3 Lec.)

VNSG 1323 Basic Nursing Skills (3)

(This is a WECM course number. Former course prefix/number VNUR 1271.)

Mastery of entry level nursing skills and competencies for a variety of health care settings. Utilization of the nursing process as the foundation of all nursing interventions. Laboratory fee. (2 Lec., 2 Lab.)

VNSG 1334 Pediatrics (3)

(This is a WECM course number. Former course prefix/number VNUR 1573.)

Prerequisite: Completion of all Level III Vocational Nursing courses. Study of childhood diseases and childcare from infancy through adolescence. Focus on the care of the well and the ill child utilizing the nursing process. (3 Lec.)

VNSG 1360 Clinical-Practical Nurse (LPN Training) (3)

(This is a WECM course number. Former course prefix/number VNUR 1471.)

Prerequisite: VNSG 1227; VNSG 1332. Co-requisite: VNSG 1509. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Includes independent study activity, focused on care of the elderly in the community. (9 Ext.)

VNSG 1406 Maternal/Newborn Nursing (4)

(VNUR (This is a WECM course number. Former course prefix/number 1572.)

Prerequisite: All Level II Vocational Nursing courses. A study of the biological, psychological and sociological concepts applicable to basic needs of the family including childbearing and neonatal care. Topics include physiological changes related to pregnancy, fetal development, and nursing care of the family during labor and delivery and the puerperium. Laboratory fee. (3 Lec., 2 Lab.)

VNSG 1509 Nursing in Health and Illness II (5)

(This is a WECM course number. Former course prefix/number VNUR 1371.)

Introduction to common health problems of the adult requiring medical and surgical interventions. (5 Lec.)

VNSG 1510 Nursing in Health and Illness III (5)

(This is a WECM course number. Former course prefix/number VNUR 1570.)

Prerequisite: All Level I Vocational Nursing Courses. Co-requisite: VNSG 2460. Continuation of Nursing in Health and Illness II. Further study of common medical-surgical health problems of the adult including concepts of mental illness. Incorporates knowledge necessary to make the transition from student to graduate vocational nurse. Laboratory fee. (4 Lec., 3 Lab.)

VNSG 2460 Clinical-Practical Nurse (LPN Training) (4)

(This is a WECM course number. Former course prefix/number VNUR 1571.)

Co-requisite: VNSG 1510. A method of instruction providing detailed education, training, and work-based experience, and direct patient/client care, generally at a clinical site. Specific detailed learning objectives are developed for each course by the faculty. On-site clinical instruction, supervision, evaluation, and placement is the responsibility of the college faculty. Clinical experiences are unpaid external learning experiences. Courses may be repeated if topics and learning outcomes vary. Focus on the care of patients with more complex medical-surgical health problems. (24 Ext.)

Index to El Centro Associate/Certificate Programs and Courses

Certificate/Associate Programs

Accounting	
Associate.....	65
Accounting Technician.....	66
Accounting Assistant.....	67
Accounting Clerk.....	67
Associate Degree Nursing.....	68
Perioperative Nurse Internship.....	69
LVN Option.....	70
Bakery/Pastry	
Associate.....	71
Certificate.....	72
Business Administration.....	73
Computer Information Technology	
Cisco Networking Intern.....	74
Cisco Networking Assistant.....	74
Personal Computer User.....	75
Personal Computer Technician.....	75
Personal Computer Specialist.....	76
Personal Computer Support.....	77
Software Programmer/Developer Assistant.....	78
Software Programmer/Developer.....	79
Midrange Assistant.....	80
Midrange Tech Support.....	80
Midrange Specialist.....	81
Networking Associate.....	81
Criminal Justice	
Associate.....	82
Human Services.....	83
Law Enforcement.....	83
Certificate.....	84
45-semester hour requirement.....	84
30-semester hour requirement.....	84
Culinary Arts	
Associate.....	85
Basic Culinary Skills (Certificate).....	86
Diagnostic Medical Sonography	
Associate.....	87
Certificate.....	88
Echocardiology Technology	
Associate.....	89
Certificate.....	90
Fashion Design	
Associate.....	91
Apparel Design.....	92
Pattern Design.....	92
Food and Hospitality Service	
Associate.....	93
Certificate.....	94
Certified Food and Hospitality Manager.....	94

Interior Design.....	95
Internet Publishing and E-Commerce Technologies	
Level I Certificate.....	96
Level II-Advanced Certificate.....	97
Invasive Cardiovascular Technology	
Associate.....	98
Certificate.....	99
Management	
Associate.....	100
Certificate.....	101
Medical Assisting.....	102
Medical Laboratory Technology.....	103
Medical Staff Services.....	104
Medical Transcription.....	105
Office Technology	
Executive Assistant.....	106
Executive Assistant/Tech Prep	
Navy Yeoman.....	107
Administrative Support.....	108
Office Assistant.....	108
Software Application Specialist.....	109
Paralegal.....	110
Paramedic.....	111
Radiologic Sciences.....	112
Respiratory Care.....	113
Small Business Academy.....	114
Surgical Technologist.....	115
Vocational Nursing.....	116

Course Descriptions

Accounting.....	117-118
Architecture.....	119-120
Art.....	120-121
Biology.....	121-122
Business.....	123
Chemistry.....	123
College Learning Skills.....	
See Developmental College Learning Skills	
Computer Information Technology.....	124-131
Computer Science.....	131-132
Criminal Justice.....	132-133
Cultural Studies.....	133
Developmental College Learning Skills.....	134
Developmental Communications.....	134
Developmental Learning.....	134
Developmental Mathematics.....	134-136
Developmental Reading.....	136-137
Developmental Writing.....	137

(Continued on next page)

(Continued from previous page)

Diagnostic Medical

Sonography.....	138-139
Drama.....	139-140
Echocardiology Technology.....	140-141
Economics	141-142
Educational Personnel.....	142-143
English.....	143-145
English as a Second Language (Inglés Como Segundo Idioma).....	145-147
Fashion Design.....	147-149
Fashion Marketing.....	
See Marketing Careers	
Food and Hospitality Service.....	149-153
Geology	153
German	153
Government	153-154
Health Occupations	
Core Curriculum	154
History.....	154-155
Human Development.....	155-156
Humanities	156
Interior Design	156-158
Internet Publishing and E-Commerce Technologies.....	158-161
Invasive Cardiovascular Technology	161-162
Library Skills.....	162
Management	162-164
Marketing Careers.....	164-166
Mathematics	166-169
Medical Assisting	169-170
Medical Laboratory Technology	170-171
Medical Staff Services	171-172
Medical Transcription.....	172-173
Music	173-178
Nursing	178-182
Nutrition	183
Office Technology	183-186
Paralegal	186-189
Paramedic	189-191
Philosophy.....	191
Physical Science.....	See Physics
Physics	191-192
Psychology	192
Radiologic Sciences.....	192-193
Reading	194
Respiratory Care	194-195
Sociology.....	196
Spanish.....	196-197
Speech Communication.....	198
Surgical Technologist.....	199-200
Vocational Nursing.....	200-201