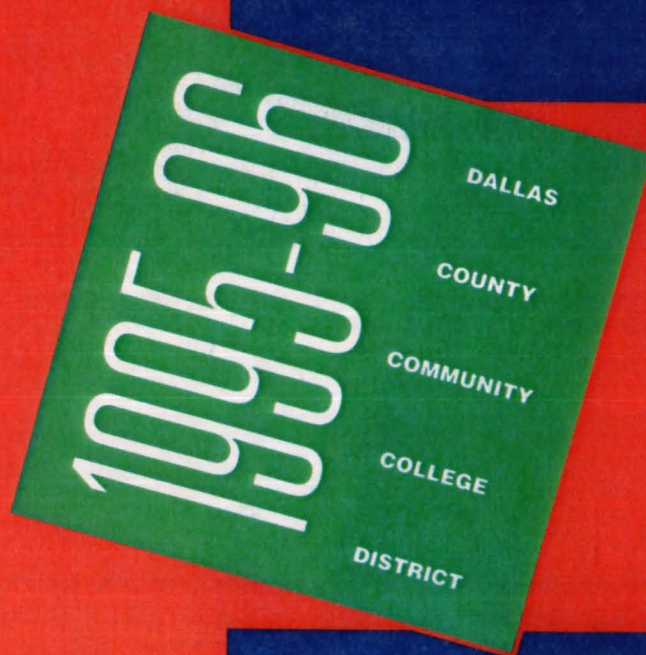


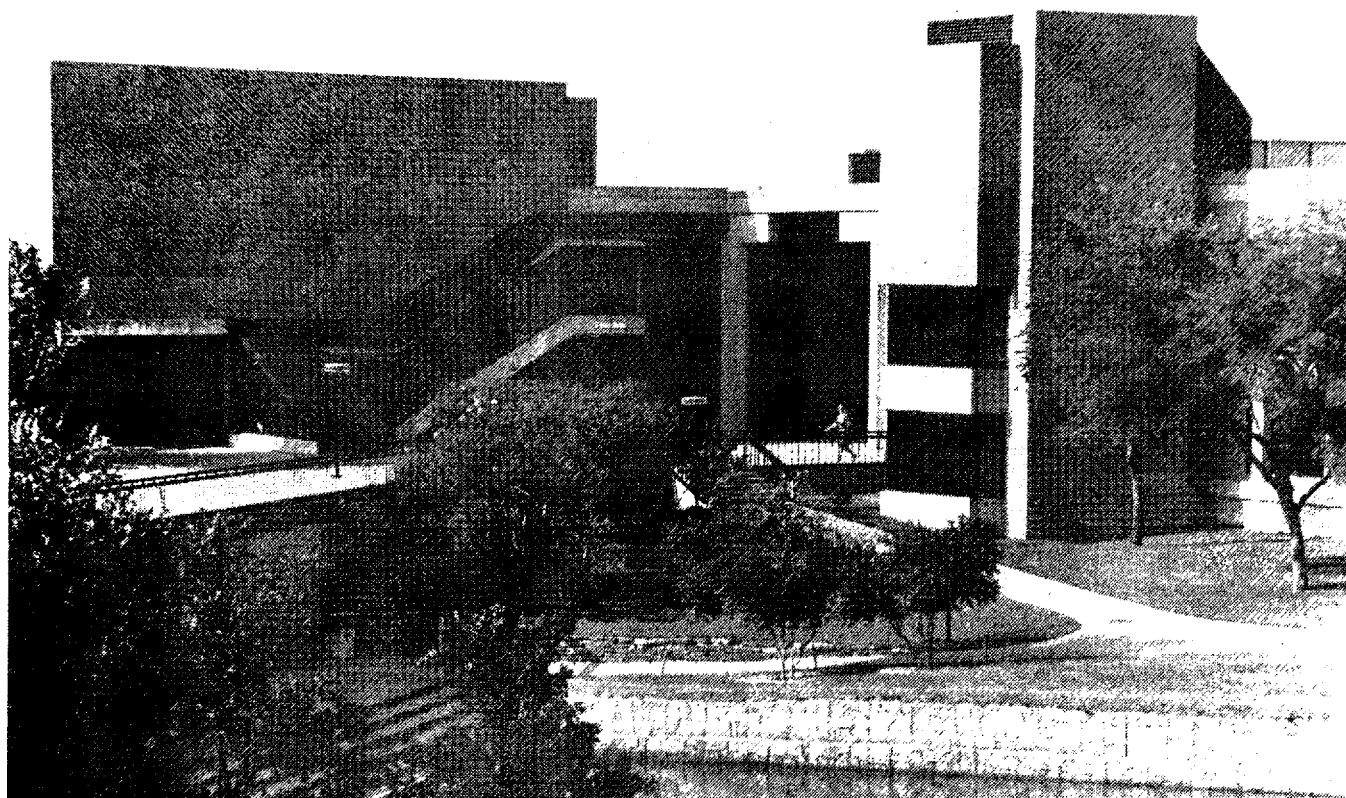
# RICHLAND COLLEGE CATALOG



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# **1995-96 Richland College Catalog**

**Dallas County Community College District**



**Richland College**  
12800 Abrams Road  
Dallas, Texas 75243

**Call for information: Admissions, 238-6100  
Counseling, 238-6106**

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

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# TEXAS ACADEMIC SKILLS PROGRAM AND RICHLAND COLLEGE

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

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

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

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

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

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

- A.** Students who completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities and which will count toward graduation; also, various credit-by-exam programs taken prior to Fall 1989 will result in an exemption. Students enrolled in a DCCCD academic program leading to a certificate may receive a waiver from TASP. Other exemptions include students who meet the following: (1) score at least 1800 on each of the three sections of TAAS if taken prior to spring '94 or if taken after spring '94, score at least X-90 on Reading, X-87 on Mathematics, and at least 1800 on Writing; (2) score at least 29 or higher on both ACT math and ACT English and have an ACT composite score of at least 27; or (3) score at least 550 or higher on both SAT verbal and SAT math with math with an SAT composite score of at least 1200 on SATs taken before April '95; or (4) score at least 620 on SAT verbal and 560 on SAT math with an SAT composite of at least 1270 on SATs taken April '95 or thereafter. The following DCCCD courses or their equivalents will NOT count toward the three hours: Any course numbered below 1000, Art 1170, Music 1175 and Drama 1170.

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

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

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

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

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

- A.** The three-part (reading, writing and mathematics) test will be given on a statewide basis at designated testing sites. Each DCCCD college is a test site. During 1995, the test will be given on June 3, July 15, September 16 and November 11. During 1996, the test dates are February 24, April 20, June 15 and July 20. TASP registration materials are available in the Counseling/Advisement Centers and/or Testing/Appraisal Centers of each of the DCCCD colleges.

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

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

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

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

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

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

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



# Academic Calendar for 1995-96

## Summer Sessions, 1995

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

May 29 (M)	Memorial Day Holiday
May 31-June 1 (W-R)	Registration Period (Varies by College)
June 3 (S)	TASP Test Administered
June 5 (M)	Classes Begin
June 8 (R)	4th Class Day
June 9 (F)	Class Day (Only Friday Class Meeting)
June 27 (M)	Last Day to Withdraw with "W"
July 4 (T)	Fourth of July Holiday
July 6 (R)	Final Exams
July 6 (R)	Semester Closes
July 10 (M)	Grades <i>due</i> in Registrar's Office by 10 a.m.

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

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

## Fall Semester, 1995

August 21 (M)	Faculty Reports
August 21-24 (M-R)	Registration Period (Varies by College)
August 25 (F)	Faculty Professional Development
August 28 (M)	Classes Begin (M-R Classes)
September 1 (F)	Friday <i>Only</i> Classes Begin
September 2 (S)	Saturday <i>Only</i> 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 17 (F)	Last Day to Withdraw with a Grade of "W"
November 23 (R)	Thanksgiving Holidays Begin
November 27 (M)	Classes Resume
December 8 (F)	Final Exams for Friday <i>Only</i> Classes
December 9 (S)	Final Exams for Saturday <i>Only</i> Classes
December 11-14 (M-R)	Final Exams for M-R Classes
December 14 (R)	Semester Closes
December 18 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.
December 23 (S)	College Buildings and Offices Closed for the Holidays

## Spring Semester, 1996

January 2 (T)	College Buildings and Offices Reopen
January 8 (M)	Faculty Reports
January 8-11 (M-R)	Registration Period (Varies by College)
January 12 (F)	Faculty Professional Development
January 15 (M)	Martin Luther King, Jr. Day Holiday
January 16 (T)	Classes Begin (M-R Classes)
January 19 (F)	Friday <i>Only</i> Classes Begin
January 20 (S)	Saturday <i>Only</i> Classes Begin
January 29 (M)	12th Class Day
February 22 (F)	Faculty Professional Development (TJCTA)
February 23 (F)	Friday <i>Only</i> Classes Meet
February 24 (S)	Saturday Classes Meet
February 24 (S)	TASP Test Administered
March 11 (M)	Spring Break Begins
March 15 (F)	Spring Holiday for All Employees
March 18 (M)	Classes Resume
April 5 (F)	Holidays Begin
April 8 (M)	Classes Resume
April 11 (R)	Last Day to Withdraw with "W"
April 20 (S)	TASP Test Administered
May 3 (F)	Final Exams for Friday <i>Only</i> Classes
May 4 (S)	Final Exams for Saturday <i>Only</i> Classes
May 6-9 (M-R)	Final Exams for M-R Classes
May 9 (R)	Semester Closes
May 9 (R)	Graduation
May 13 (M)	Grades <i>due</i> in Registrar's office by 10 a.m.

## Summer Sessions, 1996

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

May 27 (M)	Memorial Day Holiday
May 29-30 (W-R)	Registration (Varies by College)
June 3 (M)	Classes Begin
June 6 (R)	4th Class Day
June 7 (F)	Class Day
June 14 (F)	Class Day
June 15 (S)	TASP Test Administered
June 24 (M)	Last Day to Withdraw with "W"
July 3 (W)	Final Exams
July 3 (W)	Semester Closes
July 4 (R)	Fourth of July Holiday
July 8 (M)	Grades <i>due</i> in Registrar's Office by 10 a.m.

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

July 10 (W)	Registration (All Campuses)
July 11 (R)	Classes Begin
July 12 (F)	Class Day (Only Friday Class Meeting)
July 16 (T)	4th Class Day
July 20 (S)	TASP Test Administered
August 5 (M)	Last Day to Withdraw with "W"
August 13 (T)	Final Exams
August 13 (T)	Semester Closes
August 15 (R)	Grades <i>due</i> in Registrar's office by 10 a.m.

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# **RICHLAND COLLEGE**

A challenging educational experience awaits students at Richland College, where a dedicated faculty, innovative programs, functional campus design and the beauty of nature combine to create an exciting learning environment.

Richland was the fourth of seven colleges in the Dallas County Community College District enrolling its first students in 1972. It has subsequently become the largest DCCCD college, enrolling more than 13,500 college credit students and 10,000 non-credit continuing education students each semester.

A comprehensive curriculum is offered at Richland including academic transfer programs, technical/occupational programs and non-credit continuing education courses. In addition, the college offers:

- Honors courses and an Honors Scholar program
- Global Studies and Global Scholar program
- International Language Institute
- Multicultural Center
- Adult Resource Center
- Career Information & Placement Services
- Center for Independent Study
- Services for Disabled Students
- R. Jan LeCroy Center for Educational Telecommunications

## **STUDENT SERVICES**

Admissions .....	238-6100
Advisement .....	238-6113
Registrar's Office .....	238-6051
Accounting Services .....	238-6277
Adult Resource Center .....	238-6331
Career Information & Placement Center .....	238-6921
Cashier Services .....	238-6206
College Police .....	238-6911
Center for Independent Study .....	238-6226
Crisis Counseling .....	(pager) 332-0794
English as a Second Language .....	238-6900
Financial Aid .....	238-6188

## **The Campus**

Richland is located on 259 acres at 12800 Abrams Road just north of LBJ Freeway. The campus plan enhances the natural beauty of the site. Campus facilities are linked by pedestrian bridges which extend along both sides of a spring-fed creek and two picturesque lakes. Richland has a performance hall, a greenhouse with a demonstration garden, and a planetarium. The campus athletic complex includes an outdoor swimming pool and a fitness trail.

## **Richland College Statement of Purpose**

The purpose of Richland College/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 the 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. In all our efforts, Richland strives to meet the needs and exceed the expectations of those the college serves.

## **Accreditation**

Richland College, of the Dallas County Community College District, is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the Associate of Arts and Sciences degree and the Associate of Applied Science degree.

Global Studies .....	238-6301
Health Center .....	238-6135
Honors Program .....	238-6322
International Language Institute .....	238-6943
International Programs/Studies Abroad .....	238-6301
Library (LRC) .....	238-6150
Multicultural Center .....	238-6900
Special Services for Disabled Students (Voice/TTY) .....	238-6180
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Testing/TASP Information .....	238-6160
TRIO Grant .....	238-6123

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- Henderson, Thomas P.** ..... Real Estate  
University of Illinois, B.S.; Illinois State University, M.S.
- Herring, Marlis** ..... Counselor  
Wake Forest University, B.A.; Arkansas State University, M.R.C.
- Hester, Gwendolyn L.** ..... Office Technology  
Michigan State University, M.A.; Wayne State University, B.S., Ed.D.
- Hughes, Robert** ..... Business  
Central College, A.A.; Southern Nazarene University, B.A.A.;  
University of North Texas, M.B.E., Ed.D.
- Iron Eyes, Mary** ..... Art  
Texas Women's University, B.S.; M.Ed.
- Irwin, Jim** ..... Music  
University of Iowa, B.M., D.M.A.; Indiana University, M.M.
- Irwin, Peter** ..... Computer Information Systems  
Southern Methodist University, B.B.A., M.B.A.;  
University of North Texas, Ed.D.
- Jackman, Sarah** ..... Developmental Math  
University of Texas at El Paso, B.S., M.Ed., M.A.T.
- Jacobson, Mary Kay** ..... LeCroy Center/Associate Dean  
University of North Dakota, B.A.
- Jeser-Skaggs, Sharlee** ..... Library Faculty/Reference Librarian  
Southwest Texas State Univ., B.A.; University of Texas, Austin, M.L.S.
- John, Gary G.** ..... Counselor  
Austin College, B.A., M.A., East Texas State University, Ed.D.
- Johnson, Carole** ..... Director, Library Sciences  
West Texas State University, B.S.; University of North Texas, M.L.S.
- Kelso, Mark** ..... English  
Stephen F. Austin State University, B.A., M.A.
- Kerr, James E.** ..... English  
University of Iowa, B.A., M.A., M.F.A.
- Kettle, Pamela** ..... LeCroy Center/Telecourse Producer  
University of Texas at Austin, B.J.
- Lambert, James W.** ..... Media Consultant, Audio Video  
Northwestern State College, B.S.; Indiana University, M.S.
- Lambert, Judith R.** ..... English  
Southern Methodist University, B.A.; University of North Texas, M.Ed.;  
University of Texas, Austin, M.A.
- Landfair, Wilene** ..... Office Technology  
Univ. of Arkansas, Monticello, B.S.; University of North Texas, M.B.E.
- Lewis, Marjorie H.** ..... Developmental Writing  
Arizona State University, B.S.; University of Texas at Arlington, M.A.
- Little, Peggy** ..... German  
Indiana University, A.B., M.A.T.
- Lokke, Donald H.** ..... Geology  
Wheaton College, B.S.; Texas Tech University, M.S.
- Lopez, Oscar** ..... Director, Special Services  
Cisco Junior College, A.A.; University of Texas, Austin, B.A.
- Lott, Kenneth** ..... Mathematics  
University of Texas, Austin, B.A.; University of North Texas, M.S.
- Loucas, Wayne** ..... Photography  
Miami-Dade Community College, A.A.; Florida International  
University, B.S.; University of South Florida, M.F.A.
- Luter, Edward C.** ..... English  
University of Dallas, B.A.; University of Miami, M.A.
- MacPhee, Carolyn S.** ..... Assistant Dean, Continuing Education  
Washington State University, B.A.
- Mandernach, Charles G.** ..... Music  
University of Northern Iowa, B.A.; Eastman School of Music, M.M.
- Martinez, Fred** ..... Counselor  
University of Dallas, B.A., M.Div.
- Martinez, Ivan D.** ..... Division Dean, Communications  
St. Petersburg Junior College, A.A.; Florida State University, B.A., M.S.
- Massingale, George W.** ..... Division Dean, Humanities  
Northeast Louisiana University, B.A., M.M.E.;  
University of North Texas, Ph.D.
- Matlock, Jerry L.** ..... Developmental Mathematics  
University of Texas, Austin, B.A.; East Texas State University, M.S.
- Matney, Gary** ..... Registrar  
Washburn University, B.S.; Southern Illinois University, M.S.
- Matter, William W.** ..... English  
Texas Tech University, B.A., M.A., Ph.D.
- May, Gwen** ..... Computer Science/Computer Information Systems  
Oklahoma State University, B.S.; University of Texas, Dallas, M.A.T.
- McElveen, Jerry D.** ..... English  
Southeastern Louisiana University, B.A.; Louisiana State University, M.A.
- McKay, Lynda** ..... Engineering Technology  
East Texas State University, B.S.
- McLaughlin, Thomas A.** ..... Dean of Student Support Services  
Coalinga College, A.A.; Wisconsin State University, B.S.;  
Southern Illinois University, M.S.
- Mecom, John O.** ..... Biology  
Louisiana Tech, B.S.; Northwestern University, M.S.;  
University of Colorado, Ph.D.
- Miles, John Mike** ..... Physical Education  
Southern Illinois University, B.S.; New Mexico State University, M.A.
- Miller, Susan J.** ..... Mathematics  
Austin College, B.A.; Southern Methodist University, M.S.
- Millsap, Franklin** ..... Horticulture  
Muskogee Junior College, A.A.; Oklahoma State University, B.S., M.S.
- Mittelstet, Stephen K.** ..... President  
McMurry College, B.S.; University of Texas, Austin, Ph.D.
- Molina, David** ..... LeCroy Center/Telecommunications Marketing Executive  
Devey Technological Institute, A.S.E.E.T.;  
Southern Methodist University, B.F.A.
- Morable, Linda R.** ..... Management  
Texas Woman's University, B.S., M.B.A.; Florida State University, Ph.D.
- Mosely, Joe** ..... Developmental Writing  
Texas Tech University, B.A.; University of Arkansas, M.A.
- Motley, Tom D.** ..... Art  
University of Texas, Arlington, B.F.A.; University of Dallas, M.A., M.F.A.
- Muha, Susan** ..... Vice President of Economic Development  
University of Georgia, B.S.; University of Central Arkansas, M.S.
- Muyskens-Parrott, Lois Anne** ..... Humanities/Art  
Dakota Wesleyan University, B.A.; University of North Texas, M.Ed.;  
East Texas State University, Ph.D.
- Neal, William B.** ..... Physical Education  
Hiram College, B.A.; Southern Methodist University, M.S.
- Newbury, Fred** ..... Economics  
Howard Payne University, B.A.; University of North Texas, M.Ed., Ed.D.
- Noel, Trevor** ..... Program Director/Continuing Education  
Texas A&M University, B.S.; Troy State University, M.S.
- Northcut, Mary N.** ..... English  
University of Texas, Arlington, B.A.; Southern Methodist University, M.A.;  
Texas Christian University, Ph.D.
- Nunley, John Parker** ..... Anthropology  
University of Texas, Austin, B.A., M.A.;  
Southern Methodist University, M.A., Ph.D.
- O'Connor, Linda** ..... Biology  
University of Texas, Austin, B.A.; Southern Methodist University, M.A.
- Ohlhausen, Orlan D.** ..... Mathematics  
Ablene Christian University, B.A., M.A.
- Osentowski, Mary** ..... Speech  
Univ. of Nebraska, Kearney, B.A.; University of North Texas, M.S., Ph.D.
- Paez, Lee** ..... English as a Second Language  
University of the Americas, B.A.;  
West University College of Graduate Studies, M.A.;  
University of North Texas, Ph.D.
- Pascal, Nanette** ..... Spanish/Director, International Language Institute  
Texas Woman's Univ., M.A.; Villanova University, Havana, Cuba, Ph.D.;  
East Texas State University, Ph.D.
- Penner, Gary** ..... Mathematics  
Nebraska State Teacher's College, B.S.; University of Illinois, M.A.
- Perez-Ramos, Sara** ..... Biology/Chemistry  
University of Puerto Rico, B.S.; Texas A&M University, M.S., Ph.D.
- Perkins, Dan G.** ..... Psychology  
Canton Community College, A.A.; Bradley University, B.S., M.A.;  
University of North Texas, Ph.D.
- Peterson, Jane E.** ..... English  
Bethel College, B.A.; University of Arkansas, M.A., Ph.D.
- Peterson, Robert J.** ..... LeCroy Center/Marketing  
University of Texas, Austin, B.A.
- Plicher, Rose Marie** ..... Business  
Tyler Junior College, A.S.; University of North Texas, B.B.A., M.B.E.
- Plocek, Pat** ..... International Business  
University of North Texas, B.B.A., M.B.A.;  
Southern Methodist University, M.L.A.
- Polk, Larry** ..... Counselor  
East Texas State University, B.A., M.S.
- Poubian, Maurice** ..... French  
University of Manitoba, M.A.; Sorbonne Nouvelle, M.A.
- Price, Jack Randall** ..... Psychology  
University of North Texas, B.S., M.S., Ph.D.
- Quinn, Pamela K.** ..... Vice President of LeCroy Center  
University of Kansas, B.S.; East Texas State University, M.S.
- Rager, Ernest F.** ..... Humanities  
University of North Texas, B.M.; University of Illinois, M.S.
- Ramos, Emilio** ..... Computer Science/Computer Information Systems  
University of Mississippi, B.S.; University of Southern Mississippi, M.S.
- Ramos, Maria** ..... Director of Financial Aid  
University of Illinois, B.A.
- Reynolds, Jackie S.** ..... Biology  
Texas A&M, B.S.; University of Hawaii, M.S.
- Richards, Steven** ..... LeCroy Center/Director of Marketing  
University of Denver, B.S., B.A.; University of Phoenix, M.B.A.
- Ricks, Gay S.** ..... Counselor  
East Texas State University, B.S., M.S.

<b>Ritter, John T.</b> .....	Physics University of Tulsa, B.S.; Illinois Institute of Technology, Ph.D.
<b>Rojas, Maria</b> .....	Spanish Universidad de Madrid, B.A.; University of Texas, Arlington, M.A.
<b>Ross, Michael</b> .....	Division Dean, Business & Professions East Texas State University, B.S., M.S.
<b>Ruiz-Esparza, Deborah A.</b> .....	Theatre University of North Texas, B.S.; University of Texas, M.F.A.
<b>Schroeder, Al</b> .....	Computer Information Systems Southwest Texas State University, B.S.; Western Michigan University, M.A.; East Texas State University, M.B.A.
<b>Sconce, Evelyn</b> .....	Management George Mason College, University of Virginia, B.A.; University of Missouri, M.A.; East Texas State University, Ph.D.
<b>Scott, Beverly G.</b> .....	Director, Career & Life Planning Center Hardin-Simmons University, B.S.
<b>Sheffield, Charles</b> .....	Theater Design University of Texas, Austin, B.F.A., M.F.A.
<b>Showman, Sam</b> .....	Chief, Richland College Police Richland College, A.A.
<b>Shorow, David</b> .....	Economics Casper College, A.B.S.; Texas Christian University, B.B.A., M.B.A.
<b>Simmons, Rosa</b> .....	Spanish Universidad Catolica de Valparaiso, B.A.; University of Akron, Ohio, M.A.
<b>Stonecker, William G.</b> .....	Engineering Technology/Humanities Olympic College, A.A.; Oregon State University, B.S., M.A.
<b>Smith, John L.</b> .....	Business & Industry Services Texas A&M University, B.S., M.E.; Wright State University, M.B.A.
<b>Somero, Deborah</b> .....	Dean, Enrollment Management Richland College, A.A.S.; University of Texas, Dallas, B.A.
<b>Spence, Patricia R.</b> .....	English/Speech/Film Queens College, N.Y., B.A.; University of Wisconsin, M.A.
<b>Stanson, John D.</b> .....	Physical Education State University of New York, Buffalo, B.S.; Texas Tech University, M.S.
<b>Stone, Louis R.</b> .....	Physical Education Abilene Christian University, B.S.E., M.E.
<b>Stover, James W.</b> .....	Art Baylor University, B.F.A.; Columbia University, M.A.; Texas Woman's University, M.F.A.
<b>Stupp, William E.</b> .....	English/German Pennsylvania State University, B.A., M.A.
<b>Summers, Tony E.</b> .....	Vice President of Student and Institutional Effectiveness Community College of Allegheny County, A.S.; Duquesne University, B.A.; University of Pittsburgh, M.Ed.
<b>Swedlund, Trudi J.</b> .....	English/Human Development University of Houston, B.A., Southern Methodist University, M.A.; University of North Texas, M.Ed.
<b>Taulbee, Thomas L.</b> .....	Psychology/Sociology Illinois State University, B.S.; East Texas State University, M.S., Ed.D.
<b>Teagardin-McQueen, Steffani, S.</b> .....	Physical Education Richland College, A.A.; University of North Texas, B.S.; East Texas State University, M.S., Ed.D.
<b>Tennant, Audrey</b> .....	Assistant Dean, Continuing Education University of Wisconsin, B.S.; Grace Bible College, B.S.; University of Wisconsin, M.S.
<b>Thompson, Donald E.</b> .....	Counselor State University of New York, Buffalo, B.A.; University of North Texas, M.Ed., Ph.D.
<b>Tinnin, Joe</b> .....	Psychology Southern Methodist University, B.A.; Texas Christian University, M.A.
<b>Tinsley, Sam</b> .....	Developmental Math Ouachita Baptist University, B.S.; University of Mississippi, M.S., Ph.D.
<b>Trickel, John A.</b> .....	American History University of Tulsa, B.A., M.A.; University of North Texas, Ed.D.
<b>Tulloch, Jacquelyn B.</b> .....	LeCroy Center/Director of Instructional Salem College, B.A.; Telecommunications Services University of Virginia, M.Ed., Ed.D.
<b>Verett, Gary D.</b> .....	History/Psychology Abilene Christian Univ., B.S., M.Ed.; University of North Texas, Ph.D.
<b>Vines, Martha</b> .....	Director, Learning Skills East Texas State University, B.A.; Amber University, M.S.
<b>Walker, Glen D.</b> .....	Engineering Technology University of Oklahoma, B.S.; University of Texas, Dallas, M.A.T.
<b>Wallace, Jerry D.</b> .....	Music Texas Christian University, B.M., M.A.; University of North Texas, Ph.D.
<b>Warwick, Noreen M.</b> .....	Political Science Southern Methodist University, B.A., M.A.
<b>Waterman, Randy T.</b> .....	Business University of North Texas, B.S., M.B.E.
<b>White, Bill D.</b> .....	Physical Education Texas Wesleyan College, B.S.; University of North Texas, M.Ed.
<b>Williams, Joselle</b> .....	Manager of Educational Computing Labs University of Texas, Austin, B.A.; Amber University, M.B.A.
<b>Williams, Rebecca</b> .....	Chemistry Louisiana State University, B.S.; Southern Methodist University, M.S.
<b>Wood, Hugh G.</b> .....	Western Civilization/U.S. History Western State College, B.A.; University of Colorado, M.A., Ph.D.
<b>Yates, Kathryn</b> .....	Government Midwestern State University, B.A., M.A.
<b>Young, Gordon D.</b> .....	Art University of Nebraska, B. F.A.; Tulane University, M.F.A.
<b>Zimmerman, Patricia</b> .....	Computer Science University of Texas, Austin, B.A., M.A.



## I. GENERAL INFORMATION

### History of the Dallas County Community College District

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

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

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

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

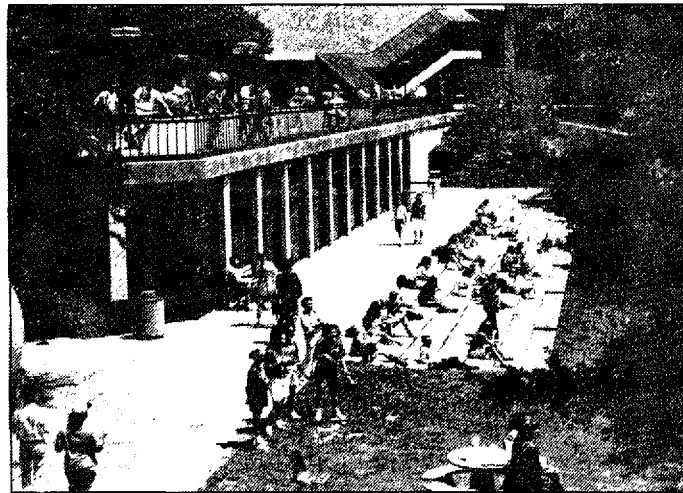
### Mission of the Dallas County Community College District

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

### District Philosophy and Goals

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

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



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

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

against a code of ethics and a statement of organizational values;

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

As a major employer, the DCCCD:

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

In its organizational culture, the DCCCD:

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

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

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

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

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

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

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

#### **District Responsibilities**

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

The colleges have a basic responsibility to provide educational and cultural leadership to the community. They must be sensitive to changing community needs and adapt readily to those needs. Individuals capable of continuing their educational development should be given the opportunity to improve their skills. Finally, to continue to meet its responsibilities in changing times, the college

system must guard against stagnation. Creativity and flexibility are therefore fostered at the District level and at each college.

#### **League for Innovation**

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

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

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

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

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

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

### Student Consumer Information Services

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

### Standard Of Conduct

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

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

### Accreditation

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

## II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

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

**Common Course Numbers:** Some course descriptions also indicate a Common Course Number. 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 this same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.

**Common Learning:** "General Education" as defined by the DCCCD. Common Learning courses contain learning experiences which provide knowledge and skills

necessary for living well and functioning competently in rapidly-changing local, state, national and world communities.

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

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

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

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

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

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

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

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

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

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

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

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



registration." Consult the class schedule for further information.

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

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

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

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

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

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

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

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

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

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

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

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

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

**Section:** A number indicating day/evening, hour, room number and name of instructor for a particular course. For example, the section number differentiates among the various classes of English 1301.

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

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

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

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

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

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

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

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

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

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

### III. ADMISSIONS AND REGISTRATION

#### General Admissions Policy

The College has an "open door" admissions policy. It insures that all persons who can profit from post-secondary education have an opportunity to enroll. The College requires certain assessment procedures for use in course placement. Assessment is not used to determine admission except for students concurrently enrolled in high schools and for those wishing to enroll in "special admissions" programs.

## Admission Requirements

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

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

## Beginning Freshmen

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

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

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

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

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

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

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

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

## Students Enrolled in High School

While no high school student may enroll in remedial courses, students still enrolled in high school may be admitted under the following conditions:

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

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

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

(2) Presentation of scores on the ACT/SAT/or college assessment program which indicate the student 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.

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

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

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

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

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

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

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



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

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

### **Transfer Students**

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

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

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

c. Meet all TASP requirements as shown below.

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

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

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

### **Former Students**

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

### **Academic Forgiveness Policy**

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

### **Non-Credit Students**

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

### **International Students**

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

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

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

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

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

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

Upon admission, all 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. 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;

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

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

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

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

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

1. Present documentation indicating valid non-immigrant status;

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

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

### **Evaluation of Foreign Credentials**

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

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

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

### **Application and Admissions Procedures**

Applications may be submitted any time prior to registration. Early application is essential because the student's place in registration is determined by the date of

the applicant's file; 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 the Admissions Office;

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

c. Official Transcripts: The following **MUST** be submitted — (1) a beginning student is required to furnish a transcript of the student's high school record; (2) a college transfer student is required to furnish official transcripts of all college work attempted. The College accrediting agency requires transcripts, and the College uses them in program advisement. **IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRANSCRIPTS FROM COLLEGES PREVIOUSLY ATTENDED.** If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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



### Reciprocal Tuition Agreement

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

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

### Tuition

Tuition is charged on a sliding scale according to the number of credit hours for which a student is enrolled and the student's place of legal residence. Tuition is

subject to change without notice by the Board of Trustees or the Texas Legislature.

### Additional Fees

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

### DCCCD Concurrent Enrollment and Fees

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

### Special Fees and Charges

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

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

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

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

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

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

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

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

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

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

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

**Continues following Tuition & Fees Schedule**

## TUITION AND STUDENT SUPPORT FEES Fall and Spring Sessions

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

Semester Credit Hours	DALLAS COUNTY					OUT-OF-DISTRICT					OUT-OF-STATE OR COUNTRY				
	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total
1	\$ 54	\$10	\$5	\$10	\$ 79	\$110	\$10	\$5	\$10	\$135	\$ 200	\$10	\$5	\$10	\$ 225
2	54	10	5	10	79	110	10	5	10	135	200	10	5	10	225
3	54	10	5	10	79	111	10	5	10	136	200	10	5	10	225
4	72	10	5	10	97	148	10	5	10	173	268	10	5	10	293
5	90	10	5	10	115	185	10	5	10	210	335	10	5	10	360
6	108	10	5	10	133	222	10	5	10	247	402	10	5	10	427
7	126	10	5	10	151	259	10	5	10	284	469	10	5	10	494
8	144	10	5	10	169	296	10	5	10	321	536	10	5	10	561
9	162	10	5	10	187	333	10	5	10	358	603	10	5	10	628
10	180	10	5	10	205	370	10	5	10	395	670	10	5	10	695
11	196	10	5	10	221	386	10	5	10	411	737	10	5	10	762
12	212	10	5	10	237	402	10	5	10	427	804	10	5	10	829
13	228	10	5	10	253	418	10	5	10	443	871	10	5	10	896
14	244	10	5	10	269	434	10	5	10	459	938	10	5	10	963
15	260	10	5	10	285	450	10	5	10	475	1,005	10	5	10	1,030
16	276	10	5	10	301	466	10	5	10	491	1,072	10	5	10	1,097
17	292	10	5	10	317	482	10	5	10	507	1,139	10	5	10	1,164
18	308	10	5	10	333	498	10	5	10	523	1,206	10	5	10	1,231
19	324	10	5	10	349	514	10	5	10	539	1,273	10	5	10	1,298
20	340	10	5	10	365	530	10	5	10	555	1,340	10	5	10	1,365

## TUITION AND STUDENT SUPPORT FEES Summer Sessions

Semester Credit Hours	DALLAS COUNTY					OUT-OF-DISTRICT					OUT-OF-STATE OR COUNTRY				
	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total
1	\$ 60	\$10	\$5	\$10	\$ 85	\$150	\$10	\$5	\$10	\$175	\$225	\$10	\$5	\$10	\$250
2	60	10	5	10	85	150	10	5	10	175	225	10	5	10	250
3	60	10	5	10	85	150	10	5	10	175	225	10	5	10	250
4	80	10	5	10	105	200	10	5	10	225	292	10	5	10	317
5	100	10	5	10	125	250	10	5	10	275	365	10	5	10	390
6	120	10	5	10	145	300	10	5	10	325	438	10	5	10	463
7	134	10	5	10	159	314	10	5	10	339	511	10	5	10	536
8	148	10	5	10	173	328	10	5	10	353	584	10	5	10	609
9	162	10	5	10	187	342	10	5	10	367	657	10	5	10	682

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

### TUITION REQUIREMENTS FOR LONG TERM:

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

### SUMMER SESSION

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

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

**Effective Date:** Fall Semester, 1995

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

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

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

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

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

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

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

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

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

## Refund Policy

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

### (1) Official withdrawal:

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

#### *Fall and Spring Semesters*

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

During the first five class days of the semester...80%\*

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

During the third five class days of the semester...50%\*

During the fourth five class days of the semester...25%\*

After the fourth five class days of the semester...NONE

#### *Summer Semesters*

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

During the first, second or third class day of the semester  
...80%\*

During the fourth, fifth or sixth class day of the semester  
...50%\*

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

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

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

#### *Regular Session*

During the first twelve class days of the semester...100%\*

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

#### *Summer Session*

During the first four class days...100%\*

After the fourth class day...NONE

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Returned Checks

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

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

### **Assessment and Advisement Procedures**

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

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

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

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

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

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

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

### **Change of Schedule**

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

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

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

for a non-credit student as for a credit student except that a student service fee may not be charged.

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

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

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

It is the responsibility of the College not to transfer credits received from any United States institution not so





accredited except where signed agreements between the College and other institutions exist. However, students who have gained proficiency through completion of coursework from non-accredited institutions may receive college credit through credit-by-examination/credit by experience.

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

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

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

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

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

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

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

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

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

The following students are TASP-exempt: Students whose composite Enhanced ACT is 29 or higher with individual math and English scores of at least 27; or whose SAT composite score is at least 1200 with Verbal and Math scores each of at least 550 if taken prior to April, 1995; if taken April, 1995 or thereafter, the SAT composite score must be at least 1270 with a minimum SAT verbal of 620 and a minimum SAT math of 560; or with TAAS scores of at least 1800 on each of the three sections. (ACT/SAT scores must have been taken within the last five (5) years; TAAS scores must have been within the last three (3) years and are valid for TASP exemption ONLY if testing occurred in grades 10, 11 or 12.)

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

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

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

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

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

## IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades and Grade Point Average

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

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

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a three hour course and earns an "A" accumulates 12 grade points for that course. A student's grade point average is computed by adding the total grade point values for all courses and dividing by the number of credit hours attempted during the same period. For example, a student who takes the following courses and earns the following grades has a grade point average 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
$\frac{35}{12} = 2.93$		

The student's transcript and grade reports will indicate two different GPA's. GPA(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. GPA(1) is utilized to determine Suspension/Probation status, athletic participation eligibility, and financial aid eligibility. GPA(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered below 1000, ARTS 1170, MUSI 1175, and DRAM 1170 in which a student received a performance grade of A-F. GPA(2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the GPA which may be considered by four-year institutions when a student transfers.

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

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

An incomplete grade 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 reenroll for course completion prior to the certification date in the next regular semester. If the student does not complete the course requirements, the "WX" is converted to a performance grade.

### Acceptable Scholastic Performance

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

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

### Recommended Academic Load

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

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

### **Classification of Students**

#### *Freshman:*

A student who has completed fewer than 30 credit hours.

#### *Sophomore:*

A student who has completed 30 or more credit hours.

#### *Part-time:*

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

#### *Full-time:*

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

### **Class Attendance**

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

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

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

### **Dropping A Course Or Withdrawing From College**

To drop a class or withdraw from the College, students must obtain a drop or withdrawal form and follow the prescribed procedure. It is the student's responsibility to drop or withdraw. Failure to do so will result in receiving a performance grade, usually a grade of "F." Should circumstances prevent a student from appearing in person to withdraw from the College, the student may withdraw by mail by writing to the Registrar. A drop/withdrawal request by mail must be received in the Registrar's Office by the semester deadline. No drop or

withdrawal requests are accepted by telephone. Students who drop a class or withdraw from the College before the semester deadline receive a "W" (Withdraw) in each class dropped. The deadline for receiving a "W" is indicated on the academic calendar and the current class schedule. See "Refund Policy" for possible refund eligibility.

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

### **Academic Recognition**

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

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

#### Scholastic Probation

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

If a student on Scholastic Probation fails to meet the above requirements in a given semester or summer term, the student will be placed on Scholastic Suspension and will not be allowed to register.

#### Scholastic Suspension

A student on Scholastic Probation who is ineligible to re-enroll shall be suspended from the college for not less than one long term.

After students have served their first suspension, they may continue to re-enroll with the completion of a semester/summer term GPA(1) of 2.00 or greater. Should students not meet the required standards and be placed on continued Scholastic Suspension for a second time, they will be suspended for a period of 12 months. Prior to application for readmission, a student must present to the Admissions Committee a written explanation of how he/she plans to improve his/her academic standing. The student will be readmitted on continued Scholastic Probation, and may have his/her coursework and total hours limited.

#### Academic Dismissal

Students readmitted after having been on Scholastic Suspension a second time, and who subsequently fail to achieve a GPA (1) of 2.00 or higher, shall be placed on

**Academic Dismissal.** After a 12-month period of Academic Dismissal, these students may be recommended for readmission only by the Vice President of Student Development or designate.

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

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

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

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

### **DCCCD Transcript of Credit**

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

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

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

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

### **Degree Requirements**

The College confers the Associate of Arts and Sciences Degree, the Associate of Arts and Sciences Degree with a major in Business, the Associate of Applied Science Degree, the Associate of College/University Transfer Degree, and certificates upon students who have completed all requirements for graduation. Each degree candidate must earn 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.



### **The Common Learning Curriculum**

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree. Therefore, the courses students take toward a DCCCD degree are designed around a series of skills to be achieved in order to be a successful, contributing member of society. The

courses required in DCCCD degrees should equip students to learn to live better with themselves, others, and environments, as well as to learn to live as producers, consumers, and members within a community. It is also expected that students will learn to live more creatively, become more proficient in understanding future trends and how those trends impact their own lives, and how to develop effective learning skills. While not each of the skills will be found in each and every course within a DCCCD degree, the faculty believe that by taking those courses required for a degree program, students will encounter many of the above-named skills.

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

Common Learning course requirements beyond the Core are designed to help ensure that all graduates have general knowledge as well as the specific knowledge ordinarily associated with a major course of study or a technical program. Candidates for the Associate of Arts and Sciences must take 34-36 hours in approved Common

Learning courses beyond the Core. Candidates for the Associate of Applied Science must choose six to eight hours of course work from two of the following clusters: Laboratory Science, Behavioral/Social Science, and Humanities.

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

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

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

- English 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course numbered 1000 or above (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- English 1302 (3 credit hours)
- A sophomore literature course (3 credit hours) to be chosen from English 2322, 2323, 2327, 2328, 2332, 2333, 2352, or 2371 (English 2307 and 2311 do not meet the sophomore literature requirements.)
- Laboratory Science (8 credit hours) to be chosen from Astronomy, Biology, Chemistry, Geology, Physical Science, OR Physics. (For Astronomy to meet this requirement, the student must successfully complete PHYS 1311 in combination with 1111, and PHYS 1312 in combination with 1112 OR successfully complete PHYS 1411-1412.)
- Humanities (3 credit hours) to be chosen from: ARTS 1301, a foreign language or an American Sign Language course, Humanities 1301, English 2322, 2323, 2327, 2328, 2332, 2333, 2352, 2371, Music 1306, Philosophy 1301 OR Drama 1310.
- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement. While military service, per se, may not excuse this requirement, documented evidence of specific coursework earned in the military MAY excuse this and other requirements. The Office of the Registrar can assist with this information.)

- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology
- History 1301 AND 1302 (6 credit hours) (NOTE: Only three credit hours of History may be earned through credit-by-examination.)
- Government 2301 AND 2302 (6 credit hours) (NOTE: Only three credit hours of Government may be earned through credit-by-examination.)
- Business (3 credit hours) to be chosen from Business, Accounting, Management 1370, Computer Information Systems, OR Economics. Cooperative Work Experience courses may not be used to meet Common Learning requirements.
- Electives (16-18 credit hours)

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

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

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

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

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

Students must have a minimum of 61 credit hours, a grade of "C" or better in each of the three Core courses (English 1301, Speech Communication 1311, and MATH



1324), a grade point average of at least "C" (2.00), based on GPA(2) and a passing score on all sections of TASP (if students are not TASP exempt) to receive this degree. These 61 hours must include:

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

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

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

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

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

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

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

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

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

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

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

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

- English 1301 OR English 2311 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course as required in the specific degree plan (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Three credit hours from a Social/Behavioral Science course: Anthropology, Government, History, Human Development, Psychology, OR Sociology
- Three hours from a Humanities/Fine Arts course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language or Eastfield Interpreter Training Program, English 2322, 2323, 2327, 2328, 2332, 2333, 2352, OR 2371
- Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

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

Courses numbered below 1000, ARTS 1170, Music 1175, and Drama 1170.

### **Tech-Prep**

Tech-Prep programs provide high quality, rigorous technical preparation based on a common core of academic courses that meet Texas recommended proficiencies in English, mathematics, science and social studies. Through Tech Prep, Dallas County Community College District provides an articulated, multi-year curriculum so students can acquire competencies necessary for successful employment by businesses and industry with options leading to advanced training in the following technical clusters: business/computer sciences, engineering technology, health and human services. DCCCD offers an associate degree and certificates as well as college transfer opportunities based on agreements among area secondary programs as well as four-year colleges and universities which benefit Tech-Prep students. After successfully completing the required high school courses outlined in a TechPrep program, Tech-Prep students may receive college credit toward graduation in certain college programs. Tech-Prep students should check with the College Vice President of Instruction for specific information.

### **Guarantee for Job Competency**

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

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree beginning, May, 1992, or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed this degree in the District (with a majority of the credits being earned at the District) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the DCCCD as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor, and appropriate faculty member will develop a written educational plan for retraining.

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

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

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

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

11. The student's sole remedy against District and its employees for skill deficiencies shall be limited to nine credit hours of tuition-free education under conditions described above.

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

### **Certificate Programs**

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

### **Transcript Evaluations**

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

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

Students should request a degree plan from the Registrar's Office 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.

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

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

### **Waiving Of Scholastic Deficiency**

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



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

### **Academic Transfer Programs**

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

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

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

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

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

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

specialization in Business. Additional information regarding this degree can be found elsewhere in this catalog or from a counselor or advisor.

The Associate of College/University Transfer is an individually negotiated degree designed to permit students to take only those courses which will apply toward a specific major at a specific university. Additional information about this degree can be found elsewhere in this catalog.

### **Transfer Dispute Resolution**

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

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

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

### **Choosing A Major And Developing An Educational Plan**

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

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

The Counseling personnel at each of the DCCCD campuses can provide assistance in developing a degree

plan for almost any major. Listed below are some of the four-year majors students can begin in the DCCCD:

Accounting	Marine Biology
Advertising	Marketing
Agriculture	Mathematics
American Studies	Medical Technology
Anthropology	*Medicine
Architecture	Meteorology
Art	Microbiology
Biological Science	Music
Botany	Music Education
Business Administration	Nursing
Chemistry	Occupational Therapy
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.

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

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

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

### Course Selection Guide

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

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

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

### **Equivalency Guides**

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

### **Common Course Numbering System**

To help meet the transfer needs of its students, the Dallas County Community College District has joined the Texas Common Course Numbering System Consortium. 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 Course Selection Guide valid at the time of initial enrollment in the DCCCD and at the time when a major was selected. DCCCD course syllabi should also be kept.

### **Other Things To Consider**

During the time of study in the DCCCD, students should begin to determine the necessary steps for completing the transfer admission process. The process may

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

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

### **Guarantee For Transfer Credit**

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

Special Conditions which apply to the guarantee are as follows:

1. Transferability: means the acceptance of credits toward a specific major and degree. Courses must be identified by the receiving university as transferable and applicable in Course Selection Guides dated 1991-92 or later;
2. Limitations of total number of credits accepted in transfer, grades required, relevant grade point average and duration of transferability apply as stated in the catalog of the receiving institution; and
3. The guarantee applies to courses included in a written transfer plan – which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made – which must be filed with the appropriate DCCCD college.

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

## VI. OTHER EDUCATIONAL PROGRAMS

### Technical/Occupational Programs

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

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

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

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

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

### Credit-By-Examination

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

The student must pay an examination fee for each course examination. This fee must be paid prior to taking the examination and is not refundable. The College's credit-by-examination program is coordinated with similar programs of four-year institutions. Final acceptance of

credit-by-examination for specific degree purposes is determined by the degree-granting institution. Students planning to use credit-by-examination to meet degree requirements at other institutions should check the requirements of the receiving institution.

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

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

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

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

<u>Test</u>	<u>DCCCD Courses</u>
Intro to Accounting	ACCT 2301, 2302
General Biology	BIOL 1406, 1407
Intro to Business Law	BUSI 2301
Information Systems & Computer Applications	CISC 1370
General Chemistry	CHEM 2423-2425
Principles/Macroeconomics	ECON 2301
Principles/Microeconomics	ECON 2302
English Literature	ENGL 2322, 2323
American Literature	ENGL 2337, 2338
College French 1-2	FREN 1411, 1412
College German 1-2	GERM 1411, 1412
American Government	GOVT 2301 or 2302
American History 1	HIST 1301
American History 2	HIST 1302
Western Civilization 1	HIST 2311
Western Civilization 2	HIST 2312
Principles of Management	MGMT 1370
Principles of Marketing	MRKT 2370
College Algebra	MATH 1314
Trigonometry	MATH 1316
Calculus w/Elementary Functions	MATH 2513
Intro to Psychology	PSYC 2301
Human Growth & Development	PSYC 2314
Intro to Sociology	SOCI 1301
College Spanish 1-2	SPAN 1411, 1412
College Spanish 3-4	SPAN 2311, 2312

*DANTES (Additional DANTES tests may be approved)*

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

*Advanced Placement Examination*

<u>Test</u>	<u>DCCCD Courses</u>
U.S. History	HIST 1301 & 1302
European History	HIST 2311 & 2312
Biology	BIOL 1406 & 1407
Chemistry	CHEM 1411 & 1412
English Language/Composition	ENGL 1301 & 1302
Math-Calculus AB	MATH 1348
Math-Calculus BC	MATH 2513
Physics B	PHYS 1401 & 1402
Physics C	PHYS 2425 & 2426

Students taking advantage of these tests should check with the Office of the Registrar to ensure these tests will be accepted in lieu of coursework. This should be done prior to taking the test as the above list may change.

**Non-Traditional Learning**

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

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

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

3. A student is required to complete at least 12 semester hours of course work with the District, six of

which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional course work accepted for credit.

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

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

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

**Flexible Entry Courses**

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

**Distance Learning Courses**

**Telecourses**

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

Most telecourses are shown on open broadcast through KDTN-TV2 and on local cable system channels, as well as being available for viewing on campus. Telecourses may be taken in conjunction with on-campus classes and students enroll for telecourses through the normal registration processes. Successful TELECOURSE students are goal oriented and self directed, know how to learn independently, and have prerequisite skills such as a college reading level. Telecourse offerings are listed in

the credit class schedules published by all DCCCD colleges each semester and subject matter includes:

Accounting	Anthropology
Business	Economics
English	History
Humanities	Government
Management	Health
Psychology	Sociology
Spanish	

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

#### **Televised "Live" Classes Via DC-Net**

A growing number of courses are offered from the LeCroy Center for Educational Telecommunications on DC-Net, or Dallas College Network. These courses are on live television, but with the difference that it is interactive: students watch and listen to the instructor on television and talk with the instructor and with classmates at other locations using special microphones or telephones.

Televised live classes are available at DCCCD colleges, on cable television in homes, and at select business sites.

Televised live classes provide students with several important benefits:

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

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

\*\* access to courses at times which may be more convenient for students.

Televised live courses are listed in college class schedules with special designations. Tests are administered at the testing centers of the colleges of the DCCCD. For more information, consult the Distance Learning Information Brochure available at each college or call 214-952-0340.

#### **Cooperative Work Experience**

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

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

To enroll in a cooperative education course, students must:

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

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

#### **International Studies**

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

Also offered by many of the campuses are study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to three weeks. In previous years these courses have



been offered in Austria, Australia, China, Dominican Republic, France, Great Britain, Russia, Mexico, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District Office of Student and International Programs at 214-746-2410.

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

### **Human Development Courses**

The Human Development curriculum is composed of several different credit and non-credit courses which provide theory and practice in human growth and development across the lifespan. The courses emphasize different areas, including: educational and career/life planning; interpersonal communication; personal and social growth; learning theory and study skills; and student success. Some campuses offer special sections of Human Development courses which emphasize various issues such as multicultural understanding, gender differences, and making life transitions. Some sections are designed for special populations such as women returning to school, adults making career or job changes, at-risk students, young adults, or academically underprepared students.

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

### **Developmental Education**

Several levels of Developmental Writing, Reading, ESL, and Math courses are offered to enable underprepared students to complete the prerequisites for college-level work and to satisfy TASP remediation requirements. Students whose assessment test scores (local assessment tests, SAT, ACT, TASP, or Michigan) indicate they lack the skills necessary to be successful in college-level courses will be advised to enroll in developmental courses. Students who fail a portion of the state-mandated TASP Test will be required to participate continuously in remediation in the failed area(s). Other students who wish to review and improve basic skills may also elect to take one or more developmental courses. These courses are offered in classroom settings with laboratory support.

### **Evening and Weekend College**

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

the evening or on the weekend. Courses are offered both on campus and at selected community locations.

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

### **Library and Student Obligations**

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

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

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

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

### **Continuing Education Programs**

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

Continuing Education instructors are professionals from the community chosen because they have proven

experience in their field. Their objective is to share their knowledge, insight and expertise, to insure that students acquire a knowledge of the subject, and, through a meaningful learning experience, to become equipped to serve better their community, business, and themselves.

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

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

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

### **Continuing Education Units**

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

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

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

The Institute's program areas include:

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

**The Edmund J. Kahn Job Training Center (JTC):** Provides short-term, intensive career training and basic skills/GED preparation instruction;

**The Dallas Small Business Development Center (SBDC):** Provides free one-on-one counseling, affordable training,

and resources to small businesses throughout Dallas County;

**The International Small Business Development Center SBDC (ISBDC):** Located in the World Trade Center, provides training and free counseling to businesses interested in international trade;

**The Center for Government Contracting SBDC (CGC):** Assists businesses seeking government contracts on municipal, county, state or federal levels through free counseling and affordable training and resources;

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

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

**The North Texas SBDC:** One of four regional SBDC offices in Texas, it oversees SBDC activities in 49 counties and comprises 16 field centers including the Dallas SBDC, ISBDC, CGC and TAC; and

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

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

## **VII. STUDENT DEVELOPMENT**

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

### **Student Programs and Resources**

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

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

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

#### **Counseling/Advisement Services**

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

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

#### **Tutoring Services**

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

#### **Testing/Appraisal Center**

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

1. Academic Testing supports instructional programs by providing:
  - Instructors tests
  - Make-up exams
  - Self-paced exams
  - Telecourse/DC-Net testing
2. Assessment Testing - used to determine course placement.
3. Standardized Exams - includes national and state exam programs such as:
  - TASP, ACT, SAT, CLEP, GED, etc...
4. Psychometric Testing\* - involves assessment of:
  - Personality, Vocational Interests, Aptitude, and many others

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

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

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

#### **Health Services**

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

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

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



### **Student Health Insurance**

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

### **Job Placement Services**

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

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

### **Special Services**

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

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

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

### **Student Organizations**

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

### **Intercollegiate Athletics**

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

### **Intramural Sports**

The College encourages participation in a campus intramural program for students. 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.

## **VIII. FINANCIAL AID**

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

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

#### **How to Apply**

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

The Department of Education will randomly select some applicants and require that information reported on the FAFSA be verified for accuracy. If the student's

application is one that is selected, the student will be required to provide additional documents before financial assistance can be awarded. Certain DCCCD colleges may require these documents of all their student applicants.

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

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

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

#### **Deadlines for Applying**

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

Academic Year - May 1

Spring Only - October 1

Summer Sessions - April 1

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

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

#### **Grants**

##### Federal Pell Grants

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

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

#### Texas Public Educational Grant (TPEG)

The TPEG Program was enacted by the 64th Texas Legislature to assist needy students attending state supported colleges in Texas. To be eligible students must show financial need and be making satisfactory academic progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Grants are awarded by eligibility 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 Grant.

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state supported colleges in Texas. No more than 10% of the funds may be awarded to nonresident students. To qualify students must make satisfactory academic progress toward their educational goal and have financial need. The actual amount of the

grant award will depend on the availability of funds and the degree of financial need. Grants are awarded by eligibility. Students must apply each academic year for the TPE-SSIG Grant.

#### **Scholarships**

##### DCCCD Foundation Scholarships

The DCCCD Foundation provides a scholarship program for students who attend the colleges of the DCCCD. These funds are made available through the colleges to needy students who also meet additional criteria of the scholarship funds. Students holding student visas are not eligible. Application forms for these Foundation scholarships and information concerning other requirements and deadlines are available in the Financial Aid office at each college.

##### Miscellaneous Scholarships

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

#### **Loans**

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

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

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

##### Federal Unsubsidized Stafford Loans

The Federal Unsubsidized Stafford Loan Program was created by the Higher Education Amendments of 1992 and is available for all students regardless of income. The interest rate and loan limits are the same as the

Federal Stafford Loan Program. Interest payments begin the day the loan is disbursed and the student is responsible for interest accrued during in-school and deferment periods. Repayment of principle begins 6 months after the student ceases to be enrolled at least half-time.

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

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

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

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

Coordinating Board at time of disbursement. The minimum payment will be \$50 per month over a 5-to 10-year period depending on the total amount borrowed. Participation in this loan program is on an individual college basis.

#### Emergency Short-Term Loans

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

#### Employment

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

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

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

## **SAMPLE REPAYMENT SCHEDULE**

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

### **Typical Repayment Plans**

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

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

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

### Off-Campus Employment

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

### **Tuition Exemption Programs**

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

### **Vocational Rehabilitation**

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

### **Bureau of Indian Affairs**

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

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

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

The Veteran's Benefits Programs are coordinated by the Veterans' Services office of the college. Services of this office include counseling the veteran concerning benefits, Veterans' Administration loans, Veterans' Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. Tutoring services also are available to the

veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of the Veterans' Administration guidelines and should consult them before taking developmental or television courses. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.

2. A veteran student enrolled in television courses must be enrolled in three on-campus semester credit hours. VA payments for TV courses are limited to five semester credit hours per student.

3. A veteran student who has successfully completed credit hours at another college or university before applying for V.A. benefits must submit official academic transcripts to the Admissions Office. The transcript is evaluated and credit granted when applicable. The Admissions Office will evaluate all previous course work and prepare an educational plan.

4. A veteran student must enroll in courses required for a degree program. Information about degree requirements may be obtained from the Admissions office.

5. A veteran student who withdraws from all courses attempted during a semester is considered as making unsatisfactory progress by the V.A. and may lose future benefits. A veteran student must also maintain a satisfactory grade point average as outlined in this catalog.

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

### **Hazlewood Act**

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

### **Academic Progress Requirements**

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

## STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

### I. Purpose and Scope

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

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

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

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

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

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

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

### IV. Appeal Process

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

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

All financial aid recipients will have a maximum time frame in which to complete their educational requirements of 75 credit hours.

#### Additional Information

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



# STUDENT CODE OF CONDUCT

## 1. PURPOSE

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

## 2. POLICIES, RULES, AND REGULATIONS

- a. Interpretation of Regulations. Disciplinary regulations at the college are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define misconduct in exhaustive terms.
- b. Inherent Authority. The college reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community.
- c. Student Participation. Students are asked to assume positions of responsibility in the college judicial system in order that they might contribute their skills and insights to the resolution of disciplinary cases. Final authority in disciplinary matters, however, is vested in the college administration and in the Board of Trustees.
- d. Standards of Due Process. Students who allegedly violate provisions of this code are entitled to fair and equitable proceedings under this code. The focus of inquiry in disciplinary proceedings shall be the guilt or innocence of those accused of violating disciplinary regulations. Formal rules of evidence shall not be applicable, nor shall deviations from prescribed procedures necessarily invalidate a decision or proceeding, unless significant prejudice to a student respondent or the college may result.
- e. Accountability. Students may be accountable to both civil authorities and to the college for acts which constitute violations of law and this code. Disciplinary action at the college will normally proceed during the pendency of criminal proceedings and will not be subject to challenge on the ground that criminal charges involving the same incident have been dismissed or reduced.
- f. Definitions In This Code:
  - (1) "aggravated violation" means a violation which resulted or foreseeably could have resulted in significant damage to persons or property or which otherwise posed a substantial threat to the stability and continuance of normal college or college-sponsored activities.
  - (2) "cheating" means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.
  - (3) "college" or "institution" means the colleges of the Dallas County Community College District, including the Bill J. Priest Institute of Economic Development.
  - (4) "college premises" means buildings or grounds owned, leased, operated, controlled, or supervised by the college.
  - (5) "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.

- (6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
  - (7) "complaint" means a written summary of essential facts which constitute an alleged violation of published college regulation or policy.
  - (8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.
  - (9) "distribution" means sale or exchange for personal profit.
  - (10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
  - (11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
  - (12) "hazing" is defined in Appendix B of this code.
  - (13) "intentionally" means conduct that one desires to engage in or one's conscious objective.
  - (14) "organization" means a number of persons who have complied with college requirements for registration.
  - (15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.
  - (16) "published college regulation or policy" means standards of conduct or requirements located in the:
    - (a) College Catalog
    - (b) Board of Trustees Policies and Administrative Procedures Manual
    - (c) Student Handbook; or
    - (d) Any other official publication
  - (17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or college-sponsored activities.
  - (18) "sanctions" means any or all of the punitive actions described in Appendix A of this code.
  - (19) "student" means a person who has paid fees and is taking or auditing courses through the Dallas County Community College District.
  - (20) "violation" means an act or omission which is contrary to a published college regulation or policy.
  - (21) "weapon" means any object or substance designed to inflict a wound, cause injury, or incapacitate, including but not limited to, all firearms, knives, clubs, or similar weapons which are defined and prohibited by the state penal code, as amended.
  - (22) "will" and "shall" are used in the imperative sense.
- g. Prohibited Conduct. The following misconduct is subject to disciplinary action:
- (1) intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentionally or recklessly causing reasonable apprehension of such harm or hazing.
  - (2) unauthorized use, possession, or storage of any weapon on college premises or at college-sponsored activities.
  - (3) intentionally initiating or causing to be initiated any false report, warning or threat of fire, explosion or other emergency on college premises or at college-sponsored activities.
  - (4) intentionally interfering with normal college or college-sponsored activities, including, but not limited to, studying, teaching, research, college administration, or fire, security, or emergency services.

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

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

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

- h. Bill J. Priest Institute for Economic Development: The Director of the Job Training Center (JTC) of the Bill J. Priest Institute for Economic Development is authorized to promulgate written regulations which apply only to students who are subject to provisions of the federal Job Training Partnership Act (JTPA), as amended, its regulations, and other similar federal programs. JTC regulations should be designed to foster good work habits,

promote skills desired by local employers, and encourage success in obtaining and maintaining a job. JTPA students are subject to conduct standards in the Code of Student Conduct as well as JTC regulations; however, the remainder of the Code is not applicable to such students. A JTPA student who allegedly violates the Code and/or JTC regulations must be given an opportunity to appeal expulsion, suspension, or other disciplinary sanctions in a manner determined by the Director of the JTC. JTPA students may file grievance with the Private Industry Council only.

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

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

- (i) Dismiss the allegation as unfounded, either before or after conferring with the student; or
- (ii) Proceed administratively and impose disciplinary action; or
- (iii) Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation. The VPSP will notify the complainant of the disposition of the complaint. If the VPSP dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.

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

- (i) The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
- (ii) whether the conduct and surrounding circumstances reasonably indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance of normal college functions. After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.

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

##### (2) Summons

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

- (b) The letter shall direct a student to appear at a specific time and place not less than five (5) working days after the date of the letter. The letter shall describe briefly the alleged violation and cite the published college regulation or policy which allegedly has been violated.
- (c) The VPSD has authority to place a student on disciplinary probation if the student fails, without good cause, to comply with a letter of summons, or to apply sanctions against the student as provided in this code.

(3) Disposition

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

Administrative disposition means:

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

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

b. Student Discipline Committee

(1) Composition: Organization

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

(2) Notice

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

(3) Preliminary Matters

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

(4) Procedure

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

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

(5) Evidence

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

(6) Record

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

(7) Petition for Administrative Review

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

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

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

## APPENDIX A - SANCTIONS

### 1. Authorized Disciplinary Penalties:

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

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

### 2. Definitions:

The following definitions apply to the penalties provided above:

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

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

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

## APPENDIX B - HAZING

### 1. Personal Hazing Offense

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

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

## 2. Organization Hazing Offense

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

## 3. Consent Not a Defense

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

## 4. Immunity from Prosecution

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

## 5. Definition

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

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

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

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

## STUDENT GRIEVANCE PROCEDURE

### 1. Definition

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

### 2. Scope

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

### 3. Procedures

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

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

### 4. Exception to Procedures

Sexual Harassment:

All students shall report complaints of sexual harassment informally to location representatives selected by the highest level administrator at the location or formally to the District Associate Vice Chancellor of Educational Affairs as provided in the sexual harassment procedure in IV/A-04 of the Board of Trustees Policies & Administrative Procedures Manual.



## 5. Appeal Committee

### Procedures:

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

## CAMPUS PARKING AND DRIVING REGULATIONS

### 1. General Provisions

- a. **Authority for Regulations:** The Board of Trustees, for the benefit of its colleges, is authorized by state law (Sec. 51.202, Education Code) to promulgate and enforce rules and regulations for the safety and welfare of students, employees, and property and other rules and regulations it may deem necessary to govern the institution, including rules for the operation and parking of vehicles on the college campuses and any other property under institutional control.
- b. **Authority of Campus Peace Officers:** Pursuant to the provision of Sec. 51.2003, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.
- c. **Permits:**
  - Vehicle:** In accordance with Sec. 51.207, Education Code, each college may issue and require use of a suitable vehicle identification decal as permits to park and drive on college property. Permits may be suspended for violations of applicable state law or parking and driving regulations. Each person who is required to have a vehicle identification decal shall apply to the Department of Campus Security for the decal. No fee is charged for the decal which must be placed on the rear window of the driver's side of a motor vehicle and on the gas tank of the motorcycle or motorbike.
  - Handicap:** All authorized decals for handicap parking areas must be displayed prior to parking in such areas.
- d. **Posting of Signs:** Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.
- e. **Applicability of Regulations:** The rules and regulations in this Chapter apply to motor vehicles, motorbikes and bicycles on college campuses or other District property, and are enforceable against students, employees of the District and visitors.

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

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
- b. **Double parking,** or otherwise parking, standing or stopping so as to impede the flow of traffic.
- c. **Driving the wrong way** on a one-way street or lane.
- d. **Driving on the wrong side** of the roadway.
- e. **Improper parking,** so that any portion of a vehicle is outside the marked limits of a parking space.
- f. **Parking in unauthorized areas,** as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.
- g. **Parking trailers or boats** on campus.
- h. **Parking or driving in areas other than those designated for vehicular traffic,** as illustrated by, but not limited to court-yards, sidewalks, lawns, or curb areas.
- i. **Failure to display a parking permit.**
- j. **Collision with another vehicle, a person, sign or immovable object.**
- k. **Reckless driving.**
- l. **Failure to yield the right-of-way to pedestrians in designated crosswalks.**
- m. **Violation of any state law regulating vehicular traffic.**

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

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

### 4. Citations:

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

5. **Suspension Review:** A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to

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

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

#### **Communicable Disease Policy**

The Board acknowledges the serious threat to our community and nation posed by the AIDS epidemic. This policy and other procedures developed by the Chancellor shall emphasize educating employees and students concerning AIDS and managing each case of AIDS individually with sensitivity, flexibility, and concern for the individual

as well as employees and students. In addition, this policy defines and addresses other communicable diseases which from time to time arise in the colleges and District among students and employees.

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

#### **Discrimination**

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

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

#### **Confidentiality**

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

#### **Education**

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

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

#### **Counseling**

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

**Texas Department of Health**  
**Recommended Adult Immunization Schedule**

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

**ALERT!!**

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

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

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

**TETANUS** (aka. Lockjaw)

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

**POLIOMYELITIS**

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

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

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

# ASSOCIATE OF ARTS AND SCIENCES DEGREE

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

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

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

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>CORE COURSES</b>		<b>SOCIAL SCIENCE</b>	
English 1301	3	History 1301	3
Speech Communication 1311	3	History 1302	3
*Math (1300 level or above courses)	3	Government 2301	3
Note: You must receive a grade of "C" or better in each of these courses.		Government 2302	3
*See an advisor for the appropriate course selection for your major.		Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
English 1302	3	<b>BUSINESS</b>	3
Sophomore Literature	3	3 credit hours to be chosen from:	
(Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2352, or 2371)		Accounting	
Note: English 2307 or 2311 will not meet this requirement		Business	
<b>LAB SCIENCE</b>	8	Computer Information Systems	
8 credit hours to be chosen from:		Economics	
Biology		or	
Chemistry		Management 1370	
Astronomy (Must be either PHYS 1311 or 1411 plus PHYS 1111; Must be either PHYS 1412 or 1312 plus PHYS 1112)		Cooperative Work Experience will not meet this requirement.	
Geology		<b>PHYSICAL EDUCATION ACTIVITY</b>	1
Physics		A maximum of 4 physical education activity hours may be counted toward graduation requirements	
or		<b>ELECTIVE CREDIT</b>	16
Physical Science		Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:	
See an advisor for the appropriate course selection for your major.		Courses numbered 0099 and below	
<b>HUMANITIES</b>	3	Art 1170	
3 credit hours to be chosen from:		College Learning Skills 0100	
Art 1301		Developmental Communications 0120	
Humanities 1301		Human Development 0100	
Music 1306		Human Development 0110	
Philosophy 1301		Library Science 1370	
Drama 1310		Music 9175	
Foreign Language		Drama 1170	
or			
Literature			
(Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2352, or 2371)			
<b>BEHAVIORAL SCIENCE</b>	3		
3 credit hours to be chosen from:			
Anthropology			
Human Development			
(with the exception of 0100 and 0110)			
Psychology			
or			
Sociology			
		<b>TOTAL</b>	61

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

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

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

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

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>ENGLISH/COMMUNICATIONS</b>		<b>SOCIAL SCIENCE</b>	
*English 1301	3	History 1301/1302	6
*Speech Communications 1311	3	Government 2301/2302	6
English 1302	3	Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
Sophomore Literature	3		
(Select from English 2322, 2323, 2332, 2333, 2327, or 2328)		<b>TOTAL SOCIAL SCIENCE</b>	<b>12</b>
<b>TOTAL ENGLISH/COMMUNICATIONS</b>	<b>12</b>		
<b>LAB SCIENCE</b>		<b>CORE BUSINESS COURSES*</b>	
8 credit hours to be chosen from:		Accounting 2301/2302	6
Biology 1406/1407 or 1408/1409		Economics 2301/2302	6
Chemistry 1411/1412 or 1470/1471		Computer Information Systems 1470	4
Astronomy PHYS 1411/1412		*Math 1324	3
Geology 1403/1404		Math 1325	3
Physics 1401/1402 or 1405/1407 or 2425/2426		<b>TOTAL BUSINESS</b>	<b>22</b>
Physical Science 1415/1417			
<b>TOTAL LAB SCIENCE</b>	<b>8</b>	<b>PHYSICAL EDUCATION</b>	
		<b>TOTAL PHYSICAL EDUCATION</b>	<b>1</b>
<b>HUMANITIES**</b>		<b>ELECTIVE CREDITS**</b>	
Humanities 1301		Electives should be chosen to satisfy transfer requirements with emphasis on business courses.	
Philosophy 1301			
Art 1301		<b>TOTAL ELECTIVES</b>	<b>3</b>
Music 1306		** Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution to which you plan to transfer because each institution may specify a specific course to satisfy the requirement in this area of study.	
Foreign Language 1411, 1412, 2311, 2312		• Students should have a proficiency in keyboarding.	
Literature		• Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	
(Select from English 2322, 2323, 2332, 2333, 2327, or 2328)			
Drama 1310			
<b>TOTAL HUMANITIES</b>	<b>3</b>		
<b>*Core Courses</b>			
		<b>MINIMUM TOTAL CREDITS</b>	
		<b>61</b>	

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1995-96 Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

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

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Food And Hospitality Service	•	•	•	•	•	•	•
Bakery/Pastry	•	•	•	•	•	•	•
Graphic Communications	•	•	•	•	•	•	•
Electronic Pre-press Certificate	•	•	•	•	•	•	•
Graphic Arts	•	•	•	•	•	•	•
Press Operations Certificate	•	•	•	•	•	•	•
Health Information Management	•	•	•	•	•	•	•
Medical Records Technician	•	•	•	•	•	•	•
Medical Records Coding Specialist	•	•	•	•	•	•	•
Interior Design	•	•	•	•	•	•	•
International Business & Trade	•	•	•	•	•	•	•
Interpreter Training Program	•	•	•	•	•	•	•
Sign Language Studies	•	•	•	•	•	•	•
Invasive Cardiovascular Technology	•	•	•	•	•	•	•
Legal Assistant	•	•	•	•	•	•	•
Management	•	•	•	•	•	•	•
Marketing Careers	•	•	•	•	•	•	•
Fashion Marketing	•	•	•	•	•	•	•
Retail Sales Associate	•	•	•	•	•	•	•
Sales, Marketing & Retail Management	•	•	•	•	•	•	•
Showroom Manager	•	•	•	•	•	•	•
Visual Merchandising Assistant	•	•	•	•	•	•	•
Medical Laboratory Technician	•	•	•	•	•	•	•
Medical Transcription	•	•	•	•	•	•	•
Mortgage Banking	•	•	•	•	•	•	•
Designate Certificate	•	•	•	•	•	•	•
Intern Skills Achievement Award	•	•	•	•	•	•	•
Motorcycle Mechanics	•	•	•	•	•	•	•
Office Technology	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
General Office Clerk	•	•	•	•	•	•	•
Receptionist Certificate	•	•	•	•	•	•	•
Word Processing Typist Certificate	•	•	•	•	•	•	•
Ornamental Horticulture	•	•	•	•	•	•	•
Greenhouse Florist	•	•	•	•	•	•	•
Interiorscape	•	•	•	•	•	•	•
Landscape Management	•	•	•	•	•	•	•
Landscape Nursery	•	•	•	•	•	•	•
Florist	•	•	•	•	•	•	•
Landscape Gardener	•	•	•	•	•	•	•
Outboard Marine Engine Mechanics	•	•	•	•	•	•	•
Pattern Design	•	•	•	•	•	•	•
Physical Fitness Technology	•	•	•	•	•	•	•
Postal Service	•	•	•	•	•	•	•
Radiologic Sciences	•	•	•	•	•	•	•
Diagnostic Medical Sonography	•	•	•	•	•	•	•
Radiography Technology	•	•	•	•	•	•	•
Real Estate	•	•	•	•	•	•	•
Building Property Management	•	•	•	•	•	•	•
Provisional Certificate	•	•	•	•	•	•	•
Salesman	•	•	•	•	•	•	•
Specialist Certificate	•	•	•	•	•	•	•
Respiratory Care	•	•	•	•	•	•	•
Small Engine Mechanics	•	•	•	•	•	•	•
Social Work Associate-Generalist	•	•	•	•	•	•	•
Human Services	•	•	•	•	•	•	•
Substance Abuse Counseling	•	•	•	•	•	•	•
Surgical Technology	•	•	•	•	•	•	•
Perioperative Nurse Internship	•	•	•	•	•	•	•
Travel and Tourism Management	•	•	•	•	•	•	•
Veterinary Technology	•	•	•	•	•	•	•
Video Technology	•	•	•	•	•	•	•
Visual Communications	•	•	•	•	•	•	•
Computer Graphics	•	•	•	•	•	•	•
Design and Layout	•	•	•	•	•	•	•
Vocational Nursing	•	•	•	•	•	•	•
Welding Technology	•	•	•	•	•	•	•

BHC — Brookhaven College  
CVC — Cedar Valley College

EFC — Eastfield College  
ECC — El Centro College

MVC — Mountain View College  
NLC — North Lake College

RLC — Richland College



# ACCOUNTING ASSOCIATE

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X40895

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

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ACCT 2301 Principles of Accounting I*	3
BUSI 1301 Introduction to Business	3
ENGL 1301 Composition I	3
MATH 1324 Mathematics for Business and Economics	3
OFCT 1372 Office Calculating Machines	3
	15
<b>SEMESTER II</b>	
ACCT 2302 Principles of Accounting II*	3
ENGL 1302 Composition II	3
CISC 1470 Introduction to Computer Concepts and Applications	4
OFCT 1378 Beginning Typing**	3
SPCH 1311 Introduction to Speech Communication	3
	16
<b>SEMESTER III</b>	
ACCT 2378 Intermediate Accounting I	3
ACCT 2377 Managerial Accounting OR	
ACCT 2376 Cost Accounting	3
ACCT 2370 Microcomputer-Based Accounting Applications	3
ECON 2301 Principles of Economics I	3
+ Elective Social/Behavioral Science	3
ACCT 7371 Cooperative Work Experience OR	
ACCT 7471 Cooperative Work Experience OR	
+ + Elective	3-4
	18-19

## SEMESTER IV

ACCT 2372	Income Tax Accounting	3
BUSI 2301	Business Law	3
ECON 2302	Principles of Economics II	3
OFCT 2370	Business Communications	3
+ + + Elective	Humanities/Fine Arts	3
Elective	Any non-ACCT course	3
		18

Minimum Hours Required 67

+ Elective—must be selected from the following:

ANTH 2346	Introduction to Anthropology	3
GOVT 2301	American Government	3
GOVT 2302	American Government	3
HIST 1301	History of the United States	3
HIST 1302	History of the United States	3
PSYC 2301	Introduction to Psychology	3
PSYC 2306	Human Sexuality	3
PSYC 1370	Applied Psychology and Human Relations	3
SOCI 1301	Introduction to Sociology	3
SOCI 1306	Social Problems	3

+ + Electives—may be selected from the following:

Any CISC Course		
ACCT 2375	Business Finance	3
ACCT 2379	Intermediate Accounting II	3
ACCT 2376	Cost Accounting	3
ACCT 7371	Cooperative Work Experience	3
ACCT 7471	Cooperative Work Experience	4
ACCT 7372	Cooperative Work Experience	3
ACCT 7472	Cooperative Work Experience	4
BUSI 1307	Personal Finance	3
MGMT 1370	Principles of Management	3
MGMT 2373	Organizational Behavior	3
MRKT 2370	Principles of Marketing	3

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

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

\*ACCT 2401 may be substituted for ACCT 2301 and ACCT 2402 may be substituted for ACCT 2302.

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

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

# BUSINESS ADMINISTRATION

(Formerly Administrative Management)

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43655

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGMT 1370 Principles of Management .....	3
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
MATH 1314 College Algebra OR	
MATH 1324 Mathematics for Business and	
Economics I OR	
MATH 1371 Business Mathematics** OR	
MATH 1342 Introductory Statistics .....	3
+ Elective .....	3
	15
<b>SEMESTER II</b>	
MRKT 2370 Principles of Marketing .....	3
ACCT 2301 Principles of Accounting I .....	3
ENGL 1302 Composition II .....	3
CISC 1470 Introduction to Computer Concepts	
and Applications .....	4
+ Elective .....	3
	16
<b>SEMESTER III</b>	
ACCT 2302 Principles of Accounting II .....	3
BUSI 2301 Business Law .....	3
ECON 2301 Principles of Economics I .....	3
PSYC 1370 Applied Psychology and	
Human Relations .....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
	15

## SEMESTER IV

MGMT 2374	Human Resources Management .....	3
MGMT 2373	Organizational Behavior .....	3
ECON 2302	Principles of Economics II .....	3
OFCT 2370	Business Communications .....	3
+ + Elective	Humanities/Fine Arts .....	3
Elective	Any Non-MGMT Course .....	3
		18

Minimum Hours Required ..... 64

+ Electives—may be selected from the following:

IBTR 2370	Introduction to International Business and Trade .	3
IBTR 2371	International Marketing Management .....	3
IBTR 2377	International Comparative Management .....	3
IBTR 2378	International Finance .....	3
IBTR 2379	International Business Law .....	3
MGMT 1371	Introduction to Total Quality Management .....	3
MGMT 1372	Small Business Management .....	3
MGMT 1374	Introduction to Supervision .....	3
MGMT 2370	Small Business Capitalization , Acquisition, and	
	Finance .....	3
MGMT 2371	Small Business Operations .....	3
MGMT 2170	Special Problems in Business .....	1
MGMT 2372	Special Problems in Management .....	3
MGMT 7371	Cooperative Work Experience .....	3
MGMT 7372	Cooperative Work Experience .....	3
MGMT 8381	Cooperative Work Experience .....	3
MRKT 1370	Principles of Retailing .....	3
MRKT 2373	Salesmanship .....	3
MRKT 2374	Advertising and Sales Promotion .....	3
OFCT 1372	Office Calculating Machines .....	3
OFCT 1375	Beginning Typing .....	3

+ + Elective—must be selected from the following:

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

\*Students may substitute ACCT 1371 and ACCT 1372 for ACCT 2301. Only three hours may be applied to the required number of hours for granting the degree.

\*\*Students selecting MATH 1371 must also complete a natural science course.

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

# COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER INFORMATION SYSTEMS

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42275

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470 Introduction to Computer Concepts and Applications .....	4
CISC 1471 Problem Solving with the Computer ...	4
BUSI 1301 Introduction to Business OR	3
MGMT 1370 Principles of Management .....	(3)
ENGL 1301 Composition I .....	3
MATH 1324 Mathematics for Business and Economics I .....	3
	<u>17</u>
<b>SEMESTER II</b>	
CISC 1372 Data Communications and Operating Systems .....	3
CISC 1476 COBOL Programming I .....	4
ACCT 2301 Principles of Accounting I .....	3
MATH 1325 Mathematics for Business and Economics II .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>16</u>
<b>SEMESTER III</b>	
CISC 1477 COBOL Programming II OR	4
CISC 1480 UNIX Operating System I .....	(4)
ACCT 2302 Principles of Accounting II .....	3
ECON 2301 Principles of Economics I .....	3
+ Elective .....	3-4
Elective Humanities/Fine Arts .....	3
	<u>16-17</u>

## SEMESTER IV

CISC 2473	Assembly Language I OR	4
CISC 2474	C Programming OR	(4)
CISC 2490	UNIX Operating Systems II .....	(4)
CISC 7271	Cooperative Work Experience .....	2
ECON 2302	Principles of Economics II .....	3
Elective	Any non-CISC course .....	3
Elective	Social/Behavioral Science .....	3
		<u>15</u>

Minimum Hours Required ..... 64

+ Elective—Any CISC including but not limited to CISC 7171, CISC 7271, CISC 7371 or CISC 7471

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

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

# COMPUTER INFORMATION SYSTEMS – BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

*Offered at all seven campuses*

(Associate Degree)

Degree Plan Number X42665

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

		CREDIT HOURS
<b>SEMESTER I</b>		
CISC 1470	Introduction to Computer Concepts and Applications .....	4
CISC 1471	Problem Solving with the Computer ...	4
BUSI 1301	Introduction to Business OR	3
MGMT 1370	Principles of Management .....	(3)
ENGL 1301	Composition I .....	3
MATH 1332	College Mathematics I <sup>1</sup> .....	3
		<u>17</u>
<b>SEMESTER II</b>		
CISC 1372	Data Communications and Operating Systems .....	3
CISC 1476	COBOL Programming I .....	4
CISC 2470	Control Language and Operating Environments OR	4
CISC 2478	PC Operating Systems and Utilities OR .....	(4)
CISC 1480	UNIX Operating Systems .....	(4)
PSYC 1370	Applied Psychology and Human Relations <sup>2</sup> .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		<u>17</u>
<b>SEMESTER III</b>		
CISC 2481	Database Applications OR	4
CISC 2482	Database Systems .....	(4)
CISC XXXX	CISC Programming Course <sup>3</sup> .....	3-4
CISC 2375	User Documentation and Training ...	3
ACCT 2301	Principles of Accounting I .....	3
Elective	Humanities/Fine Arts .....	3
		<u>16-17</u>

## SEMESTER IV

CISC 2479	Systems Analysis and Design .....	4
CISC XXXX	CISC Programming Course <sup>4</sup> .....	3-4
CISC XXXX	Any CISC Programming OR Application Development Course ...	3-4
Elective	Any non-CISC course .....	3
+ Elective	.....	<u>3-4</u>
		16-19

Minimum Hours Required ..... 66

+ Elective—Any CISC or COSC course including but not limited to  
CISC 7171, CISC 7271, CISC 7371, CISC 7471

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> MATH 1324 may be substituted for MATH 1332

<sup>2</sup> PSYC 2301 may be substituted for PSYC 1370

<sup>3</sup> First in a two-course programming language series or CISC 1477 or  
CISC 2490

<sup>4</sup> Second in a two-course programming language series or any CISC  
programming course if CISC 1477 or CISC 2490 is completed

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

# COMPUTER INFORMATION SYSTEMS -- LOCAL AREA NETWORK ADMINISTRATOR

*Eastfield, North Lake and Richland only*

(Associate Degree)

Degree Plan Number X43195

This program will provide training and education for individuals interested in developing their knowledge and skills as a local area network administrator. The program emphasizes practical skills required to perform duties in the work environment under the supervision of an experienced local area network administrator. The objectives of the program are to provide instruction that presents the fundamentals of computer networking, an in-depth look at fundamentals of designing and implementing computer-related local area networks, local area network software, network and hardware supply to local area networks, and instruction that will help the student build his background in the area of operation and management in the local area network environment. Additionally, practical experience and skills will be acquired through the student's participation in cooperative education work experiences. This course of study will allow the student to get work-related exposure for applying skills as a local area network administrator.

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470	Introduction to Computer Concepts and Applications . . . . . 4
CISC 1471	Problem Solving with the Computer . . . 4
ENGL 1301	Composition I . . . . . 3
MATH 1324	Mathematics for Business and Economics I . . . . . 3
PSYC 1370	Applied Psychology and Human Relations OR . . . . . 3
PSYC 2301	Introduction to Psychology . . . . . (3)
	17
<b>SEMESTER II</b>	
CISC 1474	Text Processing Applications . . . . . 4
CISC 1372	Data Communications and Operating Systems . . . . . 3
MGMT 1370	Principles of Management . . . . . 3
SPCH 1311	Introduction to Speech Communication . . . . . 3
Elective	Humanities/Fine Arts . . . . . 3
	16

<b>SEMESTER III</b>	
CISC 2370	Fundamentals of Networking . . . . . 3
CISC 2471	Network Software . . . . . 4
CISC 2478	PC Operating Systems and Utilities . . . 4
+ Electives	. . . . . 3-4
+ + Electives	. . . . . 3-4
	17-19

<b>SEMESTER IV</b>	
CISC 2480	PC Hardware . . . . . 4
CISC 2375	User Documentation and Training . . . 3
CISC 2488	Network Hardware . . . . . 4
CISC 2485	Network Problems and Applications . . 4
Elective	Any non-CISC course . . . . . 3
	18

Minimum Hours Required . . . . . 68

+ Elective--Any CISC course including but not limited to CISC 7171, CISC 7271, CISC 7371, or CISC 7471

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

CISC	1476	COBOL Programming I . . . . . 4
CISC	1479	Application Development Tools . . . . . 4
CISC	1373	BASIC Programming . . . . . 3
CISC	1480	UNIX Operating System I . . . . . 4
CISC	2476	Spreadsheet Applications . . . . . 4
CISC	2481	Database Applications . . . . . 4
CISC	2374	Advanced BASIC Techniques . . . . . 3
CISC	2490	UNIX Operating System II . . . . . 4
CISC	2491	UNIX System Administration . . . . . 4
CISC	7271	Cooperative Work Experience . . . . . 2
CISC	7371	Cooperative Work Experience . . . . . 3
CISC	7471	Cooperative Work Experience . . . . . 4
CISC	7272	Cooperative Work Experience . . . . . 2
CISC	7372	Cooperative Work Experience . . . . . 3
CISC	7472	Cooperative Work Experience . . . . . 4
MATH	1342	Introduction to Statistics . . . . . 3

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

Students who wish to pursue a particular interest in connection with networking should select their elective courses accordingly. A student who has an interest related to network use of applications should select CISC 2476, CISC 2481, or appropriate work experience. A LAN student interested in programming skills should select CISC 1476, CISC 1479, CISC 1373 or CISC 2374.

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

# COMPUTER INFORMATION SYSTEMS – LAN SERVER OPERATOR

*Eastfield, North Lake and Richland only*

(Certificate)

Degree Plan Number X53335

LAN server operators are prepared to perform the daily and routine tasks associated with maintaining a local area network server. These operators can set up new users on the system, create directories, perform daily backups of the server hard disk, scan for computer virus infections, manipulate printer operations, check for security problems, install applications on the server, and assist users in learning how to log in and out of the network and perform other routine user tasks on the network.

	CREDIT HOURS
<b>SUMMER SEMESTER</b>	
CISC 1470 Introduction to Computer Concepts and Applications . . . . .	4
ENGL 1301 Composition I . . . . .	3
	<u>7</u>
<b>FALL SEMESTER</b>	
CISC 1471 Problem Solving with the Computer . . .	4
CISC 1474 Text Processing Applications . . . . .	4
CISC 1372 Data Communications and Operating Systems . . . . .	3
SPCH 1311 Introduction to Speech Communication . . . . .	3
	<u>14</u>
<b>SPRING SEMESTER III</b>	
CISC 2370 Fundamentals of Networking . . . . .	3
CISC 2471 Network Software . . . . .	4
CISC 2478 PC Operating Systems and Utilities . . . . .	4
CISC 2375 User Documentation and Training . . . .	3
	<u>14</u>
Minimum Hours Required . . . . .	35

Students who are not interested in completing the two-year program in Local Area Network Administrator have the option of completing in one year the certificate program for LAN Server Operator. All ten of the courses required for the LAN Server Operator certificate will apply if the student subsequently chooses to continue work on the two-year program in LAN Administrator.



# COMPUTER INFORMATION SYSTEMS -- PERSONAL COMPUTER SUPPORT

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

(Associate Degree)

Degree Plan Number X42795

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

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CISC 1470	Introduction to Computer Concepts and Applications . . . . . 4
CISC 1471	Problem Solving with the Computer . . . 4
BUSI 1301	Introduction to Business OR 3
MGMT 1370	Principles of Management . . . . . (3)
ENGL 1301	Composition I . . . . . 3
MATH 1332	College Mathematics I <sup>1</sup> . . . . . 3
	<u>17</u>
<b>SEMESTER II</b>	
CISC 1474	Text Processing Applications . . . . . 4
CISC 1372	Data Communications and Operating Systems . . . . . 3
CISC 2476	Spreadsheet Applications . . . . . 4
ACCT 1371	Bookkeeping <sup>2</sup> . . . . . 3
SPCH 1311	Introduction to Speech Communication . . . . . 3
	<u>17</u>
<b>SEMESTER III</b>	
CISC 2478	PC Operating Systems and Utilities . . . 4
CISC 2480	PC Hardware . . . . . 4
PSYC 1370	Applied Psychology and Human Relations <sup>3</sup> . . . . . 3
Elective	Humanities/Fine Arts . . . . . 3
+ Electives	. . . . . 3-4
	<u>17-18</u>

## SEMESTER IV

CISC 2370	Fundamentals of Networking . . . . . 3
CISC 2481	Database Applications . . . . . 4
CISC 2375	User Documentation and Training . . . 3
CISC 2489	Applied Studies . . . . . 3
Elective	Any non-CISC course . . . . . 3
	<u>16</u>

Minimum Hours Required . . . . . 67

+ Elective--Any CISC course including but not limited to CISC 7171, CISC 7271, CISC 7371, or CISC 7471

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

CISC 1373 or COSC 1310  
CISC 2473 or COSC 2325

<sup>1</sup> MATH 1324 may be substituted for MATH 2305

<sup>2</sup> ACCT 2301 may be substituted for ACCT 1371

<sup>3</sup> PSYC 2301 may be substituted for PSYC 1370

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

# EDUCATIONAL PERSONNEL

*Richland only*

(Associate Degree)

Degree Plan Number 842885

This program is designed to prepare educational personnel in a wide range of competencies needed for effective roles in public and nonpublic schools. A student can take courses required for the one year Educational Assistant Certificate and continue in the program to receive the two year Associate In Applied Sciences Degree.

Educational personnel are employed under job titles such as teacher aide, assistant teacher, library assistant, P.E. aide, study hall teacher, tutor, tutoring coordinator, youth worker, special education aides, etc. Individuals working with handicapped children have found this program to be especially beneficial.

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1371 Introduction to Educational Processes I	3
EDUC 1374 Arts and Crafts	3
SPCH 1311 Introduction to Speech Communication	3
Elective Any Non-EDUC Course	3
HIST 1301 History of the United States OR	
+ Elective Social/Behavioral Science	3
	15
<b>SEMESTER II</b>	
EDUC 1370 Language Skills for Educational Personnel	3
EDUC 1375 Principles and Practices of Multi-Cultural Communications	3
EDUC 2370 Computer Instruction for Educators	3
ENGL 1301 Composition I	3
HIST 1302 History of the United States OR	
Elective	3
	15
<b>SEMESTER III</b>	
EDUC 2373 The Exceptional Child	3
EDUC 7271 Cooperative Work Experience* OR (2)	
EDUC 7371 Cooperative Work Experience* OR (3)	
EDUC 7471 Cooperative Work Experience	4
ENGL 1302 Composition II	3
GOVT 2301 American Government OR	
Elective	3
+ + Elective Humanities/Fine Arts	3
	14-16

## SEMESTER IV

EDUC 7272	Cooperative Work Experience* OR	(2)
EDUC 7372	Cooperative Work Experience* OR	(3)
EDUC 7472	Cooperative Work Experience	4
GOVT 2302	American Government OR	
Elective		3
MATH 1314	College Algebra OR	
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers	3
+ + + Elective		4-6
		12-16

\*if less than 4 hours of Cooperative Work Experience are taken, student must take additional electives to meet the minimum hours required.

Minimum Hours Required 60

Electives—should be selected in consultation with the Educational Personnel Program Coordinator.

+ Elective—must be selected from the following:

PSYC 2301	Introduction to Psychology	3
PSYC 2314	Developmental Psychology	3
SOCI 1301	Introduction to Sociology	3
SOCI 1306	Social Problems	3
SOCI 2319	American Minorities	3

+ + Elective—must be selected from the following:

ARTS 1301	Art Appreciation	3
HUMA 1301	Introduction to the Humanities	3
MUSI 1306	Music Appreciation	3
PHIL 1301	Introduction to Philosophy	3
DRAM 1310	Introduction to the Theatre	3

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

PHYS 1311	Descriptive Astronomy	3
PHYS 1312	General Astronomy	3
BIOL 1408	Biological Science	4
BIOL 1409	Biological Science	4
CHEM 1470	Chemical Sciences	4
CHEM 1471	Chemical Sciences	4
OFCT 1375	Beginning Typing	3
OFCT 1376	Intermediate Typing	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.

# EDUCATIONAL PERSONNEL -- BILINGUAL/ESL OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 842895

The Bilingual/ESL Option in the Educational Personnel Program is designed to prepare the student to assist in the instructional development of children who have a limited English proficiency.

The Associate in Applied Sciences Degree is awarded for successful completion of at least 64 credit hours as outlined.

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1371 Introduction to Educational Processes I .....	3
EDUC 1375 Principles & Practices of Multicultural Communications .....	3
ENGL 1301 Composition I .....	3
HIST 1301 History of the United States .....	3
SPAN 1411 Beginning Spanish* .....	4
	<u>16</u>
<b>SEMESTER II</b>	
EDUC 1376 Topics in Child Language Development .....	3
ENGL 1302 Composition II .....	3
HIST 1302 History of the United States .....	3
MATH 1335 Fundamental Concepts of Mathematics for Elementary Teachers OR	
MATH 1314 College Algebra .....	3
SPAN 1412 Beginning Spanish* .....	4
	<u>16</u>
<b>SEMESTER III</b>	
EDUC 1377 Bilingual Education: Philosophy, Techniques, Materials .....	3
EDUC 2370 Computer Instruction for Educators .....	3
PSYC 2301 Introduction to Psychology .....	3
SPCH 1311 Introduction to Speech Communication .....	3
+ Elective Humanities/Fine Arts .....	3
Elective Any Non-EDUC Course .....	3
	<u>18</u>

## SEMESTER IV

EDUC 2371 Techniques for Teaching English to Non-Native Speakers .....	3
EDUC 2373 Exceptional Child .....	3
EDUC 7271 Cooperative Work Experience OR	(2)
EDUC 7371 Cooperative Work Experience OR	(3)
EDUC 7471 Cooperative Work Experience .....	4
GOVT 2301 American Government .....	3
+ + Elective .....	3-4
	<u>14-17</u>

Minimum Hours Required ..... 64

+ Elective--must be selected from the following:

ARTS 1301 Art Appreciation .....	3
HUMA 1301 Introduction to the Humanities .....	3
MUSI 1306 Music Appreciation .....	3

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

BUSI 1301 Introduction to Business .....	3
BIOL 1406 General Biology OR	
BIOL 1408 Biological Science .....	4
OFCT 1375 Beginning Typing .....	3
PHYS 1415 Physical Science .....	4

\*American Sign Language may not be substituted for this course.

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

# EDUCATIONAL PERSONNEL -- EDUCATIONAL ASSISTANT

*Richland only*

(Certificate)

Degree Plan Number 852905

	CREDIT HOURS
<b>SEMESTER I</b>	
EDUC 1371 Introduction to Educational Processes I .....	3
EDUC 1374 Arts and Crafts .....	3
SPCH 1311 Introduction to Speech Communication OR	
MATH 1314 College Algebra OR	
MATH 1335 Fundamental Concepts of Mathematics for Elementary Teachers .....	3
+ Technical Electives .....	6
	<u>15</u>
<b>SEMESTER II</b>	
EDUC 1370 Language Skills for Educational Personnel .....	3
EDUC 1375 Principles and Practices of Multicultural Communications .....	3
EDUC 2373 The Exceptional Child .....	3
ENGL 1301 Composition I .....	3
+ Technical Electives .....	3
	<u>15</u>
Minimum Hours Required .....	30

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

COMM 1370	Applied Communications .....	3
EDUC 1372	Introduction to Educational Processes II .....	3
EDUC 1373	Introduction to Media .....	3
EDUC 2370	Computer Instruction for Educators .....	3
EDUC 2170	Diversified Studies .....	1
EDUC 2270	Diversified Studies .....	2
EDUC 2372	Diversified Studies .....	3
EDUC 7271	Cooperative Work Experience .....	2
EDUC 7371	Cooperative Work Experience .....	3
EDUC 7471	Cooperative Work Experience .....	4
EDUC 7272	Cooperative Work Experience .....	2
EDUC 7372	Cooperative Work Experience .....	3
EDUC 7472	Cooperative Work Experience .....	4
ENGL 1301	Composition I .....	3
ENGL 1302	Composition II .....	3
ENGL	(200 Level Literature Course) .....	3
HDEV 1370	Educational and Career Planning .....	3
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers OR Mathematics Elective .....	3
OFCT 1375	Beginning Typing .....	3
OFCT 1376	Intermediate Typing .....	3
PHED 1304	Fundamentals of Health .....	3
PHED 1301	Introduction to Physical Education .....	3
PHED 1306	Advanced First Aid and Emergency Care .....	3
PSYC 2301	Introduction to Psychology .....	3
PSYC 2314	Developmental Psychology .....	3
SOCI 1301	Introduction to Sociology .....	3
SOCI 1306	Social Problems .....	3
SOCI 2301	Marriage and Family .....	3
SOCI 2319	American Minorities .....	3
SPCH 1315	Fundamentals of Public Speaking .....	3
EITP 1470	Beginning Sign Language .....	4
EITP 1471	Intermediate Sign Language .....	4

Art or music as appropriate and approved by EDUC instructor. Other courses occupationally appropriate and approved by the EDUC instructor.

# ENGINEERING TECHNOLOGY -- DESIGN FOR MANUFACTURING OPTION

(Computer Integrated Manufacturing -- Design for Manufacturing)

*Richland only*

(Associate Degree)

Degree Plan Number 843345

In this option the emphasis is on the design stage of computer integrated manufacturing production cycle which includes automated drafting, geometric modeling, design, analysis, presentation, evaluation, and prototyping. This option prepares students for technician level employment in the field of computer-aided design. Both theory and application are provided by courses in computer-aided design, mechanics, electronics, fluid power, manufacturing processes and design for production.

## CREDIT HOURS

### SEMESTER I

CIMT 1370	Introduction to CAD .....	3
CIMT 1270	Introduction to Quality Control .....	2
CIMT 1471	Fluid Power Systems .....	4
CIMT 1271	Manufacturing Processes .....	2
ELET 1470	DC Circuits & Electrical Measurements .....	4
MATH 1374	Technical Mathematics I OR	
MATH 1314	College Algebra .....	3
		<u>18</u>

### SEMESTER II

CADD 2387	Geometric Dimensioning and Tolerancing OR	
CIMT 2372	Special Topics in CIMT .....	3
CIMT 1470	CAD for Production .....	4
COMM 1370	Applied Communications OR	
ENGL 1301	Composition I .....	3
ELET 1471	AC Circuits .....	4
MATH 1375	Technical Mathematics II OR	
MATH 1316	Plane Trigonometry .....	3
		<u>17</u>

### SEMESTER III

CIMT 2470	Applied Mechanics .....	4
CIMT 2472	Advanced Computer-Aided Design OR	
CIMT 7471	Cooperative Work Experience .....	4
MATH 2370	Technical Mathematics III OR	
MATH 2513	Calculus I .....	3
PHYS 1401	Introductory General Physics .....	4
Elective	Humanities/Fine Arts .....	3
		<u>17</u>

### SEMESTER IV

CIMT 2471	Design for Manufacturing .....	4
PHYS 1402	Introductory General Physics .....	4
SPCH 1311	Introduction to Speech Communication .....	3
CIMT 2270	CAD/CAM Interfacing .....	2
Elective	Social/Behavioral Science .....	3
Elective	Any Non-CIMT Course .....	3
		<u>19</u>

Minimum Hours Required ..... 71

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

# ENGINEERING TECHNOLOGY -- DESIGN FOR MANUFACTURING CERTIFICATE

(Computer Integrated Manufacturing -- Design for  
Manufacturing Certificate)

*Richland only*

(Certificate)

Degree Plan Number 853425

This certificate provides the student with basic skills development in the area of computer aided design. All courses required for the one-year certificate are applicable to the Computer Integrated Manufacturing--Design for Manufacturing degree.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIMT 1370 Introduction to CAD .....	3
CIMT 1470 CAD for Production .....	4
CIMT 1270 Introduction to Quality Control .....	2
CIMT 1471 Fluid Power Systems .....	4
CIMT 1271 Manufacturing Processes .....	2
MATH 1374 Technical Mathematics I OR	
MATH 1314 College Algebra .....	3
	<u>18</u>
<b>SEMESTER II</b>	
CADD 2387 Geometric Dimensioning and	
Tolerancing .....	3
CIMT 2471 Design for Manufacturing .....	4
CIMT 2472 Advanced Computer Aided Design ....	4
CIMT 2270 CAD/CAM Interfacing .....	2
MATH 1375 Technical Mathematics II OR	
MATH 1316 Plane Trigonometry .....	3
	<u>16</u>
Minimum Hours Required .....	34



# ENGINEERING TECHNOLOGY -- ROBOTICS AND AUTOMATED SYSTEMS OPTION

(Computer Integrated Manufacturing -- Robotics and  
Automated Systems Option)

*Richland only*

(Associate Degree)

Degree Plan Number 843355

The Robotics and Automated Systems option prepares students for technician level employment in the high-tech automated manufacturing environment. Training includes electronics, computer controls, robotics, fluid power systems, CAD/CAM, CNC machine tools, and the integration of these technologies into a total automated manufacturing system.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIMT 1370	Introduction to CAD .....3
CIMT 1270	Introduction to Quality Control .....2
CIMT 1471	Fluid Power Systems .....4
CIMT 1271	Manufacturing Processes .....2
ELET 1470	DC Circuits and Electrical Measurements .....4
MATH 1374	Technical Mathematics I OR
MATH 1314	College Algebra .....3
	<u>18</u>
<b>SEMESTER II</b>	
COMM 1370	Applied Communications OR
ENGL 1301	Composition I .....3
CAET 1470	Technical Programming .....4
ELET 1471	AC Circuits .....4
CIMT 2370	Robotics I .....3
MATH 1375	Technical Mathematics II OR
MATH 1316	Plane Trigonometry .....3
	<u>17</u>
<b>SEMESTER III</b>	
PHYS 1401	Introductory General Physics .....4
CIMT 2371	Robotics II .....3
SPCH 1311	Introduction to Speech Communication .....3
Elective	Humanities/Fine Arts .....3
+ Elective	Technical Elective .....2-4
	<u>15-17</u>
<b>SEMESTER IV</b>	
PHYS 1402	Introductory General Physics .....4
CIMT 2473	Computer Integrated Manufacturing ...4
MATH 2370	Technical Mathematics III OR
MATH 2513	Calculus I .....3-5
Elective	Social/Behavioral Science .....3
Elective	Any Non-CIMT Course .....3
	<u>17-19</u>

Minimum Hours Required ..... 67

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

CIMT	2270	CAD/CAM Interfacing ..... 2
CIMT	2372	Special Topics In CIM ..... 3
CIMT	7371	Cooperative Work Experience ..... 3
ELET	1472	Active Devices ..... 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.

# ENGINEERING TECHNOLOGY -- ROBOTICS

(Computer Integrated Manufacturing -- Robotics)

*Richland only*

(Certificate)

Degree Plan Number 853435

This one-year programs provides the student with the basic skills needed in the industrial robotics industry. All of the courses for the one-year certificate are applicable to the Computer Integrated Manufacturing Associate Degree, Robotics and Automated Systems Option.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIMT 1370	Introduction to CAD .....3
CIMT 1471	Fluid Power Systems .....4
CIMT 2370	Robotics I .....3
ELET 1470	DC Circuits and Electrical Measurements .....4
MATH 1374	Technical Mathematics I OR
MATH 1314	College Algebra .....3
	<u>17</u>
<b>SEMESTER II</b>	
CIMT 1271	Manufacturing Processes .....2
CIMT 2371	Robotics II .....3
CAET 1470	Technical Programming .....4
ELET 1471	AC Circuits .....4
MATH 1375	Technical Mathematics II OR
MATH 1316	Plane Trigonometry .....3
	<u>16</u>
Minimum Hours Required	.....33

# ENGINEERING TECHNOLOGY -- ELECTRONIC COMPUTER-AIDED TECHNOLOGY

(Electronic Computer-Aided Technology)

*Richland only*

(Associate Degree)

Degree Plan Number 843375

The two year Electronic Computer-Aided Technology program will prepare students for technical level employment in electronics and related industries. The emphasis in this program is on computer-aided electronics, particularly in an automated manufacturing environment. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits, basic microcomputers, microcomputer interfacing, computer-aided electronic analysis, and digital machine control systems.

	CREDIT HOURS
<b>SEMESTER I</b>	
CIMT 1370 Introduction to CAD .....	3
CIMT 1270 Introduction to Quality Control .....	2
CIMT 1271 Manufacturing Processes .....	2
ELET 1470 DC Circuits & Electrical Measurements	4
MATH 1374 Technical Mathematics I OR	
MATH 1314 College Algebra .....	3
Elective Social/Behavioral Science .....	3
	<u>17</u>
<b>SEMESTER II</b>	
COMM 1370 Applied Communications OR	
ENGL 1301 Composition I .....	3
CAET 1471 Computer-Aided Instrumentation	
and Testing .....	4
ELET 1471 AC Circuits .....	4
ELET 1472 Active Devices .....	4
MATH 1375 Technical Mathematics II OR	
MATH 1316 Plane Trigonometry .....	3
	<u>18</u>
<b>SEMESTER III</b>	
CAET 1470 Technical Programming .....	4
CAET 2472 Principles of Microcomputers OR	
CAET 2470 Operational Amplifiers** .....	4
CAET 2473 Digital Computer Circuits .....	4
PHYS 1401 Introductory General Physics .....	4
SPCH 1311 Introduction to Speech	
Communication .....	3
	<u>19</u>

## SEMESTER IV

CAET 2474 Microcomputer Interfacing OR	
CAET 2471 Digital Machine Control** .....	4
Humanities/Fine Arts Elective .....	3
PHYS 1402 Introductory General Physics .....	4
MATH 2370 Technical Mathematics III OR	
MATH 2513 Calculus I .....	3-5
Elective Any Non-CAET course .....	3
	<u>17-19</u>

Minimum Hours Required ..... 71

\*\*Electronic Computer-Aided Technology 2370 or 2471 may be substituted.

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

# ENGINEERING TECHNOLOGY -- ELECTRONIC COMPUTER-AIDED TECHNOLOGY CERTIFICATE

(Electronic Computer-Aided Technology Certificate)

*Richland only*

(Certificate)

Degree Plan Number 853445

This one-year program develops the basic skills necessary for entry level positions in electronics and related industries. Computer-aided instruction and analysis studies include electronic devices and their application in analog and digital circuits. All courses required for the certificate are applicable to the Electronic Computer-Aided Technology associate degree.

	CREDIT HOURS
<b>SEMESTER I</b>	
ELET 1470 DC Circuits and Electrical Measurements .....	4
MATH 1374 Technical Mathematics I OR	
MATH 1314 College Algebra .....	3
CAET 1470 Technical Programming .....	4
CIMT 1370 Introduction to CAD .....	3
CIMT 1271 Manufacturing Processes .....	2
	<u>16</u>
<b>SEMESTER II</b>	
ELET 1471 AC Circuits .....	4
ELET 1472 Active Devices .....	4
CAET 2473 Digital Computer Circuits .....	4
CAET 1471 Computer-Aided Instrumentation and Testing .....	4
MATH 1375 Technical Mathematics II OR	
MATH 1316 Plane Trigonometry .....	3
	<u>19</u>
Minimum Hours Required .....	35

# HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS TECHNICIAN

*Mountain View and Richland only*

(Associate Degree)

Degree Plan Number X43595

(Program pending final Coordinating Board approval)

Medical Records Technicians are responsible for maintaining components of health information systems consistent with the medical, administrative, ethical, legal, accreditation, and regulatory requirements of the health care delivery system. Medical Records Technicians possess the technical knowledge and skills necessary to process, maintain, compile and report health information data for reimbursement, facility planning, marketing, risk management, utilization management, quality assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. The medical record technician may be responsible for functional supervision of the various components of the health information system.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I .....	3
MATH 1332 College Mathematics .....	3
HIMT 1370 Medical Records I .....	3
BIOL 1470 Introduction to Human Anatomy and Physiology I .....	4
HIMT 2470 Medical Terminology .....	4
	<u>17</u>
<b>SEMESTER II</b>	
PSYC 1370 Applied Psychology and Human Relations .....	3
BIOL 1472 Introduction to Human Anatomy and Physiology II .....	4
HIMT 1371 Pathophysiology .....	3
CISC 1470 Introduction to Computer Concepts & Applications .....	4
HIMT 1270 Clinical Practice I .....	2
	<u>16</u>
<b>SEMESTER III</b>	
SPCH 1311 Introduction to Speech Communication .....	3
	<u>3</u>

## SEMESTER IV

+ Elective	Humanities/Fine Arts .....	3
MGMT 1370	Principles of Management .....	3
HIMT 1470	Disease Classification & Nomenclatures I .....	4
HIMT 1372	Health Information Quality Standards & Procedures .....	3
HIMT 2371	Clinical Practice II .....	3
		<u>16</u>

## SEMESTER V

CISC 1372	Data Communications and Operating Systems .....	3
HIMT 2471	Disease Classification & Nomenclatures II .....	4
HIMT 2370	Medical Records II .....	3
HIMT 2270	Advanced Topics in Health Information Management .....	2
HIMT 2372	Clinical Practice III .....	3
		<u>15</u>

## SEMESTER VI

Elective	Any non-HIMT Course .....	1
HIMT 2271	Clinical Practice IV (Two Weeks) .....	2
		<u>3</u>

Minimum Hours Required ..... 70

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.

# HEALTH INFORMATION MANAGEMENT – MEDICAL RECORDS CODING SPECIALIST

*Mountain View and Richland only*

(Certificate)

Degree Plan Number X53605

(Program pending final Coordinating Board approval)

A Medical Records Coding Specialist assigns and sequences diseases and procedures with set classification standards and codes (ICD-9-CM, CPT, and HCFA). Responsibilities include the abstracting of medical information from outpatient and inpatient commercial, day surgery, emergency room, clinic and gastroenterology medical records for statistical research and study purposes and audits of unbilled accounts reports. The skills required for successful performance of this job include a working knowledge of human anatomy and physiology, medical terminology, the disease process, organization and communication skills.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I . . . . .	3
CISC 1470 Introduction to Computer Concepts & Applications . . . . .	4
HIMT 1370 Medical Records I . . . . .	3
BIOL 1470 Introduction to Human Anatomy and Physiology I . . . . .	4
HIMT 2470 Medical Terminology . . . . .	4
	<u>18</u>
<b>SEMESTER II</b>	
SPCH 1311 Introduction to Speech Communication . . . . .	3
BIOL 1472 Introduction to Human Anatomy and Physiology II . . . . .	4
HIMT 1470 Disease Classification & Nomenclatures I . . . . .	4
HIMT 1371 Pathophysiology . . . . .	3
HIMT 1270 Clinical Practice I . . . . .	2
	<u>16</u>
<b>SEMESTER III</b>	
HIMT 2471 Disease Classification & Nomenclatures II . . . . .	4
HIMT 2371 Clinical Practice II . . . . .	3
HIMT 2372 Clinical Practice III . . . . .	3
	<u>10</u>
Minimum Hours Required . . . . .	44



# INTERNATIONAL BUSINESS AND TRADE

*Richland only*

(Associate Degree)

Degree Plan Number 843105

The International Business and Trade Program prepares students for entry-level employment in such positions as specialists in exporting and importing for the growing international trade community. Skills developed for the export and import of goods and services are presented in the context of the global economy and cross-cultural awareness. Emphasis is placed on the contribution of exports to the local, state, and national economies. Entrepreneurs or managers of firms with export potential may also benefit from international business and trade studies.

	CREDIT HOURS
<b>SEMESTER I</b>	
IBTR 2370 Introduction to International Business and Trade .....	3
MGMT 1370 Principles of Management .....	3
MRKT 2370 Principles of Marketing .....	3
ECON 2301 Principles of Economics I .....	3
ENGL 1301 Composition I .....	3
	<u>15</u>
<b>SEMESTER II</b>	
IBTR 2372 Export/Import Documentation Logistics, and Transportation .....	3
IBTR 2371 International Marketing Management .....	3
CISC 1470 Introduction to Computer Concepts and Applications OR .....	4
IBTR 2373 International Information Systems .....	(3)
ECON 2302 Principles of Economics II .....	3
MATH 1324 Mathematics for Business and Economics I OR .....	
MATH 1332 College Mathematics I OR .....	
MATH 1342 Introductory Statistics .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>18-19</u>
<b>SUMMER</b>	
BUSI 2301 Business Law .....	3
+ Elective Social/Behavioral Science .....	3
	<u>6</u>

## SEMESTER III

IBTR 2377	International Comparative Management .....	3
ACCT 2301	Principles of Accounting I .....	3
MGMT 2373	Organizational Behavior .....	3
*FREN 1411	Beginning French OR .....	
SPAN 1411	Beginning Spanish .....	4
+ + Elective	.....	3-4
		<u>16-17</u>

## SEMESTER IV

IBTR 2378	International Finance .....	3
IBTR 2379	International Business Law .....	3
ACCT 2302	Principles of Accounting II .....	3
*FREN 1412	Beginning French OR .....	
SPAN 1412	Beginning Spanish .....	4
Elective	Any Non-IBTR Course .....	3
		<u>16-17</u>

Minimum Hours Required ..... 71

+ Electives—must be selected from the following:

ANTH 2351	Cultural Anthropology .....	3
GOVT 2371	Introduction to Comparative Politics .....	3
GEOG 2312	Economic Geography .....	3
GEOG 1302	Cultural Geography .....	3
HIST 2321	World Civilizations or .....	
HIST 2322	World Civilizations .....	3
PSYC 2301	Introduction to Psychology .....	3
SOCI 1301	Introduction to Sociology .....	3

+ + Electives—must be selected from the following:

BUSI 1307	Personal Finance .....	3
ECON 2311	Economics of Global Issues .....	3
IBTR 2374	International Purchasing .....	3
IBTR 2375	Import Customs Regulations .....	3
IBTR 2380	Export/Import Trade Finance .....	3
IBTR 2381	International Human Resource Management .....	3
IBTR 7471	Cooperative Work Experience .....	4
MGMT 1372	Small Business Management .....	3
MGMT 1374	Introduction to Supervision .....	3
MGMT 2170**	Special Problems in Business .....	1
MGMT 2374	Human Resources Management .....	3
MGMT 2375	Problem Solving and Decision-Making .....	3
MRKT 1370	Principles of Retailing .....	3
MRKT 2373	Salesmanship .....	3
MRKT 2374	Advertising and Sales Promotion .....	3
SPAN 2371	Spanish for Business I .....	3
SPAN 2372	Spanish for Business II .....	3

\*Other foreign languages, such as Chinese, Japanese, or German may be substituted. American Sign Language may not be substituted. 2000-level language courses are recommended for students who have completed basic language courses. Credits from the College Level Examination Program or credit by examination by the International Language Institute may also be substituted.

\*\*International topics may be offered through this special problems course.

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

# INTERNATIONAL BUSINESS AND TRADE CERTIFICATE

*Richland only*

(Certificate)

Degree Plan Number 853115

	CREDIT HOURS
<b>SEMESTER I</b>	
IBTR 2372 Export/Import Documentation and Transportation .....	3
IBTR 2370 Introduction to International Business and Trade .....	3
IBTR 2377 International Comparative Management .....	3
CISC 1470 Introduction to Computer Concepts and Applications OR	4
IBTR 2373 International Information Systems ... (3)	
ENGL 1301 Composition I .....	3
+ Elective Business-related .....	3
	<u>18-19</u>
<b>SEMESTER II</b>	
IBTR 2371 International Marketing Management .....	3
IBTR 2378 International Finance .....	3
IBTR 2379 International Business Law .....	3
+ Elective Business-related .....	3
+ Elective Business-related .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>18-19</u>
Minimum Hours Required .....	36

+ Elective—must be selected from the following courses:

BUSI	2301	Business Law .....	3
ECON	2301	Principles of Economics I .....	3
ECON	2302	Principles of Economics II .....	3
ECON	2311	Economics of Global Issues .....	3
IBTR	2374	International Purchasing .....	3
IBTR	2375	Import Customs Regulations .....	3
IBTR	2380	Export/Import Trade Finance .....	3
IBTR	2381	International Human Resource Management .....	3
IBTR	7471	Cooperative Work Experience .....	4
MGMT	1370	Principles of Management .....	3
MRKT	2370	Principles of Marketing .....	3
MGMT	2373	Organizational Behavior .....	3

# MANAGEMENT

(Formerly Mid-Management)

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43665

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGMT 1370 Principles of Management .....	3
MGMT 1374 Introduction to Supervision .....	3
MGMT 7371 Cooperative Work Experience .....	3
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>18</u>
<b>SEMESTER II</b>	
MGMT 2374 Human Resources Management .....	3
MGMT 7372 Cooperative Work Experience .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1314 College Algebra OR	
MATH 1324 Mathematics for Business and Economics I OR	
MATH 1371 Business Mathematics** OR	
MATH 1342 Introductory Statistics .....	3
ENGL 1302 Composition II .....	3
	<u>16</u>
<b>SEMESTER III</b>	
MGMT 2373 Organizational Behavior .....	3
MGMT 8381 Cooperative Work Experience .....	3
ACCT 2301 Principles of Accounting I* .....	3
ECON 2301 Principles of Economics I OR	
ECON 1303 Economics of Contemporary Social Issues .....	3
	<u>12</u>

## SEMESTER IV

MGMT 2375 Problem Solving and Decision Making .....	3
MGMT 8382 Cooperative Work Experience .....	3
+ Elective Humanities/Fine Arts .....	3
Elective Any Non-MGMT Course .....	3
Elective .....	3
	<u>15</u>

Minimum Hours Required ..... 61

+ Elective--must be selected from the following:

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

\*Students may substitute ACCT 1371 and ACCT 1372 for ACCT 2301. Only three hours may be applied to the required number of hours for granting the degree.

\*\*Students selecting MATH 1371 must also complete a natural science course.

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

# MANAGEMENT

(Formerly Mid-Management)

*Offered at all seven colleges*

(Certificate)

Degree Plan Number X53465

The Management program is designed to develop the fundamental skills, knowledge, attitudes and experiences which enable men and women to function in leadership and decision-making positions as managers. Students combine management classes and on-the-job management training with their present employers. All of the courses for this certificate are applicable to the Management associate degree option.

		CREDIT HOURS
<b>SEMESTER I</b>		
ENGL 1301	Composition I .....	3
MGMT 1374	Introduction to Supervision .....	3
MGMT 7371	Cooperative Work Experience .....	3
		<u>9</u>
<b>SEMESTER II</b>		
MGMT 2374	Human Resources Management .....	3
MGMT 7372	Cooperative Work Experience .....	3
SPCH 1311	Introduction to Speech Communication .....	3
		<u>9</u>
<b>SEMESTER III</b>		
MGMT 2373	Organizational Behavior .....	3
MGMT 8381	Cooperative Work Experience .....	3
		<u>6</u>
<b>SEMESTER IV</b>		
MGMT 2375	Problem Solving and Decision Making .....	3
MGMT 8382	Cooperative Work Experience .....	3
		<u>6</u>
Minimum Hours Required .....		30

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

*Offered at all seven campuses*

(Associate Degree, Tech-Prep Advanced Skills Certificate)

Degree Plan Number X42075

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I .....	3
OFCT 1377 Office Systems and Applications .....	3
OFCT 1372 Office Calculating Machines .....	3
OFCT 1378 Beginning Typing <sup>1</sup> .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>15</u>
<b>SEMESTER II</b>	
ENGL 1302 Composition II .....	3
Elective Natural Science <sup>3</sup> .....	3
MATH 1371 Business Math .....	3
OFCT 1379 Word Processing I .....	3
OFCT 1373 Office Procedures <sup>2</sup> .....	3
OFCT 1376 Intermediate Typing <sup>1</sup> .....	3
	<u>18</u>
<b>SEMESTER III</b>	
OFCT 1378 Text Processing Transcription <sup>4</sup> .....	3
OFCT 1371 Automated Filing .....	3
OFCT 2372 Word Processing II .....	3
OFCT 2370 Business Communications .....	3
+ + Elective Social/Behavioral Science .....	3
Elective Any Non-OFCT Course .....	3
	<u>18</u>
<b>SEMESTER IV</b>	
+ + + Elective Humanities/Fine Arts .....	3
OFCT 1380 Business Software Applications I .....	3
ACCT 1371 Bookkeeping I or	
ACCT 2301 Principles of Accounting .....	3
+ Elective(s) <sup>5</sup> .....	3-4
OFCT 7371 Cooperative Work Experience or	3
OFCT 7471 Cooperative Work Experience .....	(4)
	<u>15-17</u>
Minimum Hours Required .....	66

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

<sup>2</sup> For legal emphasis, OFCT 2371 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup> One of the following Natural Science courses may be taken:

PHYS 1311	Descriptive Astronomy .....	3
BIOL 1406	General Biology .....	4
ECOL 1305	People and Their Environment .....	3
GEOL 1403	Physical Geology .....	4
PHYS 1401	Introductory General Physics .....	4
PHYS 1415	Concepts in Physics .....	4

<sup>4</sup> For legal emphasis, OFCT 1374 (Legal Terminology and Transcription) may be substituted.

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

OFCT 1170	Contemporary Topics in Office Technology .....	1
OFCT 1270	Contemporary Topics in Office Technology .....	2
OFCT 1370	Contemporary Topics in Office Technology .....	3
OFCT 1172	Introduction to Word Processing .....	1
OFCT 1173	Keyboarding and Speed for Accuracy .....	1
OFCT 2373	Business Software Applications II .....	3
OFCT 2374	Business Software Applications III .....	3
OFCT 2270	Advanced Typing Applications .....	2
OFCT 2170	Word Processing Applications .....	1
OFCT 2171	Specialized Software I .....	1
OFCT 2172	Specialized Software .....	1
OFCT 7372	Cooperative Work Experience .....	3
OFCT 7472	Cooperative Work Experience .....	4
OFCT 8381	Cooperative Work Experience .....	3
OFCT 8482	Cooperative Work Experience .....	4

+ + Elective -- may be taken from any Government, Human Development, History or Psychology course.

+ + + Elective -- may be taken from any Art, Humanities, Music or Philosophy course.

This is a Tech-Prep program. Students interested in pursuing the Tech-Prep advanced 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 – CERTIFIED PROFESSIONAL SECRETARY ARTICULATION

*Offered at all seven campuses*

Credit toward an associate degree in Office Technology will be granted upon successful completion of all parts of the Certified Professional Secretary (CPS) Exam. In order to receive credit, the registrar at the college must receive notification from the Institute for Certifying Secretaries that the applicant has passed all sections of the exam. The student must complete 12 credit hours (excluding developmental courses) within the District of which at least two courses must be completed in the area of Office Technology. The student must complete the courses with a grade of "C" or higher.

Select five of the following courses for which credit may be granted:

OFCT 1377	Office Systems and Applications	3
OFCT 1378	Text Processing Transcription	3
OFCT 1379	Word Processing I	3
OFCT 1380	Business Software Applications I	3
OFCT 1373	Office Procedures	3
OFCT 1376	Intermediate Typing	3
OFCT 2370	Business Communications	8

## OFFICE TECHNOLOGY – GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

Degree Plan Number X52095

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I	3
MATH 1371 Business Mathematics	3
OFCT 1372 Office Calculating Machines	3
OFCT 1378 Beginning Typing <sup>1</sup>	3
	<u>12</u>
<b>SEMESTER II</b>	
OFCT 1378 Text Processing Transcription	3
OFCT 1379 Word Processing I	3
OFCT 1373 Office Procedures	3
OFCT 1376 Intermediate Typing <sup>1</sup>	3
	<u>12</u>
<b>SEMESTER III</b>	
ACCT 1371 Bookkeeping I or	
ACCT 2301 Principles of Accounting	3
OFCT 1380 Business Software Applications I	3
OFCT 1371 Automated Filing Procedures	3
OFCT 2370 Business Communications	3
Elective Natural Science <sup>2</sup>	3
	<u>15</u>
Minimum Hours Required	39

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

<sup>2</sup> One Natural Science course may be selected from the following:

PHYS 1311	Descriptive Astronomy	3
BIOL 1406	General Biology	4
ECOL 1305	People and Their Environment	3
GEOL 1403	Physical Geology	4
PHYS 1401	Introductory General Physics	4
PHYS 1415	Concepts in Physics	4

## OFFICE TECHNOLOGY -- RECEPTIONIST

*All seven colleges*

(Certificate)

Degree Plan Number X53545

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I .....	3
OFCT 1379 Word Processing I .....	3
OFCT 1372 Office Calculating Machines .....	3
OFCT 1376 Intermediate Typing <sup>1</sup> .....	3
	<u>12</u>
<b>SEMESTER II</b>	
OFCT 1380 Business Software Applications I .....	3
OFCT 1373 Office Procedures .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>9</u>

Minimum Hours Required .....21

<sup>1</sup> Prerequisite: OFCT 1378 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*All seven colleges*

(Certificate)

Degree Plan Number X53555

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301 Composition I .....	3
OFCT 1377 Office Systems and Applications .....	3
OFCT 1379 Word Processing I .....	3
OFCT 1376 Intermediate Typing <sup>1</sup> .....	3
	<u>12</u>
<b>SEMESTER II</b>	
OFCT 1378 Text Processing Transcription .....	3
OFCT 1380 Business Software Applications I .....	3
OFCT 2370 Business Communications .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>12</u>

Minimum Hours Required ..... 24

<sup>1</sup> Prerequisite: OFCT 1378 or demonstrated competency.



# ORNAMENTAL HORTICULTURE TECHNOLOGY – GREENHOUSE FLORIST OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 841075

This option prepares a student to enter the florist industry. The program places emphasis on those skills required for success in wholesale greenhouse flower production, retail floral design and sales, and retail greenhouse florist production and sales. Upon graduation, a student is qualified to enter a wide number of positions in crop production, sales and distribution, floral design and flower shop management.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1471 Floral Design .....	4
BIOL 1411 *Introductory Botany OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 *Composition I OR	
COMM 1370 Applied Communications .....	3
	<u>17</u>
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
ARTS 1311 Basic Design I OR	
ARTS 1316 Drawing I .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324 *Mathematics for Business and Economics I OR	
MATH 1371 Business Mathematics .....	3
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations .....	3
	<u>18</u>
<b>SEMESTER III</b>	
HORT 1272 Interior Plant Identification .....	2
HORT 2470 Greenhouse Horticulture .....	4
HORT 2376 Flower Shop Management .....	3
MRKT 2370 Principles of Marketing OR	
MRKT 1370 Principles of Retailing .....	3
SPCH 1311 Introduction to Speech Communication .....	3
Elective Any Non-HORT Course .....	3
	<u>18</u>

## SEMESTER IV

HORT 1372 Fundamentals of Landscape Planning .....	3
HORT 2374 Foliage Plants and Interiorscaping ....	3
HORT 2373 Advanced Floral Design .....	3
HORT 2372 Problems and Practices in Industry OR	
HORT 7371 Cooperative Work Experience .....	3
ACCT 2301* Principles of Accounting I OR	
ACCT 1371 Bookkeeping I .....	3
	<u>15</u>

Minimum Hours Required ..... 68

\*Indicates the preferred class in transferring to four-year institutions.

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.

# ORNAMENTAL HORTICULTURE -- INTERIORSCAPE OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 843295

This option prepares an individual to enter the Interiorscape industry which includes designing and maintaining tropical plants in commercial buildings, offices, and malls. The students will study design principles, management methods, tropical plant identification and maintenance, greenhouse production, and plant propagation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1471 Floral Design .....	4
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
BIOL 1411 *Introductory Botany OR	4
BIOL 1408 Biological Science .....	(4)
	<u>20</u>
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
ENGL 1301 *Composition I OR	3
COMM 1370 Applied Communications .....	(3)
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>17</u>
<b>SEMESTER III</b>	
HORT 1272 Interior Plant Identification .....	2
HORT 2470 Greenhouse Horticulture .....	4
HORT 2471 Landscape Design .....	4
MATH 1324* Mathematics for Business and Economics I OR	3
MATH 1371 Business Mathematics .....	(3)
ARTS 1311 Design I OR	
ARTS 1316 Drawing I .....	3
	<u>16</u>

<b>SEMESTER IV</b>	
HORT 2371 Landscape Management .....	3
HORT 7371 Cooperative Work Experience OR	3
HORT 2372 Problems and Practices in Industry .....	(3)
HORT 2374 Foliage Plants and Interiorscaping ....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
Elective Any Non-HORT Course .....	3
	<u>16</u>

Minimum Hours Required ..... 69

\*Indicates the preferred class in transferring to 4-year institutions.

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

# **ORNAMENTAL HORTICULTURE -- INTERIORSCAPE**

*Richland only*

(Certificate)

Degree Plan Number 853305

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1272 Interior Plant Identification .....	2
HORT 1471 Floral Design .....	4
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
MATH 1324* Mathematics for Business and Economics I OR	3
MATH 1371 Business Mathematics .....	(3)
	<u>19</u>
<b>SEMESTER II</b>	
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
HORT 2374 Foliage Plants and Interiorscaping ....	3
HORT 7371 Cooperative Work Experience .....	3
Elective .....	3
	<u>15</u>
<b>Minimum Hours Required .....</b>	<b>34</b>

\*Indicates the preferred class in transferring to 4-year institutions.

# ORNAMENTAL HORTICULTURE TECHNOLOGY – LANDSCAPE MANAGEMENT OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 842425

This option prepares the student to enter the landscape contracting and the landscape installation and maintenance businesses. The student expands his preparation to meet his own specific goals through directing two semesters of cooperative work experience toward areas in which he desires greater preparation. Landscape management is the fastest growing field in ornamental horticulture and provides excellent employment opportunities. A student completing this option is also well prepared for work in city park departments and in state and federal park development.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
BIOL 1411 *Introductory Botany OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 *Composition I OR	
COMM 1370 Applied Communications .....	3
	<u>19</u>
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324* Mathematics for Business and Economics I OR	
MATH 1371 Business Mathematics .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	<u>18</u>

## SEMESTER III

HORT 1272 Interior Plant Identification .....	2
HORT 2471 Landscape Design .....	4
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry ..	3
ACCT 2301 *Principles of Accounting I OR	
ACCT 1371 Bookkeeping I .....	3
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations .....	3
Elective Any Non-HORT Course .....	3
	<u>18</u>

## SEMESTER IV

HORT 2371 Landscape Management .....	3
HORT 2374 Foliage Plants and Interiorscaping ....	3
HORT 2375 Advanced Landscape Planning .....	3
HORT 7372 Cooperative Work Experience .....	3
ARTS 1311 Design I OR	
ARTS 1316 Drawing I .....	3
	<u>15</u>

Minimum Hours Required ..... 70

\*Indicates the preferred class in transferring to four-year institutions.

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.

# ORNAMENTAL HORTICULTURE TECHNOLOGY – LANDSCAPE NURSERY OPTION

*Richland only*

(Associate Degree)

Degree Plan Number 842435

This option prepares a student to enter both the landscaping industry and the nursery industry at a technician level. The program places emphasis on those skills required for success in landscape service, nursery production and landscape planning businesses. A student who completes this training is prepared for work in park and recreation departments, production nurseries, industrial parks and gardens.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1371 Landscape Development I .....	3
HORT 1372 Fundamentals of Landscape Planning .....	3
BIOL 1411 *Introductory Botany OR	
BIOL 1408 Biological Science .....	4
ENGL 1301 *Composition I OR	
COMM 1370 Applied Communications .....	3
	19
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground Cover .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1373 Landscape Development II .....	3
CISC 1470 Introduction to Computer Concepts and Applications .....	4
MATH 1324* Mathematics for Business and Economics I OR	
MATH 1371 Business Mathematics .....	3
SPCH 1311 Introduction to Speech Communication .....	3
	18
<b>SEMESTER III</b>	
HORT 2470 Greenhouse Horticulture .....	4
HORT 2471 Landscape Design .....	4
HORT 2370 Nursery Operations .....	3
HORT 2470 Propagation of Woody Ornamental Plants .....	2
ARTS 1311 Design I OR	
ARTS 1316 Drawing I .....	3
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human Relations .....	3
	19

## SEMESTER IV

HORT 2371 Landscape Management .....	3
HORT 7371 Cooperative Work Experience OR	
HORT 2372 Problems and Practices in Industry ..	3
HORT 2374 Foliage Plants and Interiorscaping ....	3
HORT 2375 Advanced Landscape Planning .....	3
Elective Any Non-HORT Course .....	3
	15

Minimum Hours Required ..... 71

\*Indicates the preferred class in transferring to four-year institutions.

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.

# ORNAMENTAL HORTICULTURE TECHNOLOGY – FLORIST CERTIFICATE

*Richland only*

(Certificate)

Degree Plan Number 851165

This program prepares the student to enter positions in floral design, retail flower shop operations, and sales and distribution of flowers and florist supplies.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1471 Floral Design .....	4
ACCT 2301* Principles of Accounting I OR	
ACCT 1371 Bookkeeping OR	
MGMT 157 Small Business Bookkeeping	
and Accounting .....	3
ARTS 1311 Design I OR	
ARTS 1316 Drawing I .....	3
MATH 1371 Business Mathematics .....	3
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human	
Relations .....	3
	<u>16</u>
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground	
Cover .....	2
HORT 1272 Interior Plant Identification .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 2373 Advanced Floral Design .....	3
HORT 2376 Flower Shop Management .....	3
HORT 7371 Cooperative Work Experience .....	3
	<u>16</u>
Minimum Hours Required .....	32

\*Indicates the preferred class in transferring to four-year institutions.

# ORNAMENTAL HORTICULTURE TECHNOLOGY – LANDSCAPE GARDENER CERTIFICATE

*Richland only*

(Certificate)

Degree Plan Number 851175

This program prepares the student to enter positions in landscape construction, park maintenance, home landscape and garden services, and garden center and nursery sales. Through the selection of electives and occupational experiences the student can guide his training toward specific jobs.

	CREDIT HOURS
<b>SEMESTER I</b>	
HORT 1470 Horticulture Science .....	4
HORT 1270 Landscape Trees .....	2
HORT 1372 Fundamentals of Landscape Planning .	3
PSYC 2301 *Introduction to Psychology OR	
PSYC 1370 Applied Psychology and Human	
Relations .....	3
MATH 1324 *Mathematics for Business and	
Economics I OR	
MATH 1371 Business Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
HORT 1271 Landscape Shrubs, Vines and Ground	
Cover .....	2
HORT 1272 Interior Plant Identification .....	2
HORT 1370 Herbaceous and Exotic Plants .....	3
HORT 1371 Landscape Development I .....	3
HORT 7371 Cooperative Work Experience .....	3
Elective .....	3
	<u>16</u>
Minimum Hours Required .....	31

\*Indicates the preferred class in transferring to four-year institutions.

# REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Associate Degree)

Degree Plan Number X40885

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
<b>SEMESTER I</b>	
BUSI 1301 Introduction to Business .....	3
ENGL 1301 Composition I .....	3
REAL 1379 Law of Agency .....	3
REAL 1370 Real Estate Principles .....	3
REAL 1371 Real Estate Finance .....	3
	<u>15</u>
<b>SEMESTER II</b>	
REAL 1372 Real Estate Marketing .....	3
REAL 1374 Real Estate Appraisal-Residential OR	
REAL 1373 Real Estate Appraisal-Commercial ...	3
REAL 1375 Real Estate Law .....	3
SPCH 1311 Introduction to Speech	
Communication .....	3
ACCT 2301 Principles of Accounting I .....	3
	<u>15</u>
<b>SEMESTER III</b>	
REAL 1376 Promulgated Contract Forms .....	3
ECON 2301 Principles of Economics I OR	
ECON 1303 Economics of Contemporary Social	
Issues .....	3
REAL 7471 Cooperative Work Experience I .....	4
CISC 1470 Introduction to Computer Concepts	
and Applications .....	4
+ Elective Humanities/Fine Arts .....	3
	<u>17</u>
<b>SEMESTER IV</b>	
Elective Any Non-REAL Course .....	3
+ + Elective Social/Behavioral Science .....	3
+ + + Elective .....	9
MATH 1324 Mathematics for Business and	
Economics .....	3
	<u>15</u>
Minimum Hours Required .....	62

+ Elective—must be selected from the following:

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

+ + Elective—must be selected from the following:

ANTH	2351	Introduction to Anthropology .....
GOVT	2301	American Government .....
GOVT	2302	American Government .....
HDEV	1370	Educational and Career Planning .....
PSYC	2301	Introduction to Psychology .....
PSYC	2314	Developmental Psychology .....
PSYC	2316	Psychology of Personality .....
PSYC	1370	Applied Psychology and Human Relations .....
SOCI	1301	Introduction to Sociology .....
SOCI	1306	Social Problems .....

+ + + Recommended Electives:

MRKT	2373	Salesmanship .....
REAL	2370	Real Estate Office Management Brokerage .....
REAL	2371	Commercial and Investment Real Estate .....
REAL	2372	Property Management .....
REAL	2373	Residential Inspection for Real Estate Agents ...
REAL	2170	Special Problems in Real Estate .....
REAL	2374	Special Problems in Real Estate .....
REAL	7472	Cooperative Work Experience II .....

NOTE: Students enrolling in this program who plan 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.



## REAL ESTATE – SPECIALIST

*Cedar Valley, North Lake and Richland Only*

(Skills Achievement Award)

Degree Plan Number X37155

The Real Estate Specialist Certificate enables the student to sit for the state exam and/or meet the continuing education requirements for the succeeding two years of licensure.

	CREDIT HOURS
REAL 1379 Law of Agency .....	3
REAL 1370 Real Estate Principles .....	3
	<u>6</u>

Select three from the following:

REAL 1371 Real Estate Finance .....	3
REAL 1372 Real Estate Marketing .....	3
REAL 1373 Real Estate Appraisal- Commercial .....	3
REAL 1374 Real Estate Appraisal- Residential .....	3
REAL 1375 Real Estate Law .....	3
REAL 1376 Promulgated Contract Forms .....	3
REAL 2370 Real Estate Office Management/Brokerage .....	3
REAL 2371 Commercial and Investment Real Estate .....	3
REAL 2372 Property Management .....	3
REAL 2373 Residential Inspection for Real Estate Agents .....	3
REAL 2374 Special Problems in Real Estate .....	3
REAL 7471 Cooperative Work Experience .....	4
	<u>9-10</u>

Minimum Hours Required .....15

# TRAVEL AND TOURISM MANAGEMENT

*Richland only*

(Associate Degree, Tech-Prep Advanced Skills Certificate)

Degree Plan Number 843475

This program is designed to develop the necessary knowledge and skills so that a graduate may advance in career paths appropriate to an individual's particular interests, in the travel and tourism industry. Individual areas of specialization include: (a) convention/meeting planner, (b) exposition/trade show planner, or (c) travel agency operations. In addition to specific technical skills and knowledge related to the travel and tourism field, the graduate will have received instruction in other areas such as principles of management, applied mathematics, reading and writing skills, and verbal communication skills.

This is a Tech-Prep program. Students interested in pursuing the Tech-Prep advanced skills certificate need to consult with their advisor.

	CREDIT HOURS
<b>SEMESTER I</b>	
ENGL 1301	Composition I ..... 3
TRAV 1370	Introduction to Travel and Tourism ..... 3
TRAV 1372	Specialization Elective (Exposition & Trade Show Management) ..... 3
TRAV 1271	Travel Destinations I ..... 2
TRAV 1373	Industry Automation I ..... 3
	<u>14</u>
<b>SEMESTER II</b>	
CISC 2372	Contemporary Topics in Computer Information Systems ..... 3
MATH 1332	College Mathematics I ..... 3
PSYC 2301	Introduction to Psychology** ..... 3
SOCI 1301	Introduction to Sociology** ..... 3
TRAV 1170	Introduction to Meeting and Convention Management ..... 3
TRAV 1371	Travel and Tourism Marketing ..... 3
TRAV 1270	Travel and Tourism Law & Ethics ..... 2
	<u>17</u>
<b>SEMESTER III</b>	
Elective	Any non-TRAV course ..... 3
SPCH 1311	Introduction to Speech Communication ..... 3
TRAV 2370	Travel Industry Operations ..... 3
TRAV XXXX	Specialization Elective ..... 3
TRAV XXXX	Specialization Elective ..... 3
	<u>15</u>

## SEMESTER IV

+ Elective	Humanities/Fine Arts ..... 3
ENGL 1302	Composition II ..... 3
MGMT XXXX	*Management Elective ..... 3
TRAV XXXX	Elective ..... 3
TRAV XXXX	Specialization Elective ..... 3
	<u>15</u>

## SEMESTER V

TRAV 7371	Cooperative Work Experience ..... 3
	<u>3</u>

Minimum Hours Required ..... 64

+ Student must select from:

ARTS 1301	Art Appreciation ..... 3
ENGL 2332	World Literature ..... 3
HIST 2321	World Civilizations ..... 3
HIST 2322	World Civilizations ..... 3
HUMA 1301	Introduction to the Humanities ..... 3
MUSI 1306	Music Appreciation ..... 3
PHIL 1370	Critical Thinking ..... 3

\*Management elective may be selected from the following:

MGMT 1370	Principles of Management ..... 3
MGMT 1372	Small Business Management ..... 3
MGMT 2373	Organizational Behavior ..... 3

\*\*Student may select either Psychology or Sociology.

## SPECIALIZATION COURSES:

<b>Meeting &amp; Convention Management</b>	
TRAV 1170	Introduction to Meeting & Convention Management*** ..... 3
TRAV 1375	Principles of Association and Corporate Meeting Management ..... 3
TRAV 2373	Advanced Meeting Management ..... 3
TRAV 2374	International Meeting Management ..... 3
<b>Exposition/Trade Show Management</b>	
TRAV 1372	Exposition/Trade Show Management*** ..... 3
TRAV 2375	Exposition Service Contracting ..... 3
TRAV 2376	Exposition and Trade Show Operations ..... 3
TRAV XXXX	Specialization Elective ..... 3
<b>Travel Management</b>	
TRAV 1371	Travel and Tourism Marketing ..... 3
TRAV 1271	Travel Destinations I ..... 2
TRAV 1373	Industry Automation I*** ..... 3
TRAV 2370	Travel Industry Operations ..... 3
TRAV 2371	Industry Automation II ..... 3
TRAV 2272	Travel Destinations II ..... 2
<b>Students may select one course from this group:</b>	
TRAV 1171	Contemporary Topics ..... 1
TRAV 1272	Contemporary Topics ..... 2
TRAV 1374	Contemporary Topics ..... 3

\*\*\*Travel and Tourism Core

\*\*\*\*Persons selecting a specialization in Exposition and Trade Show Management will be expected to select one course in Meeting and Convention Management OR one course in Travel Management.

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.

TRAVEL AND TOURISM  
MANAGEMENT

Richland only

(Certificate)

Degree Plan Number 853485

This is a thirty-one hour certificate that provides the student with the technical knowledge and practical skills required to work as a travel reservationist or travel counselor. In addition to basic reservation skills, students will receive instruction in the following topics: (a) effective written/verbal communication, (b) positive work ethics and habits, and (c) basic office clerical activities.

	CREDIT HOURS
<b>SEMESTER I*</b>	
MATH 1332	College Mathematics I .....3
TRAV 1370	Introduction to Travel and Tourism .....3
TRAV 1371	Travel & Tourism Marketing .....3
TRAV 1271	Travel Destinations I .....2
TRAV 1373	Reservation Systems I .....3
	<u>14</u>
<b>SEMESTER II</b>	
ENGL 1301	Composition I .....3
Elective	.....3
TRAV 2370	Travel Industry Operations .....3
TRAV 2371	Reservations Systems I .....3
TRAV 2272	Travel Destinations II .....2
	<u>14</u>
<b>SEMESTER III</b>	
TRAV 7371	Cooperative Work Experience .....3
	<u>3</u>
Minimum Hours Required	.....31

\*OFCT 1378 is a prerequisite course or demonstrated typing speed of 35 wpm.

# ACCOUNTING

## **ACCT 1371 Bookkeeping I (3)**

(Last year's course prefix/number ACC 131)

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

## **ACCT 1372 Bookkeeping II (3)**

(Last year's course prefix/number ACC 132)

Prerequisite: Accounting 1371. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

## **ACCT 2301 Principles Of Accounting I (3)**

(This is a common course number. Last year's course prefix/number ACC 201)

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 Principles Of Accounting II (3)**

(This is a common course number. Last year's course prefix/number ACC 202)

Prerequisite: Accounting 2301. This course is a continuation of Accounting 2301. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics; preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

## **ACCT 2370 Microcomputer-Based Accounting Applications (3)**

(Last year's course prefix/number ACC 250)

Prerequisites: Accounting 2302 and Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing an integrated general ledger accounting package, including accounts receivable and accounts payable. In addition, various electronic spreadsheet applications and other topics will be covered. Laboratory fee. (2 Lec., 2 Lab.)

## **ACCT 2372 Income Tax Accounting (3)**

(Last year's course prefix/number ACC 239)

Prerequisite: Accounting 2302 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on common problems. (3 Lec.)

## **ACCT 2375 Business Finance (3)**

(Last year's course prefix/number ACC 205)

Prerequisites: Economics 2301 or 2302 and Accounting 2301. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

## **ACCT 2376 Cost Accounting (3)**

(Last year's course prefix/number ACC 238)

Prerequisite: Accounting 2302. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

## **ACCT 2377 Managerial Accounting (3)**

(Last year's course prefix/number ACC 204)

Prerequisite: Accounting 2302. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

## **ACCT 2378 Intermediate Accounting I (3)**

(Last year's course prefix/number ACC 203)

Prerequisite: Accounting 2302. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

## **ACCT 2379 Intermediate Accounting II (3)**

(Last year's course prefix/number ACC 207)

This course continues Accounting 2378. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

**ACCT 2401 Principles Of Accounting I (4)**  
(This is a common course number. Last year's course prefix/number ACC 208)

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 Principles Of Accounting II (4)**  
(This is a common course number. Last year's course prefix/number ACC 209)

Prerequisite: Accounting 2401. This course is a continuation of 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., 2 Lab.)

**ACCT 7371 Cooperative Work Experience (3)**  
(Last year's course prefix/number ACC 703)

Prerequisites: Completion of Accounting 2301 and 2302 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

**ACCT 7372 Cooperative Work Experience (3)**  
(Last year's course prefix/number ACC 713)

Prerequisite: Completion of Accounting 7371 or 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

**ACCT 7471 Cooperative Work Experience (4)**  
(Last year's course prefix/number ACC 704)

Prerequisites: Completion of Accounting 2301 and 2302 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

**ACCT 7472 Cooperative Work Experience (4)**  
(Last year's course prefix/number ACC 714)

Prerequisite: Completion of Accounting 7371 or 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

## **ANTHROPOLOGY**

**ANTH 1370 American Indian Culture (3)**  
(Last year's course prefix/number ANT 104)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)  
(Coordinating Board Academic Approval Number 4511015342)

**ANTH 1371 The Heritage Of Mexico (3)**  
(Last year's course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**ANTH 2302 Introduction To Archeology (3)**

(This is a common course number. Last year's course prefix/number ANT 231)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015142)

**ANTH 2346 Introduction To Anthropology (3)**

(This is a common course number. Last year's course prefix/number ANT 100)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015142)

**ANTH 2351 Cultural Anthropology (3)**

(This is a common course number. Last year's course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multicultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

**ART****ARTS 1170 Problems In Contemporary****Art (1)**

(Last year's 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. Last year's 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. Last year's course prefix/number ART 105)

This course covers the history of 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. Last year's course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 1311 Design I (3)**

(This is a common course number. Last year's course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 1312 Design II (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's course prefix/number ARTS 115)

Prerequisite: Art 1316. This course is an expansion of Art 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ARTS 1370 Creative Photography For  
The Artist I (3)**

(Last year's course prefix/number ART 118)

Prerequisites: Art 1311, Art 1316, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ARTS 1371 Creative Photography For  
The Artist II (3)**

(Last year's course prefix/number ART 119)

Prerequisite: Art 1370 or demonstrated competence approved by the instructor. This course is a continuation of Art 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ARTS 2311 Design III (3)**

(This is a common course number. Last year's course prefix/number ART 227)

Prerequisites: Art 1311, 1312, 1316, and 1317. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ARTS 2316 Painting I (3)**

(This is a common course number. Last year's course prefix/number ART 205)

Prerequisites: Art 1311, Art 1312, Art 1317, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2317 Painting II (3)**

(This is a common course number. Last year's course prefix/number ART 206)

Prerequisite: Art 2316. This course continues Art 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

**ARTS 2323 Drawing III (3)**

(This is a common course number. Last year's course prefix/number ART 201)

Prerequisites: Art 1311, Art 1312, Art 1317, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2324 Drawing IV (3)**

(This is a common course number. Last year's course prefix/number ART 202)

Prerequisites: Art 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

**ARTS 2326 Sculpture I (3)**

(This is a common course number. Last year's course prefix/number ART 208)

Prerequisites: Art 1311, Art 1312, Art 1317, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2327 Sculpture II (3)**

(This is a common course number. Last year's course prefix/number ART 209)

Prerequisite: Art 2326. This course continues Art 2326. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

**ARTS 2333 Printmaking I (3)**

(This is a common course number. Last year's course prefix/number ART 220)

Prerequisites: Art 1311, Art 1312, Art 1317, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

**ARTS 2334 Printmaking II (3)**

(This is a common course number. Last year's course prefix/number ART 222)

Prerequisite: Art 2333. This course is a continuation of Printmaking I. 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. Last year's course prefix/number ART 116)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)



**ARTS 2342 Advanced Jewelry Design And Construction (3)**

(This is a common course number. Last year's course prefix/number ART 117)

Prerequisite: Art 2341. This course continues Art 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. Last year's course prefix/number ART 215)

Prerequisites: Art 1311, Art 1312, Art 1317 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2347 Ceramics II (3)**

(This is a common course number. Last year's course prefix/number ART 216)

Prerequisite: Art 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007115130)

**ARTS 2366 Watercolor I (3)**

(This is a common course number. Last year's course prefix/number ART 217)

Prerequisites: Art 1311, Art 1312, and Art 1317 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2367 Watercolor II (3)**

(This is a common course number. Last year's course prefix/number ART 218)

Prerequisite: Art 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ARTS 2370 Art History (3)**

(Last year's course prefix/number ART 203)

Prerequisites: Art 1303 and Art 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2371 Art History (3)**

(Last year's course prefix/number ART 204)

Prerequisites: Art 1303 and Art 1304. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ARTS 2373 Design IV (3)**

(Last year's course prefix/number ART 229)

Prerequisite: Art 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

## **ASTRONOMY**

(See Physics)

## **BIOLOGY**

**BIOL 1406 General Biology (4)**

(This is a common course number. Last year's 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. Last year's course prefix/number BIO 102)

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. Last year's 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. Last year's course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

**BIOL 1411 Introductory Botany (4)**

(This is a common course number. Last year's course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

**BIOL 1470 Introduction To Human Anatomy And Physiology (4)**

(Last year's course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 1472 Introduction To Human Anatomy And Physiology (4)**

(Last year's course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIOL 2306 Environmental Biology (3)**

(This is a common course number. Last year's course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0301025124)

**BIOL 2401 Anatomy And Physiology I (4)**

(This is a common course number. Last year's 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. Last year's 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 inter relationships 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. Last year's course prefix/number BIO 216)

Prerequisite: Biology 1407 or 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

**BIOL 2428 Comparative Anatomy Of The Vertebrates (4)**

(This is a common course number. Last year's course prefix/number BIO 235)

Prerequisites: Biology 1406 and 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

## BUSINESS

### **BUSI 1301 Introduction To Business (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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 1411 General Chemistry (4)**

(This is a common course number. Last year's course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1470, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1412 General Chemistry (4)**

(This is a common course number. Last year's course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1470 Chemical Science (4)**

(Last year's course prefix/number CHM 115)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 1471 Chemical Science (4)**

(Last year's course prefix/number CHM 116)

Prerequisite: Chemistry 1470 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHEM 2423 Organic Chemistry I (4)**

(This is a common course number. Last year's 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. Last year's 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)

## **CHINESE**

### **CHIN 1411 Beginning Chinese I (4)**

(This is a common course number. Last year's course prefix/number CHI 101)

This course is a beginning course in Chinese. Oral practice, elementary reading, and grammar will be stressed. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

### **CHIN 1412 Beginning Chinese II (4)**

(This is a common course number. Last year's course prefix/number CHI 102)

Prerequisite: Chinese 1411 or the equivalent. This course continues the oral practice, elementary reading, and grammar studies begun in Chinese 1411. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603015131)

### **CHIN 2311 Intermediate Chinese I (3)**

(This is a common course number. Last year's course prefix/number CHI 201)

Prerequisite: Chinese 1412 or the equivalent. Reading, cultural background, conversation, and composition are stressed in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

### **CHIN 2312 Intermediate Chinese II (3)**

(This is a common course number. Last year's course prefix/number CHI 202)

Prerequisite: Chinese 2311 or the equivalent. This course is a continuation of Chinese 2311, with stress on reading, cultural background, conversation, and composition. (3 Lec.)

(Coordinating Board Academic Approval Number 1603015231)

## **COLLEGE LEARNING SKILLS**

(See Developmental College Learning Skills)

## **COMMUNICATIONS**

### **COMM 1370 Applied Communications (3)**

(Last year's course prefix/number COM 131)

Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

## **COMPUTER INFORMATION SYSTEMS**

### **CISC 1372 Data Communications And Operating Systems (3)**

(Last year's course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

### **CISC 1373 BASIC Programming (3)**

(Last year's course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, input/output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

### **CISC 1374 Pascal Programming For Business (3)**

(Last year's course prefix/number CIS 173)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

### **CISC 1470 Introduction to Computer Concepts And Applications (4)**

(Last year's course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

**CISC 1471 Problem Solving With The Computer (4)**

(Last year's course prefix/number CIS 108)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1472 Database Programming I (4)**

(Last year's course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1474 Text Processing Applications (4)**

(Last year's course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1476 COBOL Programming I (4)**

(Last year's course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1477 COBOL Programming II (4)**

(Last year's course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance debugging techniques, copy techniques, and sub programs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1478 RPG Programming (4)**

(Last year's course prefix/number CIS 171)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1479 Application Development Tools (4)**

(Last year's course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 1480 UNIX Operating System I (4)**

(Last year's course prefix/number CIS 192)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, both the C and Bourne shells, standard editors (vi), and an introduction to shell programming. (3 Lec., 4 Lab.)

**CISC 2170 Contemporary Topics In Computer Information Systems (1)**

(Last year's course prefix/number CIS 260)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**CISC 2370 Fundamentals Of Networking (3)**

(Last year's course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2372 Contemporary Topics In Computer Information Systems (3)**

(Last year's course prefix/number CIS 262)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**CISC 2373 Special Topics In Computer Information Systems (3)**

(Last year's course prefix/number CIS 263)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2374 Advanced BASIC Techniques (3)**

(Last year's course prefix/number CIS 272)

Prerequisite: Computer Information Systems 1373 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

**CISC 2375 User Documentation And Training (3)**

(Last year's course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

**CISC 2470 Control Language And Operating Environments (4)**

(Last year's course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2471 Network Software (4)**

(Last year's course prefix/number CIS 207)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2370 and credit or concurrent enrollment in Computer Information Systems 2478, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, LAN protocols, network utilities, NETBIOS, network security and control, the log-in process, application software in the network environment, and licensing agreements. Students will learn to use commercially available LAN software. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2472 Database Programming II (4)**

(Last year's course prefix/number CIS 208)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2473 Assembly Language I (4)**

(Last year's course prefix/number CIS 210)

Prerequisite: Minimum of three credit hours in a programming language or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2474 C Programming (4)**

(Last year's course prefix/number CIS 212)

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2475 Microcomputer Assembly Language (4)**

(Last year's course prefix/number CIS 215)

Prerequisite: Minimum of three credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2476 Spreadsheet Applications (4)**

(Last year's course prefix/number CIS 215)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2478 PC Operating Systems And Utilities (4)**

(Last year's course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2479 Systems Analysis And Design (4)**

(Last year's course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2480 PC Hardware (4)**

(Last year's course prefix/number CIS 226)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and patch short assembler language programs. Laboratory fee. (3 Lec., 3 Lab.)

**CISC 2481 Database Applications (4)**

(Last year's course prefix/number CIS 228)

Prerequisites: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course covers database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2482 Data Base Systems (4)**

(Last year's course prefix/number CIS 254)

Prerequisite: Minimum of nine credit hours in Computer Information Systems courses or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2483 Interactive Programming (4)**

(Last year's course prefix/number CIS 258)

Prerequisites: Minimum of six credit hours of programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design, program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2484 Special Topics In Computer Information Systems (4)**

(Last year's course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topic varies. Laboratory fee. (3 Lec., 4 Lab.)



**CISC 2485 Network Problems And Applications (4)**

(Last year's course prefix/number CIS 287)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2488, or demonstrated competence approved by the instructor. This course presents networking problems and applications associated with local area networks. Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup, and common network problems. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2486 Advanced C Programming (4)**

(Last year's course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2487 Object Oriented Programming (4)**

(Last year's course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2488 Network Hardware (4)**

(Last year's course prefix/number CIS 277)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2480, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include IEEE 802 standards for LANS, LAN cabling, work stations, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge and sag devices, and troubleshooting. Students will learn how to install, operate, maintain, and troubleshoot LAN hardware. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2489 Applied Studies (3)**

(Last year's course prefix/number CIS 281)

Prerequisites: Minimum of eighteen credit hours of PC-oriented Computer Information Systems courses including Computer Information Systems 2480 or demonstrated competence approved by instructor. This course applies PC analyst skills to business situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. Laboratory fee. (2 Lec., 3 Lab.)

**CISC 2490 UNIX Operating System II (4)**

(Last year's course prefix/number CIS 292)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course continues the development of UNIX concepts and tools. Topics include advanced file system management, additional editors, text formatting, multi-tasking support and advanced shell programming. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 2491 UNIX System Administration (4)**

(Last year's course prefix/number CIS 295)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course provides students with an introduction to UNIX systems administration. Topics include the administration of data communications, file systems, processes, operations, security and resources. In addition, system configuration and generation will be explored. Some network considerations will also be addressed. Laboratory fee. (3 Lec., 4 Lab.)

**CISC 7171 Cooperative Work Experience (1)**

(Last year's course prefix/number CIS 701)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

**CISC 7271 Cooperative Work Experience (2)**

(Last year's course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)



**CISC 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number CIS 703)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**CISC 7372 Cooperative Work Experience (3)**

(Last year's course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, 7271, 7371, or 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

**CISC 7471 Cooperative Work Experience (4)**

(Last year's course prefix/number CIS 704)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

**CISC 7472 Cooperative Work Experience (4)**

(Last year's course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, 7271, 7371, or 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

**COMPUTER INTEGRATED MANUFACTURING**

(See Engineering Technology)

**COMPUTER SCIENCE****COSC 1306 Introduction To Computer Organization (3)**

(This is a common course number. Last year's course prefix/number CS 221)

Prerequisite: Computer Science 2318 or demonstrated competence approved by the instructor. This course introduces the organization and structuring of the major hardware components of computers, the mechanics of information transfer and control within a digital computer system, and the fundamentals of logic design. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1101015227)

**COSC 1310 Introduction To BASIC Programming (3)**

(This is a common course number. Last year's course prefix/number CS 122)

Prerequisite: Developmental Math 0093 or demonstrated competence approved by the instructor. This course is an introduction to the BASIC programming language. Topics include input/output, looping, decision structures, functions, arrays, disk files, and formatting. Emphasis is placed on structured programming techniques and algorithm development. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015127)

### **COSC 1315 Computing Science I (3)**

(This is a common course number. Last year's course prefix/number CS 113)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with structured programming in Pascal. Laboratory fee. (3 Lec., 1 Lab.)  
(Coordinating Board Academic Approval Number 1102015227)

### **COSC 1317 Introduction To FORTRAN Programming (3)**

(This is a common course number. Last year's course prefix/number CS 121)

Prerequisite: Math 1316 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

### **COSC 2315 Introduction To File Processing (3)**

(This is a common course number. Last year's course prefix/number CS 222)

Prerequisite: Computer Science 2318 or demonstrated competence approved by the instructor. This course introduces the concepts and techniques of structuring data. Experience is provided in the use of secondary storage devices and applications of data structures and file processing techniques. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

### **COSC 2318 Computing Science II (3)**

(This is a common course number. Last year's course prefix/number CS 114)

Prerequisites: Computer Science 1315 and Math 1314 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

### **COSC 2325 Assembly Language (4)**

(This is a common course number. Last year's course prefix/number CS 212)

Prerequisite: Computer Science 2318 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015427)

## **DANCE**

### **DANC 1147 Jazz I (1)**

(This is a common course number. Last year's course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1148 Jazz II (1)**

(This is a common course number. Last year's course prefix/number DAN 156)

Prerequisite: Dance 1147 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1151 Rehearsal and Performance (1)**

(This is a common course number. Last year's course prefix/number DAN 116)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DANC 1152 Rehearsal and Performance (1)**

(This is a common course number. Last year's course prefix/number DAN 200)

Prerequisite: Dance 1151 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 1151 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1241 Beginning Ballet I (2)**

(This is a common course number. Last year's course prefix/number DAN 161)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and center floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1242 Beginning Ballet II (2)**

(This is a common course number. Last year's course prefix/number DAN 163)

Prerequisite: Dance 1241. This course is a continuation of Dance 1241. Emphasis is on expansion of combinations at the barre. Connecting steps learned at center are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1245 Beginning Contemporary Dance I (2)**

(This is a common course number. Last year's course prefix/number DAN 165)

This course explores basic contemporary techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1246 Beginning Contemporary Dance II (2)**

(This is a common course number. Last year's course prefix/number DAN 166)

Prerequisite: Dance 1245. This course continues and further develops an exploration of Dance 1245. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1345 Beginning Dance Technique In Theatre (3)**

(This is a common course number. Last year's course prefix/number THE 112)

Basic movements of the dance are explored. Emphasis is on swing movements, circular motion, fall and recovery, contraction and release, and contrast of literal and abstract movements. Body balance, manipulation of trunk and limbs, and the rhythmic flow of physical energy are developed. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 1346 Intermediate Dance (3)**

(This is a common course number. Last year's course prefix/number THE 113)

Prerequisite: Dance 1345 or demonstrated competence approved by the instructor. Various aspects of dance are surveyed. Topics include the role of dance in total theatre, the evolution of dance styles, and the jazz style. Emphasis is on the flow of movement, body placement, dynamic intensity, level, focus, and direction. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2147 Jazz III (1)**

(This is a common course number. Last year's course prefix/number DAN 255)

Prerequisite: Dance 1148. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2148 Jazz IV (1)**

(This is a common course number. Last year's course prefix/number DAN 256)

Prerequisite: Dance 2147. This course is a further exploration of Dance 2147. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2241 Intermediate Ballet I (2)**

(This is a common course number. Last year's course prefix/number DAN 258)

Prerequisite: Dance 1242. The development of ballet techniques is continued. More complicated exercises at the barre and center floor are included. Emphasis is on long series of movements, adagio and jumps. Precision of movement is stressed. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2242 Intermediate Ballet II (2)**

(This is a common course number. Last year's course prefix/number DAN 260)

Prerequisite: Dance 2241. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2245 Intermediate Contemporary Dance I (2)**

(This is a common course number. Last year's course prefix/number DAN 265)

Prerequisite: Dance 1246. This course consists of the development of complex falls, combinations, phrasing, and dramatic emphasis. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2246 Intermediate Contemporary  
Dance II (2)**

(This is a common course number. Last year's course prefix/number DAN 266)

Prerequisite: Dance 2245. This course is a further exploration of Dance 2245. This course may be repeated for credit.

Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DANC 2303 Dance Appreciation (3)**

(This is a common course number. Last year's course prefix/number DAN 160)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015430)

## **DEVELOPMENTAL COLLEGE LEARNING SKILLS**

**DCLS 0100 College Learning Skills (1)**

(Last year's course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL COMMUNICATIONS**

**DCOM 0095 Communication Skills (3)**

(Last year's course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(Coordinating Board Academic Approval Number 320108511371)

**DCOM 0120 Communication Skills (3)**

(Last year's course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 320108511371)

## **DEVELOPMENTAL LEARNING**

**DLEA 0094 Learning Skills Improvement (1)**

(Last year's course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 320101521371)

## **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1470, 1324, 1332, 1333 and 1335. Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1371 and 1374.

**DMAT 0060 Basic Mathematics I (1)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's course prefix/number DM 070)

Prerequisites: Developmental Mathematics 0090, 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's course prefix/number DM 080)

Prerequisites: Developmental Mathematics 0071, 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's course prefix/number DM 090)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DMAT 0091 Elementary Algebra (3)**

(Last year's 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)**

(Last year's 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)

## 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)**

(Last year's course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

**DREA 0091 Developmental Reading (3)**

(Last year's course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

**DREA 0093 Developmental Reading (3)**

(Last year's course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

## DEVELOPMENTAL WRITING

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

**DWRI 0090 Developmental Writing (3)**

(Last year's course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0091 Developmental Writing (3)**

(Last year's course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

**DWRI 0093 Developmental Writing (3)**

(Last year's course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

## DRAMA

(Formerly Theatre)

**DRAM 1120 Rehearsal And Performance I (1)**

(This is a common course number. Last year's course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1170 Demonstration Lab (1)**

(Last year's course prefix/number THE 189)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.)

(Coordinating Board Academic Approval Number 5005015130)

**DRAM 1221 Rehearsal And Performance II (2)**

(This is a common course number. Last year's 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. Last year's 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 1323 Theatre Workshop (3)**

(This is a common course number. Last year's course prefix/number THE 236)

A course in theatre with emphasis on performance techniques in musical and repertory theatre with practical performance experience. This course may be repeated for credit. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

**DRAM 1330 Stagecraft I (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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. Last year's 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 1370 Contemporary Theatre (3)**

(Last year's course prefix/number THE 102)

This course is a study of the modern theatre. The historical background and traditions of each style are included. Emphasis is on understanding the social, culture, and aesthetic significance of each style. A number of modern plays are read and selected video tapes are viewed. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2331 Stagecraft II (3)**

(This is a common course number. Last year's course prefix/number THE 104)

Prerequisite: Drama 1330 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2336 Voice And Articulation (3)**

(This is a common course number. Last year's course prefix/number THE 209)

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. Last year's course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**DRAM 2361 History Of Theatre I (3)**

(This is a common course number. Last year's course prefix/number THE 110)

Drama is surveyed from its beginning through the 16th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2362 History Of Theatre II (3)**

(This is a common course number. Last year's course prefix/number THE 111)

Drama is surveyed from the 17th century through the 20th century. The theatre is studied in each period as a part of the total culture of the period. (3 Lec.)

(Coordinating Board Academic Approval Number 5005055130)

**DRAM 2370 Television Production I (3)**

(Last year's course prefix/number THE 201)

Station organization, studio operation, and the use of studio equipment are introduced. Topics include continuity, camera, sound, lights, and videotape recording. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

**DRAM 2371 Television Production II (3)**

(Last year's course prefix/number THE 202)

Prerequisite: Drama 2370. This course is a continuation of Drama 2370. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

**DRAM 2373 Introduction To Technical Drawing (3)**

(Last year's course prefix/number THE 208)

Basic techniques of drafting are studied. Isometrics, orthographic projections, and other standard procedures are included. The emphasis is on theatrical drafting, including ground plans, vertical sections, construction elevations, and spider perspective. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2374 Lighting Design (3)**

(Last year's course prefix/number THE 209)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

**DRAM 2375 Broadcasting Communications I (3)**

(Last year's course prefix/number THE 211)

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**DRAM 2376 Broadcasting Communications II (3)**

(Last year's course prefix/number THE 212)

Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**EARTH SCIENCE**

(See Geology)

## ECOLOGY

NOTE: This course will carry a Dallas County Community College prefix of "ECOL"; however, it may also be identified by a common course number for transfer evaluation purposes. Both are listed in the in the course description.

### **ECOL 1305 People And Their Environment (3)**

(Last year's course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 0301025339)

## **EASTFIELD INTERPRETER TRAINING PROGRAM\***

(Formerly Interpreter Training Program)

\*Richland courses are home host

### **EITP 1370 Introduction To Deafness (3)**

(Last year's course prefix/number ITP 140)

The psychology and history of educating the deaf are introduced. Emphasis is on the psychological, social, emotional, and occupational aspects of deafness. (3 Lec., 1 Lab.)

### **EITP 1470 American Sign Language I (4)**

(Last year's course prefix/number ITP 141. Common Course Number is SGNL 1401)

Basic linguistic components (sentence patterns) of American Sign Language are introduced and practiced expressively and receptively. Students learn to describe signs in terms of hand configuration and palm direction. Fingerspelling is also introduced and practiced receptively and expressively. Laboratory fee. (3 Lec., 2 Lab.)

### **EITP 1471 American Sign Language II (4)**

(Last year's course prefix/number ITP 143. Common Course Number is SGNL 1402)

Prerequisite: Interpreter Training 1470. The linguistic components of American Sign Language will continue to be explored and practiced, both expressively and receptively. Receptive and expressive fingerspelling skills are increased. Basic vocabulary is expanded, and idioms are introduced. Emphasis is on mastering receptive skills. Laboratory fee. (3 Lec., 2 Lab.)

## ECONOMICS

### **ECON 1303 Economics Of Contemporary**

#### **Social Issues (3)**

(This is a common course number. Last year's course prefix/number ECO 105)

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is a credit course that can serve as a transfer elective and/or introductory course for the Principles sequence (Economics 2301 or 2302). This course, however, will not replace either Economics 2301 or 2302 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

### **ECON 2301 Principles Of Economics I (3)**

(This is a common course number. Last year's course prefix/number ECO 201)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

### **ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Last year's 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. Last year's course prefix/number ECO 203)

Prerequisite: Economics 2301 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)



## EDUCATIONAL PERSONNEL

### EDUC 1370 Language Skills For Educational Personnel (3)

(Last year's course prefix/number EP 129)

This course surveys methods for developing the language skills of students. Topics include creative writing, story telling, appreciation of literature, tutoring, cursive and manuscript handwriting, and listening skills. (3 Lec.)

### EDUC 1371 Introduction To Educational Processes I (3)

(Last year's course prefix/number EP 131)

The role of educational support personnel is defined within the framework of contemporary public school organization. Legal guidelines and procedures of local, state, and federal agencies governing public education are described. Special attention is given to the development of effective interpersonal relationships with emphasis on application to the public school setting. (3 Lec.)

### EDUC 1372 Introduction To Educational Processes II (3)

(Last year's course prefix/number EP 133)

This course focuses on developing a wholesome learning environment in the classroom. The facilitation of learning in small groups is emphasized. Factors affecting the growth and development of students in a pluralistic society are covered. The responsibilities of educational personnel are covered. (3 Lec.)

### EDUC 1373 Introduction To Media (3)

(Last year's course prefix/number EP 134)

Basic skills for preparing graphic and projected educational materials are developed. The operation of selected audiovisual equipment is also included. (2 Lec., 2 Lab.)

### EDUC 1374 Arts And Crafts (3)

(Last year's course prefix/number EP 135)

Creative art materials and methods used in programs for children are presented. Opportunities are provided for the use of these materials. Classroom displays, charts, poster art, and bulletin boards are included, emphasis is on creating an attractive environment in the classroom. (3 Lec.)

### EDUC 1375 Principles And Practices Of Multi-Cultural Communications (3)

(Last year's course prefix/number EP 136)

This course examines cultural variations found in our society and reflected in our pluralistic classrooms. Students will look at their own culturally influenced behavior, study other major cultures, and develop an awareness of cultural diversity and the process of intercultural communication. Differences in lifestyles, communication styles, learning processes, educational philosophies, interpersonal relations, and sources of stress for various cultural groups will be explored in a seminar-type environment. (3 Lec.)

### EDUC 1376 Child Language Development (3)

(Last year's course prefix/number EP 140)

This course will cover information on language development for the bilingual and monolingual student with emphasis on cross-cultural awareness and second language acquisition. The role of oral language development will be studied with regard to its application for both ESL and bilingual methods and techniques. (3 Lec.)

### EDUC 1377 Bilingual Education: Philosophy, Techniques And Materials (3)

(Last year's course prefix/number EP 143)

This course presents the core techniques in bilingual education. Topics included are: awareness of cultural backgrounds, teaching techniques, material development, historical and philosophical concepts of bilingual/bicultural education, and Spanish technical vocabulary in the content areas. (3 Lec.)

### EDUC 2170 Diversified Studies (1)

(Last year's course prefix/number EP 245)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. This course may be repeated for credit, when the topics vary, up to a maximum of three credit hours. (1 Lec.)

### EDUC 2270 Diversified Studies (2)

(Last year's course prefix/number EP 246)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of four credit hours. (2 Lec.)

### EDUC 2370 Computer Instruction For Educators (3)

(Last year's course prefix/number EP 210)

This course is an introduction to microcomputer use for educators. Topics include history, terminology, classroom applications, instructional software preview, introductory programming, and productivity software. Hands-on computer activities are emphasized throughout the course. (2 Lec., 2 Lab.)

### EDUC 2371 Techniques For Teaching English To Non-Native Speakers (3)

(Last year's course prefix/number EP 241)

This course is a practical application of second language learning theory as it relates to the non-English speaking student. The process, contents and management of second language teaching will be discussed, demonstrated and practiced. (3 Lec.)

**EDUC 2372 Diversified Studies (3)**

(Last year's course prefix/number EP 247)

This course provides for specialized study by educational personnel. Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health services. Other areas may be approved by the instructor. Other areas may be repeated for credit, when the topics vary, up to a maximum of six credit hours. (3 Lec.)

**EDUC 2373 The Exceptional Child (3)**

(Last year's course prefix/number EP 249)

This course is designed as a comprehensive survey of the field of exceptionality with emphasis on the educational, sociological, and psychological effects of handicapping condition on children. (3 Lec.)

**EDUC 7271 Cooperative Work Experience (2)**

(Last year's course prefix/number EP 702)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 10 Lab.)

**EDUC 7272 Cooperative Work Experience (2)**

(Last year's course prefix/number EP 712)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 10 Lab.)

**EDUC 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number EP 703)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 15 Lab.)

**EDUC 7372 Cooperative Work Experience (3)**

(Last year's course prefix/number EP 713)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 15 Lab.)

**EDUC 7471 Cooperative Work Experience (4)**

(Last year's course prefix/number EP 704)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication skills, contemporary issues in education and other topics as appropriate for particular educational groups or individuals. (1 Lec., 20 Lab.)

## **EDUC 7472 Cooperative Work Experience (4)**

(Last year's course prefix/number EP 714)

Prerequisites: Completion of two courses in the Educational Personnel program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of 16 hours of group and individual learning experiences related to such topics as employee interviewing skills, strategies for career upward mobility, effective resume writing and interpersonal communication skills. (1 Lec., 20 Lab.)

## **ELECTRONIC COMPUTER-AIDED TECHNOLOGY**

(See Engineering Technology)

## **ELECTRONICS TECHNOLOGY**

### **ELET 1470 DC Circuits And Electrical Measurements (4)**

(Last year's course prefix/number ET 190)

The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (3 Lec., 3 Lab.)

### **ELET 1471 A.C. Circuits (4)**

(Last year's course prefix/number ET 191)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Mathematics 1374 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee. (3 Lec., 3 Lab.)

### **ELET 1472 Active Devices (4)**

(Last year's course prefix/number ET 193)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Electronics Technology 1471. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and nonlinear characteristics, in-circuit action, amplifiers, rectifiers, and switching. Laboratory fee. (3 Lec., 3 Lab.)

## **ENGINEERING**

### **ENGR 1201 Engineering Analysis (2)**

(This is a common course number. Last year's course prefix/number EGR 101)

Prerequisite: Two years of high school algebra or Developmental Mathematics 0093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws of work, energy, first law of thermodynamics, information dimensional analysis, physical modeling, compatibility continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(Coordinating Board Academic Approval Number 1401015129)

### **ENGR 1304 Engineering Design Graphics (3)**

(This is a common course number. Last year's course prefix/number EGR 105)

Prerequisite: Engineering 1201 or Mathematics 1316 or 1375 or demonstrated competence approved by the instructor. Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015129)

### **ENGR 1305 Descriptive Geometry (3)**

(This is a common course number. Last year's course prefix/number EGR 106)

Prerequisite: Computer Aided Design 1470 or Engineering 1304. This course provides instruction in the visualization of three dimensional structures and computer transformations of geometric models. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015129)

### **ENGR 2105 Electrical Engineering Laboratory (1)**

(This is a common course number. Last year's course prefix/number EGR 206)

Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**ENGR 2301 Engineering Mechanics I (3)**

(This is a common course number. Last year's course prefix/number EGR 107)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015229)

**ENGR 2302 Engineering Mechanics II (3)**

(This is a common course number. Last year's course prefix/number EGR 201)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015329)

**ENGR 2305 Electrical Systems Analysis (3)**

(This is a common course number. Last year's course prefix/number EGR 204)

Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 4008015339)

**ENGR 2332 Engineering Mechanics Of Materials (3)**

(This is a common course number. Last year's course prefix/number EGR 202)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. Simple structural elements are studied. Forces, deformation, material properties, the concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015129)

**ENGR 2370 Computer Methods In Engineering (3)**

(Last year's course prefix/number EGR 207)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513 and demonstrated ability to program in a computer language approved by the instructor. Fundamental methods of numerical analysis with computer programming applications are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, nonlinear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolations, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1102015127)

**ENGINEERING TECHNOLOGY**

(Computer Aided Electronic Technology and Computer Integrated Manufacturing)

**CAET 1470 Technical Programming (4)**

(Last year's course prefix/number ECT 143)

Prerequisite: Mathematics 1374 or demonstrated competence approved by the instructor. This course introduces the student to computer-aided analysis. Skills are developed in using computers to solve technology problems. Basic computer programming techniques are introduced in the microcomputer laboratory using high level languages such as BASIC or C. Laboratory fee. (3 Lec., 3 Lab.)

**CAET 1471 Computer-Aided Instrumentation And Testing (4)**

(Last year's course prefix/number ECT 144)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 1471. Industrial instrumentation and testing are introduced. Both analog and digital measuring systems are studied. Included are characteristics of basic AC and DC meters, digital meters, impedance bridges, oscilloscopes, and electronic counters. Analog-to-digital, computer-controlled, and digital-to-analog measuring systems are introduced. Computer-aided instructional materials and analysis techniques are utilized. Laboratory fee. (3 Lec., 3 Lab.)

**CAET 2370 Special Topics In Electronic Computer-Aided Technology (3)**

(Last year's course prefix/number ECT 290)

Prerequisite: Depends on topic studied. Topics will vary based on need and will be included in each semester's class schedule. Current developments in the rapidly changing field of computer-aided electronics will be studied. (3 Lec., 3 Lab.)

**CIMT 1470 CAD For Production (4)**

(Last year's course prefix/number CIM 110)

Prerequisite: Computer Integrated Manufacturing 1370 or Engineering 1304 or demonstrated competence approved by the instructor. This course is for students who have had little or no previous experience in producing CAD drawings used in manufacturing and design. Topics include orthographic projection, dimensioning, tolerancing, sections and auxiliaries. Emphasis will be placed on learning industry standards to produce a drawing or database. Experience is provided in using handbooks, catalogs and other resource materials. Laboratory fee. (2 Lec., 6 Lab.)

**CIMT 1471 Fluid Power Systems (4)**

(Last year's course prefix/number CIM 140)

The principles of industrial hydraulics and pneumatics are examined. Pumps, compressors, motors, cylinders, valves, fluids and conductors are studied. The analysis and design of fluid power circuitry is emphasized. Hydraulic and pneumatic circuits are set up and evaluated in the laboratory. Laboratory fee. (3 Lec., 3 Lab.)

**CIMT 2270 CAD/CAM Interfacing (2)**

(Last year's course prefix/number CIM 258)

Prerequisites: Computer Integrated Manufacturing 1370 and 1271 or demonstrated competence approved by the instructor. This course focuses on CNC process modeling where machine code is generated directly from the three dimensional graphics model. Wax prototyping is used to verify the code. Laboratory fee. (1 Lec., 4 Lab.)

**CIMT 2370 Robotics I (3)**

(Last year's course prefix/number CIM 243)

This course provides an introduction to robot technology. The basic components and systems used in industrial robots are studied. The setup and operation of robots and associated automatic control systems are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

**CIMT 2371 Robotics II (3)**

(Last year's course prefix/number CIM 247)

Prerequisite: Computer Integrated Manufacturing 2370 or demonstrated competence approved by the instructor. This course includes a study of robot and effectors, sensors, programmable controllers, power systems and software. The development of workcells and complete robotic systems is emphasized. Laboratory fee. (2 Lec., 3 Lab.)

**CIMT 2372 Special Topics In Computer Integrated Manufacturing (3)**

(Last year's course prefix/number CIM 291)

Prerequisites: Will vary based on topics covered and will be included in each semester's class schedule. Current developments in the rapidly changing field of computer-aided design and computer integrated manufacturing are studied. (1 Lec., 4 Lab.)

**CIMT 2470 Applied Mechanics (4)**

(Last year's course prefix/number CIM 232)

Prerequisite: Mathematics 1375 or equivalent. The theory and applications of mechanics are presented. Basic statics and dynamics concepts are studied. Computer analysis and simulation techniques are introduced. Topics include forces, vectors, equilibrium, moments, friction, moment of inertia, rectilinear and angular motion, work, energy, and power. The construction, testing and analysis of linkage and drive elements in the laboratory supports lecture material on related topics. Computer-aided instructional materials and analysis techniques are utilized. Laboratory fee. (3 Lec., 3 Lab.)

**CIMT 2471 Design For Manufacturing (4)**

(Last year's course prefix/number CIM 252)

Prerequisites: Computer Integrated Manufacturing 1271, Computer Integrated Manufacturing 1470 and Mathematics 1375 or demonstrated competence approved by the instructor. This is an electro-mechanical design course which emphasizes integration of design and manufacturing. The student will study manufacturing from the view point of the designer who must determine critical dimensions and provide tolerances which will allow economical manufacturing, proper assembly and function. Laboratory fee. (2 Lec., 6 Lab.)

**CIMT 2472 Advanced Computer-Aided Design (4)**

(Last year's course prefix/number CIM 254)

Prerequisite: Computer Integrated Manufacturing 1370 or demonstrated competence approved by the instructor. This is an advance applications course in computer-aided design. Three dimensional surface and solid models will be created and materials specifications added to the solid. The goal is to have the student master the operations of an interactive CAD system and utilize the most efficient process to create the geometry. Laboratory fee. (2 Lec., 6 Lab.)

**CIMT 2473 Computer Integrated Manufacturing (4)**

(Last year's course prefix/number CIM 270)

Prerequisite: Computer Integrated Manufacturing 2371 or demonstrated competence approved by the instructor. This course introduces the concepts of Computer Integrated Manufacturing (CIM). Emphasis is placed on the use of computers to automate the total manufacturing system. Topics include manufacturing automation protocols, flexible manufacturing systems, artificial intelligence, and machine vision. Laboratory work provides hands-on experience in integrating CAD, robotics, NC machines, automated material handling, and automated testing in a CIM environment. (3 Lec., 3 Lab.)

### **CIMT 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number CIM 703)

**Prerequisites:** Completion of two courses in the Computer Integrated Manufacturing program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of discussions on the writing of effective competency-based objectives and other work related skills such as time management, resume writing, and human relations. (1 Lec., 15 Lab.)

## **ENGLISH**

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

### **ENGL 1301 Composition I (3)**

(This is a common course number. Last year's course prefix/number ENG 101)

**Prerequisite:** An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### **ENGL 1302 Composition II (3)**

(This is a common course number. Last year's course prefix/number ENG 102)

**Prerequisite:** English 1301. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### **ENGL 2307 Creative Writing (3)**

(This is a common course number. Last year's course prefix/number ENG 209)

**Prerequisite:** English 1302. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

### **ENGL 2311 Technical Writing (3)**

(This is a common course number. Last year's course prefix/number ENG 210)

**Prerequisites:** English 1301 and English 1302. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

### **English In The Sophomore Year**

English 2322, 2323, 2327, 2328, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

### **ENGL 2322 British Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 201)

**Prerequisite:** English 1302. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2323 British Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 202)

**Prerequisite:** English 1302. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### **ENGL 2327 American Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 205)

**Prerequisite:** English 1302. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2328 American Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 206)

**Prerequisite:** English 1302. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### **ENGL 2332 World Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 203)

**Prerequisite:** English 1302. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### **ENGL 2333 World Literature (3)**

(This is a common course number. Last year's course prefix/number ENG 204)

**Prerequisite:** English 1302. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

**ENGL 2370 Studies in Literature (3)**

(Last year's course prefix/number ENG 215)

Prerequisite: English 1302. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

**ENGL 2371 Studies in Literature (3)**

(Last year's course prefix/number ENG 216)

Prerequisite: English 1302. 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 0031-0034 (Listening-Speaking)**

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

**ESOL 0041-0044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

**ESOL 0051-0054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

**ESOL 0061-0064 (Grammar)**

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## INGLES COMO SEGUNDO IDIOMA

El programa de credito academico de Ingles Como Segundo Idioma ESL esta disenado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciséis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

**ESOL 0031-0034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

**ESOL 0041-0044 (Lectura)**

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

**ESOL 0051, ESOL 0052, ESOL 0053, ESOL 0054**

Estos cursos estan disenados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

**ESOL 0061, ESOL 0062, ESOL 0063, ESOL 0064**

Estos cursos estan disenados para complementar la serie de Escritura 0051-0054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.



# ENGLISH AS A SECOND LANGUAGE

## ESOL 0031 ESL Listening/Speaking (3)

(Last year's 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)

(Last year's 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)

(Last year's 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)

(Last year's 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)

(Last year's course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## ESOL 0042 ESL Reading (3)

(Last year's course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## ESOL 0043 ESL Reading (3)

(Last year's course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## ESOL 0044 ESL Reading (3)

(Last year's course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

## ESOL 0051 ESL Writing (3)

(Last year's 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)

(Last year's 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)

(Last year's 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)

(Last year's course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)



**ESOL 0061 ESL Grammar (3)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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)**

(Last year's course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

## **FRENCH**

**FREN 1310 French Conversation II (3)**

(This is a common course number. Last year's course prefix/number FR 208)

Prerequisite: French 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 French life and society. This course is intended to complement French 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)

**FREN 1411 Beginning French (4)**

(This is a common course number. Last year's course prefix/number FR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FREN 1412 Beginning French (4)**

(This is a common course number. Last year's course prefix/number FR 102)

Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FREN 2303 Introduction To French Literature (3)**

(This is a common course number. Last year's course prefix/number FR 203)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is an introduction to French literature. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FREN 2304 Introduction To French Literature (3)**

(This is a common course number. Last year's course prefix/number FR 204)

Prerequisite: French 2312 or demonstrated competence approved by the instructor. This course is a continuation of French 2303. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FREN 2306 French Conversation I (3)**

(This is a common course number. Last year's course prefix/number FR 207)

Prerequisite: French 1411 and French 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 French life and society. This course is intended to complement French 2311. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)

**FREN 2311 Intermediate French (3)**

(This is a common course number. Last year's course prefix/number FR 201)

Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

**FREN 2312 Intermediate French (3)**

(This is a common course number. Last year's course prefix/number FR 202)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

## GEOGRAPHY

### GEOG 1301 Physical Geography (3)

(This is a common course number. Last year's course prefix/number GPY 101)

The physical composition of the earth is surveyed. Topics include weather, climate, topography, plant and animal life, land, and the sea. Emphasis is on the earth in space, use of maps and charts, and place geography. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015142)

### GEOG 1302 Cultural Geography (3)

(This is a common course number. Last year's course prefix/number GPY 103)

This course focuses on the development of regional variations of culture. Topics include the distribution of races, religions, and languages. Aspects of material culture are also included. Emphasis is on origins and diffusion. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

### GEOG 1303 World Regional Geography (3)

(This is a common course number. Common Course Number GPY 104)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

## GEOLOGY

### GEOL 1401 Earth Science (4)

(This is a common course number. Last year's course prefix/number ES 117)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 119. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

### GEOL 1403 Physical Geology (4)

(This is a common course number. Last year's 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. Last year's course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### GEOL 2409 Introduction To Rocks And Mineral Identification (4)

(This is a common course number. Last year's course prefix/number GEO 201)

Prerequisites: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

## GERMAN

### GERM 1411 Beginning German (4)

(This is a common course number. Last year's course prefix/number GER 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### GERM 1412 Beginning German (4)

(This is a common course number. Last year's course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### GERM 2311 Intermediate German (3)

(This is a common course number. Last year's course prefix/number GER 201)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

### GERM 2312 Intermediate German (3)

(This is a common course number. Last year's course prefix/number GER 202)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

## GOVERNMENT

### GOVT 2301 American Government (3)

(This is a common course number. Last year's course prefix/number GVT 201)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and inter-governmental 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. Last year's course prefix/number GVT 202)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.) (Coordinating Board Academic Approval Number 4510025142)

### GOVT 2371 Introduction To Comparative Politics (3)

(Last year's course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## HEALTH INFORMATION MANAGEMENT

### HIMT 1270 Clinical Practice I (2)

(Last year's course prefix/number HIM 115)

A supervised learning experience in a medical records department/health care facility enabling the student to apply skills in the basic record processing procedures and practices. Emphasis is placed on students achieving entry level proficiency in medical records department clerical functions, medical record assembly, analyses and abstraction, processing release of information guidelines, filing/archiving, medical record retrieving, interfacing with multiple hospital departments and the application of policies, standards and guidelines. (1 Lec., 6 Lab.)

### HIMT 1370 Medical Records I (3)

(Last year's course prefix/number HIM 101)

This course introduces the basic concepts and functions of medical records environment. Topics include the organization and functions of the health care facility and the medical records department; an examination of the medical record including design, structure, content, transcription and filing systems; legal parameters guiding the creation and care of the medical record; medical record requirements including peer review, quality assurance and utilization review, tumor registry; time frames including turn arounds and completion responsibilities and medical ethical issues including topics including but not limited to AIDS, abortions, euthanasia, and living wills. (3 Lec.)

### HIMT 1371 Pathophysiology (3)

(Last year's course prefix/number HIM 120)

This course is an introduction to the study of the pathophysiology of disease processes and the drugs associated with the treatment processes. Students will examine disease and drug therapy from a body systems approach. Topics include the development of disease, abnormal physiological responses, clinical manifestations, and treatment modalities including drug therapy: dosages, actions and drug administration routes. Emphasis will be placed on research, spelling, and abbreviation of pertinent terms. (3 Lec.)

### HIMT 1372 Quality Standards And Procedures In Health Information Management (3)

(Last year's course prefix/number HIM 140)

In this critical course students explore the many facets of quality standards and methodologies in the health information management environment. Topics include requirements of the Joint Commission of the Accreditation of Healthcare Organizations, licensing, accreditation, the compilation and presentation of data in statistical formats, quality improvement, quality tools, utilization, risk Management and medical staff data quality issues. (3 Lec.)

### HIMT 1470 Disease Classification And Nomenclatures I (4)

(Last year's course prefix/number HIM 106)

Students will examine the nomenclatures and classification systems with particular emphasis on ICD-9-CM. Emphasis is placed on basic coding rules, principles, guidelines, and use of symbols and conventions. Students will learn to assign codes manually and electronically, and differentiate between the various abstracting methods used to collect patient data. (3 Lec., 3 Lab.)

### **HIMT 2270 Advanced Topics In Health Information Management (2)**

(Last year's course prefix/number HIM 210)

Students will explore new technology, systems and issues essential to successful operations and performance in the health information management profession. Topics will include reimbursement issues, managed care, PPO's and HMO's, DRG's, ramifications and implications of emerging care systems, socialized medicine and international practices and trends. (2 Lec.)

### **HIMT 2271 Clinical Practice IV (2)**

(Last year's course prefix/number HIM 245)

Directed and supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of management processes and procedures. Activities will include planning, organizing, controlling, evaluating department systems and performance, preparation of documentation necessary for supervision of personnel, performance of activities relating to utilization review, quality assurance, risk management, committee and team participation. (1 Lec., 4 Lab.)

### **HIMT 2370 Medical Records II (3)**

(Last year's course prefix/number HIM 201)

In this course, students will explore management issues as they relate specifically to the medical records department. Topics include human resource management, departmental systems and operations management, committee work, budgeting and accounting, organization of the work environment, interpretation and application of state and federal guidelines, interpretation and compliance with accreditation, and insure licensing, accreditation. (3 Lec.)

### **HIMT 2371 Clinical Practice II (3)**

(Last year's course prefix/number HIM 215)

A supervised learning experience in a medical record department/health care facility enabling the student to develop insight, understanding and skills in the area of coding using the nomenclature and classification system, International Classification of Disease - 9th revision (ICD-9-CM). Emphasis is placed on use of the coding manual and research manuals, basic coding rules, guidelines to use of symbols and conventions, and problem solving skills. Students will complete a project. (1 Lec., 10 Lab.)

### **HIMT 2372 Clinical Practice III (3)**

(Last year's course prefix/number HIM 230)

A supervised experience in a medical record department of a health care facility enabling the student to develop insight, understanding and skills in the area of medical record coding using the most recent revision of the nomenclature and classification system Current Procedural Terminology (CPT-HCPC). Emphasis is placed on CPT-HCPC coding conventions and principles, DRG's and reimbursement. (1 Lec., 10 Lab.)

### **HIMT 2470 Medical Terminology (4)**

(Last year's course prefix/number HIM 131)

Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Exercises will include problem solving using research resources. (4 Lec.)

### **HIMT 2471 Disease Classification And Nomenclatures II (4)**

(Last year's course prefix/number HIM 208)

Current Procedural Terminology (CPT-4) coding principles are examined. The course will involve activities in which medical record professionals code, classify and index procedures in CPT-4 for purposes of standardization, retrieval and statistical analysis. Additional emphasis is placed on prospective payment systems, assignment of DRG's, application and sequencing under UHDDS guidelines with emphasis on sequencing for appropriate reimbursement and data quality within coding systems. (3 Lec., 3 Lab.)

## **HISTORY**

(See Humanities for former HST 204)

### **HIST 1301 History of the United States (3)**

common course number. Last year's course prefix/number HST 101)

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

### **HIST 1302 History Of The United States (3)**

(This is a common course number. Last year's course prefix/number HST 102)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

### **HIST 2311 Western Civilization (3)**

(This is a common course number. Last year's 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. Last year's course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HIST 2321 World Civilizations (3)**

(This is a common course number. Last year's 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. Last year's 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 2380 The Heritage Of Mexico (3)**

(This is a common course number. Last year's course prefix/number HST 110)

This course (cross-listed as Anthropology 1371) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HIST 2470 Advanced Historical Studies (3)**

(Last year's 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)

**HORTICULTURE TECHNOLOGY****HORT 1270 Landscape Trees (2)**

(Last year's course prefix/number HLN 132)

The identification and classification of landscape trees are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 1271 Landscape Shrubs, Vines, And Ground Cover (2)**

(Last year's course prefix/number HLN 133)

The identification and classification of landscape shrubs, vines, and ground covers are studied. Characteristics and landscape uses are included. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 1272 Interior Plant Identification (2)**

(Last year's course prefix/number HLN 134)

This course covers the identification and classification of tropical plants used in the home and commercial interior landscapes. Design characteristics for interiorscapes and environmental requirements of the plants used are included. (1 Lec., 3 Lab.)

**HORT 1370 Herbaceous And Exotic Plants (3)**

(Last year's course prefix/number HLN 140)

The identification, culture, and use of ornamental herbaceous plants are studied. Plants for homes, gardens, and conservatories are included. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 1371 Landscape Development I (3)**

(Last year's course prefix/number HLN 145)

Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course covers the planning and scheduling of landscape operations, the application of pesticides, the study of pests and diseases in the landscape, maintenance of landscaping tools and equipment, installation of irrigation systems, contracts and construction specifications, and related government regulations. Laboratory fee. (1 Lec., 6 Lab.)

**HORT 1372 Fundamentals Of Landscape Planning (3)**

(Last year's course prefix/number HLN 146)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Students will be introduced to the operations of a computer design system. Laboratory fee. (1 Lec., 6 Lab.)

**HORT 1373 Landscape Development II (3)**

(Last year's course prefix/number HLN 147)

Prerequisite: Horticulture Technology 1470 or demonstrated competence approved by the instructor. This course trains the student in the use and maintenance of landscape plants, tree surgery and repair, pruning and training plants in the landscape, and the installation and maintenance of turf grasses in the landscape. Laboratory fee. (1 Lec., 6 Lab.)

**HORT 1470 Horticulture Science (4)**

(Last year's course prefix/number HLN 131)

This course covers the science and practices of ornamental horticulture. Stress is on the culture and growth of plants, landscaping, plant production, and nursery propagation. Laboratory fee. (3 Lec., 3 Lab.)

**HORT 1471 Floral Design (4)**

(Last year's course prefix/number HLN 141)

This course presents the principles of floral art, flowers, and other design materials. Special and unusual floral designs are included. Laboratory fee. (2 Lec., 6 Lab.)

**HORT 2270 Propagation Of Woody Ornamental Plants (2)**

(Last year's course prefix/number HLN 235)

Prerequisites: Horticulture Technology 1470 and 1370. This course covers all phases of propagation of woody ornamental plants including cutting and seed propagation and grafting, budding, and layering. It also includes the management of propagation facilities. Laboratory fee. (1 Lec., 3 Lab.)

**HORT 2370 Nursery Operations (3)**

(Last year's course prefix/number HLN 233)

Prerequisites: Horticulture Technology 1470. In this course emphasis is placed on nursery site selection and layout, plant growth and plant protection, and production in field nurseries and container nurseries. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2371 Landscape Management (3)**

(Last year's course prefix/number HLN 238)

Prerequisite: Horticulture Technology 2471. This course provides advanced studies in landscape business operations including landscape contracting and garden center management. It is a study of the landscape horticulture industry, management practices, marketing methods and estimating, bidding and contracting landscape jobs. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2372 Problems And Practices In Industry (3)**

(Last year's course prefix/number HLN 248)

Prerequisites: Horticulture Technology 2470 or Horticulture Technology 2370 or Horticulture Technology 2371 or Horticulture Technology 2374 or Horticulture 2376 or concurrent enrollment. This course enables students to research current regional problems and practices in the ornamental horticulture industry. The student visits specialists; observes operations; conducts research on problems; implements findings; and prepares a report. This course may be repeated in place of Horticulture Technology 7371. (1 Lec., 6 Lab.)

**HORT 2373 Advanced Floral Design (3)**

(Last year's course prefix/number HLN 248)

Prerequisite: Horticulture Technology 1471. This course is an advanced study of commercial floral design as used in the retail florist business. Advanced techniques in floral art are practiced in corsage making, wedding design, memorial decoration, religious and fraternal designs and other special occasion designs. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2374 Foliage Plants And Interiorscaping (3)**

(Last year's course prefix/number HLN 249)

Prerequisites: Horticulture Technology 1470, 1272 and 1370. This course covers the propagation, culture, and marketing of foliage plants and other tropical and subtropical plants used in interiorscapes. Principles of interiorscaping and care of plants in indoor environments are studied. Laboratory fee. (2 Lec., 3 Lab.)

**HORT 2375 Advanced Landscape Planning (3)**

(Last year's course prefix/number HLN 250)

Prerequisites: Horticulture Technology 1371 and 2471. Landscape planning and design principles are studied in depth. Topics include advanced design analysis, architectural elements, space articulation, and engineering land and plant uses. Laboratory fee. Students will be introduced to advanced landscape planning with a computer design system. (2 Lec., 3 Lab.)

**HORT 2376 Flower Shop Management (3)**

(Last year's course prefix/number HLN 252)

Prerequisite: Horticulture Technology 1471. This course is an advanced study of flower shop operations in the florist industry. Included in this study is the structure of the industry, shop location and organization, marketing methods, and management practices. Laboratory fee. (2 Lec., 3 Lab.)

### **HORT 2470 Greenhouse Horticulture (4)**

(Last year's course prefix/number HLN 227)

Prerequisites: Horticulture Technology 1470. The construction and operation of ornamental horticulture production structures are studied. Included are greenhouses, plastic houses, lath houses, hotbeds, and coldframes. Emphasis is on installing, operating, and maintaining equipment for environmental control and efficiency in production operations. Students will learn the production of poinsettia and chrysanthemum crops. Laboratory fee. (2 Lec., 6 Lab.)

### **HORT 2471 Landscape Design (4)**

(Last year's course prefix/number HLN 231)

Prerequisites: Horticulture Technology 1270, 1271, and 1372; Mathematics 1324 or 1371. This course introduces the basic principles of landscape design for residences. Plant selection is included. Students will learn how to design a plot plan for a residential landscape using a computer design system. Laboratory fee. (2 Lec., 6 Lab.)

### **HORT 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number HLN 703)

Prerequisites: Completion of two courses in the Horticulture Technology program or instructor approval. This course combines work experience with academic study. The student, employer, and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminars consist of 15 hours of group and individual learning experiences related to such topics as writing competency-based learning objectives, job related problem solving, interpersonal communication skills, and other topics as needed for success in the horticulture industry. (1 Lec., 15 Lab.)

### **HORT 7372 Cooperative Work Experience (3)**

(Last year's course prefix/number HLN 713)

Prerequisite: Completion of two courses in the Horticulture Technology program or instructor approval. This course combines work experience with academic study. The student should be gaining experience at a management or supervisory level position. The student, employer, and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Each student must complete three learning objectives and work a minimum of 15 hours per week for a total of three credit hours. The seminar consists of 15 hours of group and individual learning experiences related to such topics as development of management and supervisory skills, conducting interviews, negotiating business deals, and evaluating work performance of employees. (1 Lec., 15 Lab.)

## **HUMAN DEVELOPMENT**

### **HDEV 0092 Student Success (3)**

(Last year's 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)**

(Last year's 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)**

(Last year's 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 noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HDEV 1370 Educational And Career Planning (3)**

(Last year's course prefix/number HD 104)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

### **HDEV 1371 Principles And Processes Of Personal And Social Adjustment (3)**

(Last year's course prefix/number HD 112)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.)



### **HDEV 1372 Cognitive Processes: The Master Student Course (3)**

(Last year's course prefix/number HD 108)

This course is an overview of the processes of learning, memory, perception, language and thought. Special emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## **HUMANITIES**

### **HUMA 1301 Introduction To The Humanities (3)**

(This is a common course number. Last year's 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 5007035130)

### **HUMA 1302 Advanced Humanities (3)**

(This is a common course number. Last year's 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 2401035142)

## **INTERNATIONAL BUSINESS AND TRADE**

### **IBTR 2370 Introduction to International Business and Trade (3)**

(Last year's course prefix/number IBT 275)

The techniques for entering the international marketplace are covered. The impact and dynamics of sociocultural, demographic, economic, technological, and political-legal factors on the foreign trade environment are emphasized. Topics include patterns of world trade, internationalization of the firm, and operating procedures of the multinational enterprise. This course may be repeated for credit. (3 Lec.)

### **IBTR 2371 International Marketing Management (3)**

(Last year's course prefix/number IBT 276)

Recommended prerequisites: International Business & Trade 2370 and Marketing 2370. Opportunities for international trade are explored. Market trends, forecasting, pricing, sourcing, and distribution factors are utilized in the analysis of international marketing strategies. An international export/import financial marketing plan is developed. This course may be repeated for credit. (3 Lec.)

### **IBTR 2372 Export/Import Documentation, Logistics, and Transportation (3)**

(Last year's course prefix/number IBT 270)

Recommended prerequisite: International Business and Trade 2370. This course includes a study of ocean and air carriers, regulatory agencies, steamship conferences, international freight rates, packaging, marine insurance, U.S. Government export/import regulations, documentation, international trade terms, and letters of credit. This course may be repeated for credit. (3 Lec.)

### **IBTR 2373 International Information Systems (3)**

(Last year's course prefix/number IBT 271)

Recommended prerequisite: Typing or keyboarding skill is necessary. Managing information systems and technology for multinational corporations is covered. The student will gain skill in the use of appropriate software and the National Trade Data Base. The role of global strategic information systems will be applied to problem solving. This course may be repeated for credit. (3 Lec.)

### **IBTR 2374 International Purchasing (3)**

(Last year's course prefix/number IBT 272)

Recommended prerequisite: International Business and Trade 2370. This course develops the skills needed by a buyer in international purchasing or sourcing. Topics covered include the advantages and the barriers of purchasing internationally, global sourcing and purchasing processes. Issues of contract administration, location and evaluation of foreign suppliers, total cost approach, exchange fluctuations, customs procedures, and related topics are included. This course may be repeated for credit. (3 Lec.)

### **IBTR 2375 Import Customs Regulations (3)**

(Last year's course prefix/number IBT 273)

Recommended prerequisite: International Business and Trade 2372 and 2370. The duties and responsibilities of the licensed customs broker or customhouse broker are emphasized. Processes for customs clearance including appraisement, bonded warehouse entry, examination of goods, harmonized tariffs, fees, bonding, penalties, quotas, immediate delivery, consumption, and liquidation are covered. The student will become familiar with appropriate computerized systems, laws, and regulations. This course may be repeated for credit. (3 Lec.)



**IBTR 2377 International Comparative Management (3)**

(Last year's course prefix/number IBT 277)

Recommended prerequisite: International Business & Trade 2370 and Management 1370 or 2373. Cross-cultural comparisons of management and trade practices are made. Cultural and geographic distinctions and antecedents that affect individual, group, and organizational behavior are emphasized. The sociocultural, demographic, economic, technological, and political-legal environments of cluster countries grouped by culture are related to organizational communication and decision making. This course may be repeated for credit. (3 Lec.)

**IBTR 2378 International Finance (3)**

(Last year's course prefix/number IBTR 278)

Recommended prerequisites: Economics 2301 and International Business & Trade 2370. This course covers the international monetary system, financial markets, flow of capital, foreign exchange and financial institutions. Export-import payments and financing including the preparation of letters of credit, shipping documentation, and electronic transfers are provided. An introduction to multinational financial decisions, such as financing foreign investment or working capital, is made. This course may be repeated for credit. (3 Lec.)

**IBTR 2379 International Business Law (3)**

(Last year's course prefix/number IBT 279)

Recommended prerequisites: Business 2301 and International Business & Trade 2370. This course focuses on law as it applies to international business transactions in the global political-legal environment. Study is made of interrelationships among laws of different countries and the legal effects on individuals and business organizations. Topics introduced include international contracts and administration, regulation of exports and imports, technology transfers, regional transactions, intellectual property, and product liability. This course may be repeated for credit. (3 Lec.)

**IBTR 2380 Export/Import Trade Finance (3)**

(Last year's course prefix/number IBT 280)

Recommended prerequisites: Economics 2301 and International Business and Trade 2378. Trade finance applications utilizing such topics as revolving lines of credit, co-guarantee or co-financing agreements, working capital guarantees, or primary and secondary financial markets are prepared. Agency programs covered include the Small Business Administration, the Ex-Im Bank, the Multilateral Development Bank, the Overseas Private Investment Corporation, or the Agency for International Development and private lenders such as the Private Export Funding Corporation all in cooperation with the U.S. and Texas Departments of Commerce and the U.S. Treasury. (3 Lec.)

**IBTR 2381 International Human Resource Management (3)**

(Last year's course prefix/number IBT 281)

Recommended prerequisites: International Business and Trade 2377 and Management 2374. The effects of the process of internationalization on human resource management are reviewed including the requirements of local or host country nationals, expatriates or parent country nationals, and third country nationals. Students will develop a plan to staff a foreign facility including performance evaluation, training and development, compensation, labor relations, benefits and government regulations. Asia-Pacific, Europe, Latin America, and emerging economies are emphasized. (3 Lec.)

**IBTR 7471 Cooperative Work Experience (4)**

(Last year's course prefix/number IBT 704)

Prerequisites: Completion of two core International Business and Trade courses or demonstrated competence approved by the instructor. This course combines international work experiences with college study. A competency-based plan describing learning objectives and work experiences is developed. A seminar relates the cross-cultural dimensions of contemporary International and business trade problems and to such functional areas as marketing or finance and to work experiences. This course may be repeated for credit. (1 Lec., 20 Lab.)

## **INTERPRETER TRAINING PROGRAM**

(See Eastfield Interpreter Training Program)

Richland offers home host courses in this program.

## **JAPANESE**

**JAPN 1411 Beginning Japanese (4)**

(This is a common course number. Last year's course prefix/number JPN 101)

This course focuses on basic conversation, reading, and writing. Students will also be introduced to Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

**JAPN 1412 Beginning Japanese (4)**

(This is a common course number. Last year's course prefix/number JPN 102)

Prerequisite: Japanese 1411 or the equivalent. This course is a continuation of Japanese 1411. Conversation, reading, and writing are continued. Students will continue study of Japanese culture, customs and institutions. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1603025131)

**JAPN 2311 Intermediate Japanese (3)**

(This is a common course number. Last year's course prefix/number JPN 201)

Prerequisite: Japanese 1411 and Japanese 1412 or the equivalent. Reading, writing, and intense oral practice are covered. Japanese language structures, vocabulary and the phonetic system are reviewed. The study of culture and institutions is continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1803025231)

**JAPN 2312 Intermediate Japanese (3)**

(This is a common course number. Last year's course prefix/number JPN 202)

Prerequisite: Japanese 2311 or the equivalent. This course is a continuation of Japanese 2311. Reading, writing, and intense oral practice are continued. (3 Lec.)

(Coordinating Board Academic Approval Number 1803025231)

## **JOURNALISM**

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.

**JOUR 1307 Introduction To Mass Communications (3)**

(Last year's course prefix/number JN 101. The common course number is COMM 1307)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035126)

**JOUR 1335 Survey Of Broadcasting (3)**

(Last year's course prefix/number JN 203. The common course number is COMM 1335)

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**JOUR 1370 Student Publications (1)**

(Last year's course prefix/number JN 106)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JOUR 2131 Student Publications (1)**

(Last year's course prefix/number JN 104. The common course number is COMM 2131)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing, advertising, photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JOUR 2132 Student Publications (1)**

(Last year's course prefix/number JN 105. The common course number is COMM 2132)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2131. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

**JOUR 2311 News Gathering And Writing (3)**

(Last year's course prefix/number JN 102. The common course number is COMM 2311)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015726)

Revised title

**JOUR 2315 News Gathering And Writing II (3)**

(Last year's course prefix/number JN 103. The common course number is COMM 2315)

Prerequisite: Journalism 2311 or professional experience approved by the instructor. This course is a continuation of Journalism 2311. Students study and practice writing more complex stories, such as features, profiles, follow-up stories, and sidebars. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015826)

**JOUR 2327 Principles Of Advertising (3)**

(Last year's course prefix/number JN 202. The common course number is COMM 2327)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015126)

**JOUR 2370 News Editing And Copy Reading (3)**  
(Last year's course prefix/number JN 204)  
Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages. (3 Lec.)  
(Coordinating Board Academic Approval Number 0904015326)

## **LIBRARY SKILLS**

**LIBR 1370 College Library Research Methods and Materials (3)**  
(Last year's 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 to be assigned. This is a unique need course.)

## **MANAGEMENT**

**MGMT 1370 Principles Of Management (3)**  
(Last year's course prefix/number MGT 136)  
This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

**MGMT 1371 Introduction To Total Quality Management (3)**  
(Last year's course prefix/number MGT 140)  
This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

**MGMT 1372 Small Business Management (3)**  
(Last year's course prefix/number MGT 153)  
Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

**MGMT 1374 Introduction To Supervision (3)**  
(Last year's course prefix/number MGT 171)  
This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

**MGMT 2370 Small Business Capitalization, Acquisition And Finance (3)**  
(Last year's course prefix/number MGT 210)  
Prerequisite: Accounting 2301 or demonstrated competence approved by instructor. The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

**MGMT 2373 Organizational Behavior (3)**  
(Last year's course prefix/number MGT 237)  
The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

**MGMT 2374 Human Resources Management (3)**  
(Last year's course prefix/number MGT 242)  
This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

**MGMT 2375 Problem Solving And Decision-Making (3)**  
(Last year's course prefix/number MGT 244)  
The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

**MGMT 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number MGT 703)

Prerequisite: Previous credit in or concurrent enrollment in Management 1374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 14 Lab.)

**MGMT 7372 Cooperative Work Experience (3)**

(Last year's course prefix/number MGT 713)

Prerequisite: Previous credit in or concurrent enrollment in Management 2374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 14 Lab.)

**MGMT 8381 Cooperative Work Experience (3)**

(Last year's course prefix/number MGT 803)

Prerequisite: Previous credit in or concurrent enrollment in Management 2373 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 14 Lab.)

**MGMT 8382 Cooperative Work Experience (3)**

(Last year's course prefix/number MGT 813)

Prerequisite: Previous credit in or concurrent enrollment in Management 2375 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 14 Lab.)

## MARKETING CAREERS

**MRKT 1370 Principles Of Retailing (3)**

(Last year's course prefix/number MKT 137)

The operation of the retail system of distribution is examined. Topics include consumer demand, requirements, computer use, store location and layout, and credit policies. Interrelationships are emphasized. (3 Lec.)

**MRKT 2370 Principles Of Marketing (3)**

(Last year's course prefix/number MKT 206)

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**MRKT 2373 Salesmanship (3)**

(Last year's course prefix/number MKT 230)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

**MRKT 2374 Advertising And Sales Promotion (3)**

(Last year's course prefix/number MKT 233)

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

## MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

**MATH 1314 College Algebra (3)**

(This is a common course number. Last year's course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

**MATH 1316 Plane Trigonometry (3)**

(This is a common course number. Last year's course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1470 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

**MATH 1324 Mathematics For Business And Economics I (3)**

(This is a common course number. Last year's course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1325 Mathematics For Business And Economics II (3)**

(This is a common course number. Last year's course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

**MATH 1332 College Mathematics I (3)**

(This is a common course number. Last year's course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1333 College Mathematics II (3)**

(This is a common course number. Last year's course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

(This is a common course number. Last year's course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

**MATH 1342 Introductory Statistics (3)**

(This is a common course number. Last year's course prefix/number MTH 202)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

**MATH 1348 Analytic Geometry (3)**

(This is a common course number. Last year's 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 1371 Business Mathematics (3)**

(Last year's course prefix/number MTH 130)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091 or equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**MATH 1374 Technical Mathematics I (3)**

(Last year's course prefix/number MTH 195)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091 or equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

**MATH 1375 Technical Mathematics II (3)**

(Last year's course prefix/number MTH 196)

Prerequisite: Mathematics 1374. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

**MATH 1470 College Algebra (4)**

(Last year's course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

**MATH 2312 Precalculus Mathematics (4)**

(This is a common course number. Last year's course prefix/number MTH 109)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

**MATH 2315 Calculus III (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MATH 2370 Technical Mathematics III (3)**

(Last year's course prefix/number MTH 297)

Prerequisite: Mathematics 1375. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

**MATH 2414 Calculus II (4)**

(This is a common course number. Last year's 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 2513 Calculus I (5)**

(This is a common course number. Last year's course prefix/number MTH 124)

Prerequisite: Mathematics 2312 or 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)

## MUSIC

(Music [MUSI] and Applied Music [MUAP])

**MUSI 1116 Musicianship I (1)**

(This is a common course number. Last year's 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. Last year's course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUSI 1125 Jazz Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 184)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

**MUSI 1132 Keyboard Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1133 Woodwind Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1134 Brass Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1137 Guitar Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1138 Percussion Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1139 String Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 175)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1140 Symphonic Wind Ensemble (1)**

(This is a common course number. Last year's course prefix/number MUS 176)

Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUSI 1143 Vocal Ensemble (1)**

(This is a common course number. Last year's 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 1152 Madrigal Singers (1)**

(This is a common course number. Last year's course prefix/number MUS 156)

A group of vocalists read and perform literature for small ensembles. Membership is by audition with the appropriate director. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

**MUSI 1160 Italian Diction (1)**

(This is a common course number. Last year's course prefix/number MUS 105)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1161 English Diction (1)**

(This is a common course number. Last year's course prefix/number MUS 108)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 1181 Piano Class I (1)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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. Last year's 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 1186 Composition (3)**

(This is a common course number. Last year's 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 1192 Guitar Class I (1)**

(This is a common course number. Last year's 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. Last year's 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 1263 Jazz Improvisation (2)**

(This is a common course number. Last year's course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036530)

**MUSI 1300 Foundations Of Music I (3)**

(This is a common course number. Last year's course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1306 Music Appreciation (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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 1310 History Of Jazz/Rock Music (3)**

(This is a common course number. Last year's course prefix/number MUS 166)

The study of social and musical influences on Jazz/Rock music and the influence of Jazz/Rock Music on society and the music industry. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025330)

**MUSI 1311 Music Theory I (3)**

(This is a common course number. Last year's 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)



**MUS 1312 Music Theory II (3)**

(This is a common course number. Last year's course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

**MUSI 1371 Foundations Of Music II (3)**

(Last year's course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUSI 1372 Digital Music Production (3)**

(Last year's 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 2116 Musicianship III (1)**

(This is a common course number. Last year's course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2118 Musicianship IV (1)**

(This is a common course number. Last year's course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUSI 2143 Chorus (1)**

(This is a common course number. Last year's course prefix/number MUS 150)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

**MUSI 2160 German Diction (1)**

(This is a common course number. Last year's course prefix/number MUS 107)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2161 French Diction (1)**

(This is a common course number. Last year's course prefix/number MUS 106)

The phonetic sounds of the French language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

**MUSI 2181 Piano Class III (1)**

(This is a common course number. Last year's course prefix/number MUS 217)

Prerequisite: Music 1181 and 1182 or demonstrated competence approved by the instructor. This course is a continuation of functional keyboard skills, including harmonization, sight-reading, accompanying styles, improvisation, and technical exercises. It is designed for the music major preparing for the piano proficiency exam, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2182 Piano Class IV (1)**

(This is a common course number. Last year's course prefix/number MUS 218)

Prerequisite: Music 2181 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 2181 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUSI 2311 Music Theory III (3)**

(This is a common course number. Last year's course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 2312 Music Theory IV (3)**

(This is a common course number. Last year's course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

**MUSI 9175 Recital (1)**

(Last year's course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUAP 1101-1181 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Last year's course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1105 Applied Music-Viola (1)**

(This is a common course number. Last year's course prefix/number MUS 125)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1109 Applied Music-Cello (1)**

(This is a common course number. Last year's course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1113 Applied Music-Double Bass (1)**

(This is a common course number. Last year's course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Last year's course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Last year's course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Last year's course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Last year's course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Last year's course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1133 Applied Music-Saxophone (1)**

(This is a common course number. Last year's course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1137 Applied Music-Trumpet (1)**

(This is a common course number. Last year's course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1141 Applied Music-French Horn (1)**

(This is a common course number. Last year's course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Last year's course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1149 Applied Music-Baritone (1)**

(This is a common course number. Last year's course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Last year's course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Last year's course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Last year's course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Last year's course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Last year's course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Last year's course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1177 Applied Music-Harp (1)**

(This is a common course number. Last year's course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Last year's 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. Last year's course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2205 Applied Music-Viola (2)**

(This is a common course number. Last year's course prefix/number MUS 225)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2209 Applied Music-Cello (2)**

(This is a common course number. Last year's course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2213 Applied Music-Double Bass (2)**

(This is a common course number. Last year's course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2215 Applied Music-Electric Bass (2)**

(This is a common course number. Last year's course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2217 Applied Music-Flute (2)**

(This is a common course number. Last year's course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2221 Applied Music-Oboe (2)**

(This is a common course number. Last year's course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2225 Applied Music-Bassoon (2)**

(This is a common course number. Last year's course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2229 Applied Music-Clarinet (2)**

(This is a common course number. Last year's course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2233 Applied Music-Saxophone (2)**

(This is a common course number. Last year's course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2237 Applied Music-Trumpet (2)**

(This is a common course number. Last year's course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2241 Applied Music-French Horn (2)**

(This is a common course number. Last year's course prefix/number MUS 234)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2245 Applied Music-Trombone (2)**

(This is a common course number. Last year's course prefix/number MUS 235)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2249 Applied Music-Baritone (2)**

(This is a common course number. Last year's course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2253 Applied Music-Tuba (2)**

(This is a common course number. Last year's course prefix/number MUS 237)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2257 Applied Music-Percussion (2)**

(This is a common course number. Last year's course prefix/number MUS 238)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2258 Applied Music-Drum Set (2)**

(This is a common course number. Last year's course prefix/number MUS 243)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2261 Applied Music-Guitar (2)**

(This is a common course number. Last year's course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2265 Applied Music-Organ (2)**

(This is a common course number. Last year's course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2269 Applied Music-Piano (2)**

(This is a common course number. Last year's course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2277 Applied Music-Harp (2)**

(This is a common course number. Last year's course prefix/number MUS 239)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2281 Applied Music-Voice (2)**

(This is a common course number. Last year's 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. Last year's course prefix/number MUS 254)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2305 Applied Music-Viola (3)**

(This is a common course number. Last year's course prefix/number MUS 255)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2309 Applied Music-Cello (3)**

(This is a common course number. Last year's course prefix/number MUS 256)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2313 Applied Music-Double Bass (3)**

(This is a common course number. Last year's course prefix/number MUS 257)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2317 Applied Music-Flute (3)**

(This is a common course number. Last year's course prefix/number MUS 258)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2321 Applied Music-Oboe (3)**

(This is a common course number. Last year's course prefix/number MUS 259)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2325 Applied Music-Bassoon (3)**

(This is a common course number. Last year's course prefix/number MUS 261)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2329 Applied Music-Clarinet (3)**

(This is a common course number. Last year's course prefix/number MUS 260)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2333 Applied Music-Saxophone (3)**

(This is a common course number. Last year's course prefix/number MUS 262)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2337 Applied Music-Trumpet (3)**

(This is a common course number. Last year's course prefix/number MUS 263)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2341 Applied Music-French Horn (3)**

(This is a common course number. Last year's course prefix/number MUS 264)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2345 Applied Music-Trombone (3)**

(This is a common course number. Last year's course prefix/number MUS 265)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2349 Applied Music-Baritone (3)**

(This is a common course number. Last year's course prefix/number MUS 266)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2353 Applied Music-Tuba (3)**

(This is a common course number. Last year's course prefix/number MUS 267)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2357 Applied Music-Percussion (3)**

(This is a common course number. Last year's course prefix/number MUS 268)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2361 Applied Music-Guitar (3)**

(This is a common course number. Last year's course prefix/number MUS 270)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2365 Applied Music-Organ (3)**

(This is a common course number. Last year's course prefix/number MUS 252)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2369 Applied Music-Piano (3)**

(This is a common course number. Last year's course prefix/number MUS 251)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2377 Applied Music-Harp (3)**

(This is a common course number. Last year's course prefix/number MUS 269)

(Coordinating Board Academic Approval Number 5009035430)

**MUAP 2381 Applied Music-Voice (3)**

(This is a common course number. Last year's course prefix/number MUS 253)

(Coordinating Board Academic Approval Number 5009035430)

## **NUTRITION**

### **NUTR 1322 Principles of Nutrition (3)**

(Last year's course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

## **OFFICE TECHNOLOGY**

### **OFCT 1170 Contemporary Topics In Office Technology (1)**

(Last year's course prefix/number OFC 143)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

### **OFCT 1171 Keyboarding (1)**

(Last year's course prefix/number OFC 176)

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

### **OFCT 1172 Introduction To Word Processing (1)**

(Last year's course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (2 Lab.)

### **OFCT 1173 Keyboarding For Speed And Accuracy (1)**

(Last year's course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

### **OFCT 1174 Basic Machine Transcription (1)**

(Last year's course prefix/number OFC 185)

Prerequisites: Office Technology 1376 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

### **OFCT 1270 Contemporary Topics In Office Technology (2)**

(Last year's course prefix/number OFC 144)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

### **OFCT 1271 Office Information Systems Concepts (2)**

(Last year's course prefix/number OFC 179)

Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a wordprocessor or microcomputer. (2 Lec.)

### **OFCT 1370 Contemporary Topics In Office Technology (3)**

(Last year's course prefix/number OFC 145)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

### **OFCT 1371 Automated Filing Procedures (3)**

(Last year's course prefix/number OFC 150)

Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

### **OFCT 1372 Office Calculating Machines (3)**

(Last year's course prefix/number OFC 160)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

**OFCT 1373 Office Procedures (3)**

(Last year's course prefix/number OFC 162)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**OFCT 1375 Beginning Typing (3)**

(Last year's course prefix/number OFC 172)

This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Technology 1375 is equivalent to Office Technology 1171, 1177, and 1178. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1376 Intermediate Typing (3)**

(Last year's course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFCT 1378 Text Processing Transcription (3)**

(Last year's course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

**OFCT 2170 Word Processing Applications (1)**

(Last year's course prefix/number OFC 282)

Prerequisites: Office Technology 1172 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

**OFCT 2171 Specialized Software I (1)**

(Last year's course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

**OFCT 2172 Specialized Software II (1)**

(Last year's course prefix/number OFC 284)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (2 Lab.)

**OFCT 2173 Applied Machine Transcription (1)**

(Last year's course prefix/number OFC 285)

Prerequisites: Office Technology 1376 or 1474 and Office Technology 1174 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

**OFCT 2270 Advanced Typing Applications (2)**

(Last year's course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFCT 2370 Business Communications (3)**

(Last year's course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

**OFCT 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number OFC 703)

Prerequisites: Completion of two courses in the Office Technology program or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7372 Cooperative Work Experience (3)**

(Last year's course prefix/number OFC 713)

Prerequisites: Completion of two courses in the Office Technology program or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

**OFCT 7471 Cooperative Work Experience (4)**

(Last year's course prefix/number OFC 704)

Prerequisites: Completion of two courses in the Office Technology program or Instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

**OFCT 7472 Cooperative Work Experience (4)**

(Last year's course prefix/number OFC 714)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

## **PHILOSOPHY**

**PHIL 1301 Introduction To Philosophy (3)**

(This is a common course number. Last year's course prefix/number PHI 101)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015135)

**PHIL 1370 Critical Thinking (3)**

(Last year's course prefix/number PHI 103)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

**PHIL 2303 Logic (3)**

(This is a common course number. Last year's 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. Last year's course prefix/number PHI 203)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

**PHIL 2307 Introduction To Social And Political Philosophy (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015535)

## PHOTOGRAPHY

NOTE: These courses will carry a Dallas County Community College prefix of "PHOT" next year; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

**PHOT 1316 Introduction To Photography And Photojournalism (3)**

(Last year's course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0904015526)

**PHOT 1317 Advanced Photography And Photojournalism (3)**

(Last year's course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0904015526)

**PHOT 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)**

(Last year's course prefix/number PHO 115)

This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)  
(Coordinating Board Academic Approval Number 5006055230)

**PHOT 2324 Introduction to Multimedia (3)**

(Last year's course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2325 Introduction to Digital Imaging (3)**

(Last year's course prefix/number PHO 124. Common Course Number is COMM 2325)

Prerequisite: Photography 1316 or Art 1370. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photo-manipulation. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0907015326)



**PHOT 2326 Advanced Digital imaging (3)**

(Last year's course prefix/number PHO 125. Common Course Number is COMM 2326)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will explore in greater depth the applications covered in the Introduction to Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2356 Commercial Photography I (3)**

(Last year's course prefix/number PHO 122. Common Course Number is ARTS 2356)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

**PHOT 2357 Commercial Photography II (3)**

(Last year's course prefix/number PHO 123. Common Course Number is ARTS 2357)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

**PHOT 2371 Advanced Multimedia (3)**

(Last year's course prefix/number PHO 213)

Prerequisites: Photography 1316 or Art 1370, Photography 2325, Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

**PHOT 2375 Special Photographic Topics And Problems (3)**

(Last year's course prefix/number PHO 215)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audiovisual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

**PHYSICAL EDUCATION****PHED 1100 Lifetime Sports Activities (1)**

(This is a common course number. Last year's course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1105 Beginning Racquetball (1)**

(This is a common course number. Last year's course prefix/number PEH 113)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1106 Beginning Badminton (1)**

(This is a common course number. Last year's course prefix/number PEH 114)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1107 Intramural Athletics (1)**

(This is a common course number. Last year's course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1109 Beginning Golf (1)**

(This is a common course number. Last year's course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1110 Beginning Tennis (1)**

(This is a common course number. Last year's course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1111 Beginning Bowling (1)**

(This is a common course number. Last year's course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1114 Beginning Swimming (1)**

(This is a common course number. Last year's course prefix/number PEH 123)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1115 Social Dance (1)**

(This is a common course number. Last year's course prefix/number PEH 124)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1116 Conditioning Exercise (1)**

(This is a common course number. Last year's course prefix/number PEH 125)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1117 Beginning Basketball And Volleyball (1)**

(This is a common course number. Last year's course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1119 Weight Training And Conditioning (1)**

(This is a common course number. Last year's course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1121 Jogging for Fitness (1)**

(This is a common course number. Last year's course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1123 Walking For Fitness (1)**

(This is a common course number. Last year's course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1124 Aerobic Dance (1)**

(This is a common course number. Last year's course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1130 Lifetime Sports Activities II (1)**

(This is a common course number. Last year's course prefix/number PEH 200)

Prerequisite: Associate Physical Education 1000 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 2000 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1134 Intermediate Physical Fitness (1)**

(This is a common course number. Last year's course prefix/number PEH 215)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques of fitness-related activities are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1136 Intermediate Golf (1)**

(This is a common course number. Last year's course prefix/number PEH 218)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1137 Intermediate Tennis (1)**

(This is a common course number. Last year's course prefix/number PEH 219)

Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1140 Intermediate Swimming (1)**

(This is a common course number. Last year's course prefix/number PEH 223)

Prerequisite: Demonstrated competence approved by the instructor. The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1141 Intermediate Weight Training (1)**

(This is a common course number. Last year's course prefix/number PEH 231)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1142 Intermediate Self-Defense (1)**

(This is a common course number. Last year's course prefix/number PEH 232)

Prerequisite: Demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1145 Intermediate Aerobic Dance (1)**

(This is a common course number. Last year's course prefix/number PEH 237)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1148 Intermediate Baseball (1)**

(This is a common course number. Last year's course prefix/number PEH 241)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1150 Intermediate Bowling (1)**

(This is a common course number. Last year's course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PHED 1164 Physical Fitness (1)**

(This is a common course number. Last year's course prefix/number PEH 115)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

**PHED 1270 Divemaster (2)**

(Last year's course prefix/number PEH 142)

Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. This course may be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

### **PHED 1304 Health For Today (3)**

(This is a common course number. Last year's course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

### **PHED 1306 Advanced First Aid And Emergency Care (3)**

(This is a common course number. Last year's course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

### **PHED 1308 Sports Officiating I (3)**

(This is a common course number. Last year's course prefix/number PEH 147)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

### **PHED 1309 Sports Officiating II (3)**

(This is a common course number. Last year's course prefix/number PEH 148)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

### **PHED 2155 Advanced Life Saving (1)**

(This is a common course number. Last year's course prefix/number PEH 226)

Prerequisite: Demonstrated competence approved by the instructor. Successful completion of this course qualifies students for the Red Cross Life Guarding Certificate. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

### **PHED 2255 Water Safety Instructor (2)**

(This is a common course number. Last year's course prefix/number PEH 234)

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

### **PHED 2270 Scuba Diving (2)**

(Last year's course prefix/number PEH 225)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

### **PHED 2271 Advanced Open Water Scuba (2)**

(Last year's course prefix/number PEH 228)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

## **PHYSICAL SCIENCE**

(See Physics)

## **PHYSICS**

### **PHYS 1401 Introductory General Physics (4)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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. Last year's course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

**PHYS 1411 Fundamentals Of Astronomy (4)**

(This is a common course number. Last year's course prefix/number AST 111)

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1412 General Introductory Astronomy (4)**

(This is a common course number. Last year's course prefix/number AST 112)

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

**PHYS 1415 Physical Science (4)**

(This is a common course number. Last year's course prefix/number PSC 118)

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

**PHYS 1417 Physical Science (4)**

(This is a common course number. Last year's course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

**PHYS 1470 Applied Physics (4)**

(Last year's course prefix/number PHY 131)

Prerequisite: Mathematics 1374 or concurrent enrollment in Mathematics 1374. This course is primarily for students in technical programs. The properties of matter, mechanics, and heat are introduced. Emphasis is on uses and problem-solving. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHYS 2425 General Physics (4)**

(This is a common course number. Last year's course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

**PHYS 2426 General Physics (4)**

(This is a common course number. Last year's course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

## PSYCHOLOGY

### **PSYC 1370 Applied Psychology And Human Relations (3)**

(Last year's course prefix/number PSY 131)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Last year's course prefix/number PSY 101)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

### **PSYC 2302 Applied Psychology (3)**

(This is a common course number. Last year's course prefix/number PSY 202)

Prerequisite: Psychology 2301. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSYC 2306 Human Sexuality (3)**

(This is a common course number. Last year's course prefix/number PSY 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

### **PSYC 2314 Developmental Psychology (3)**

(This is a common course number. Last year's course prefix/number PSY 201)

Prerequisite: Psychology 2301. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

### **PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Last year's course prefix/number PSY 205)

Prerequisite: Psychology 2301. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

### **PSYC 2319 Social Psychology (3)**

(This is a common course number. Last year's course prefix/number PSY 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

## READING

### **READ 1370 College Reading And Study Skills (3)**

(Last year's 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)**

(Last year's 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)

## REAL ESTATE

### **REAL 1370 Real Estate Principles (3)**

(Last year's course prefix/number RE 130)

This course provides an overview of licensing for the real estate broker and salesman, ethics of practice, titles to and conveyancing of real estate, legal descriptions, law of agency, deeds, encumbrances and liens. Distinctions between personal and real property, contracts, appraisal, finance and regulations, closing procedures, and real estate mathematics are also included. Three classroom hours will be devoted to federal, state and local laws governing housing discrimination, housing credit discrimination, and community reinvestment. (3 Lec.)

### **REAL 1371 Real Estate Finance (3)**

(Last year's course prefix/number RE 131)

Prerequisite: Real Estate 1370 or concurrent enrollment in Real Estate 1370 or equivalent. This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs and loan applications, processes, and procedures. Closing costs, alternative financial instruments, equal credit opportunity act, community reinvestment act, and state housing agency are also included. (3 Lec.)

**REAL 1372 Real Estate Marketing (3)**

(Last year's course prefix/number RE 133)

Prerequisite: Real Estate 1370 or concurrent enrollment in Real Estate 1370 or the equivalent. The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all parties. Topics covered include characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, Section 17.01 et seq. Business and Commerce Code. (3 Lec.)

**REAL 1373 Real Estate Appraisal-Commercial (3)**

(Last year's course prefix/number RE 134)

Prerequisite: Real Estate 1370 and 1371 or the equivalent. This course focuses on commercial principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

**REAL 1374 Real Estate Appraisal-Residential (3)**

(Last year's course prefix/number RE 135)

Prerequisites: Real Estate 1370 and 1371 or the equivalent. This course focuses on residential principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

**REAL 1375 Real Estate Law (3)**

(Last year's course prefix/number RE 136)

Prerequisite: Real Estate 1370 or concurrent enrollment in Real Estate 1370 or the equivalent. This course examines the legal concepts of real estate land description, real property rights and estates in land, contracts, conveyances, encumbrances, foreclosures, recording procedures, and evidence of titles. (3 Lec.)

**REAL 1376 Promulgated Contract Forms (3)**

(Last year's course prefix/number RE 138)

Concepts of general contract law are reviewed as required by the Real Estate License Act. Emphasis is on detailed instructions and hands-on exercises in preparation of all promulgated contract forms. The course shall include, but not be limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms and case studies involving use of forms. (3 Lec.)

**REAL 1378 Real Estate Mathematics (3)**

(Last year's course prefix/number RE 110)

Real estate mathematics shall include but not be limited to basic arithmetic skills and review of mathematical logic, percentages, interest, time-valued money, depreciation, amortization, proration, and estimation of closing costs. (3 Lec.)

**REAL 1379 Law of Agency (3)**

(Last year's course prefix/number RE 111)

Law of agency shall include the principal-agent and master-servant relationships, the authority of an agent, the termination of an agent's authority, the fiduciary and other duties of an agent, employment law, deceptive trade practices, listing or buying representation procedures, and the disclosure of agency. (3 Lec.)

**REAL 2170 Special Problems In Real Estate (1)**

(Last year's course prefix/number RE 240)

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

**REAL 2370 Real Estate Office Management/  
Brokerage (3)**

(Last year's course prefix/number RE 230)

Prerequisite: Real Estate 1370 or demonstrated competence approved by the instructor. This course focuses on knowledge and skills required to manage a real estate office. Topics include law of agency, planning and organization, operational policies and procedures, recruiting, selection and training of personnel, records and control, and real estate firm analysis and expansion criteria. (3 Lec.)

**REAL 2371 Commercial And Investment  
Real Estate (3)**

(Last year's course prefix/number RE 233)

Prerequisite: Real Estate 1370 or demonstrated competence approved by the instructor. Topics include real estate investment characteristics, techniques of investment analysis, time-value of money, discounted and non-discounted investment criteria, leverage, tax shelter depreciation, and applications to property tax. (3 Lec.)

**REAL 2372 Property Management (3)**

(Last year's course prefix/number RE 235)

Prerequisite: Real Estate 1370 or demonstrated competence approved by the instructor. This course focuses on the various aspects of managing property. The role of the property manager, landlord policies, operational guidelines, leases, lease negotiations, tenant relations, maintenance, reports, habitability laws, and the Fair Housing Act are included. (3 Lec.)



**REAL 2373 Residential Inspection For Real Estate Agents (3)**

(Last year's course prefix/number RE 237)

This course is a study of the different types of building systems and materials used in the design and construction of real property. The course will primarily cover residential construction; however, commercial building systems and materials will also be addressed. Different structural building systems will be studied including wood-related products, concrete and concrete masonry, brick, stone, and steel units. The TREC Promulgated Property Condition Addendum will be addressed along with inspector and client agreement, tools and procedures, electromechanical systems (plumbing, heating, air conditioning, appliances, energy-saving considerations); and structures (lot and landscape, roofs, chimney, gutters, paving, walls, windows and doors, insect damage and storage areas). (3 Lec.)

**REAL 2374 Special Problems in Real Estate (3)**

(Last year's course prefix/number RE 241)

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

**REAL 7471 Cooperative Work Experience (4)**

(Last year's course prefix/number RE 704)

Prerequisites: Completion of two core Real Estate courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

**REAL 7472 Cooperative Work Experience (4)**

(Last year's course prefix/number RE 714)

Prerequisites: Completion of two core real estate courses and Real Estate 7471, enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and continuation of discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

**RELIGION**

NOTE: These courses carry a Dallas County Community College prefix of "RELI"; however, some can be identified by a common course number for transfer evaluation purposes. Both are listed in the course descriptions.)

**RELI 1304 Major World Religions (3)**

(Last year's course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015235)

**RELI 1370 Religion In American Culture (3)**

(Last year's course prefix/number REL 101)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

**RELI 1371 Contemporary Religious Problems (3)**

(Last year's course prefix/number REL 102)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)



**RELI 1372 The History And Literature  
Of The Bible (3)**

(Last year's course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

## **SOCIOLOGY**

**SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Last year's 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 multicultural and multi-ethnic 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. Last year's 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. Last year's course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

**SOCI 2306 Human Sexuality (3)**

(This is a common course number. Last year's course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

**SOCI 2319 American Minorities (3)**

(This is a common course number. Last year's course prefix/number SOC 204)

Prerequisite: Sociology 1301 or six hours of U.S. history recommended. Students may register for either Humanities 2319 or Sociology 2319 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**SOCI 2326 Social Psychology (3)**

(This is a common course number. Last year's course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015142)

**SOCI 2370 Selected Topics (3)**

(Last year's 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)

## **SPANISH**

**SPAN 1411 Beginning Spanish (4)**

(This is a common course number. Last year's 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. Last year's 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. Last year's course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPAN 2311 Intermediate Spanish (3)**

(This is a common course number. Last year's 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. Last year's 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. Last year's 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. Last year's 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)**

(Last year's course prefix/number SPA 208)

Prerequisite: 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)**

(Last year's 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 is to be assigned. This is a unique need course.)

**SPAN 2372 Spanish for Business II (3)**

(Last year's 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 is to be assigned. This is a unique need course.)

**SPEECH COMMUNICATION****SPCH 1144 Speech Communication****Laboratory (1)**

(This is a common course number. Last year's 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 1311 Introduction To Speech****Communication (3)**

(This is a common course number. Last year's course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

**SPCH 1315 Fundamentals Of Public Speaking (3)**  
(This is a common course number. Last year's course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.)  
(Coordinating Board Academic Approval Number 2310015335)

**SPCH 1321 Business And Professional Communication (3)**

(This is a common course number. Last year's 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. Last year's 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)

## **THEATRE**

(See Drama and Dance)

## **TRAVEL & TOURISM MANAGEMENT**

**TRAV 1170 Introduction to Meeting and Convention Management (3)**

(Last year's course prefix/number TRA 103)  
An overview of the role of the meeting and convention planner is provided in this introductory course. Topics include determining needs, setting objectives, selecting a site, negotiating rates, designing programs, budgeting and developing contracts, speaker selection, marketing, on-site management and evaluation. (3 Lec.)

**TRAV 1171 Contemporary Topics in Travel and Tourism (1)**

(Last year's course prefix/number TRA 113)  
This course covers current issues and industry trends that will shape the development of the travel and tourism industry. (1 Lec.)

**TRAV 1270 Travel and Tourism Law and Ethics (2)**

(Last year's course prefix/number TRA 106)  
This course presents the legal principles affecting travel and tourism business decisions. The law of contracts, sales, and negotiations are specifically covered. Ethics as applied to business practice in the travel and tourism industry are addressed. (2 Lec.)

**TRAV 1271 Travel Destinations I (2)**

(Last year's course prefix/number TRA 108)  
Major domestic travel destinations and natural and man-made features of the United States are explored. Topics include time zones, climate and topographical variation, geography, the use of maps and charts, regional variations of culture, points of interest and tourist attractions. (3 Lec.)

**TRAV 1272 Contemporary Topics in Travel and Tourism (2)**

(Last year's course prefix/number TRA 114)  
This course covers current issues and industry trends that will shape the development of the travel and tourism industry. (2 Lec.)

**TRAV 1370 Introduction to Travel and Tourism (3)**

(Last year's course prefix/number TRA 101)  
The student is introduced to the travel and tourism industry of the 1990's and beyond. The broad range of business areas which fall under the umbrella of travel and tourism will be explored, including transportation, lodging, parks, amusements, convention centers, governmental agencies and associations. Special emphasis will be placed on the interrelationship of the various components of these industries. (3 Lec.)

**TRAV 1371 Travel and Tourism Marketing (3)**

(Last year's course prefix/number TRA 105)  
Basic principles and practices of travel and tourism marketing are explored in this course. Topics include personal selling, buyer behavior, telephone sales techniques, development of promotional plans, market segmentation, writing news releases and developing media kits. Emphasis is placed on marketing tools: pricing, advertising, selling, sales promotion, public relations, and methods of distribution. Marketing research and developing a marketing strategy are emphasized for identifying needs and products to address consumer satisfaction and profit. (3 Lec.)

**TRAV 1372 Exposition and Trade Show Management (3)**

(Last year's course prefix/number TRA 107)  
The role of the exposition/trade show planner is introduced in this course. Topics include: setting objectives, commissioning booth design, staffing and training of booth personnel, pricing exhibits and other tasks of exposition management. (3 Lec.)

**TRAV 1373 Industry Automation I (3)**

(Last year's course prefix/number TRA 109)

Domestic and International, manual and computerized reservation systems will be introduced in this introductory course. Students will explore the various automated reservations systems hardware and software options available to the travel industry. Training includes establishing reservation data and entering reservations for airline ticketing, hotels, and ground transportation. Topics include fare quotes and rules, itinerary pricing, and passenger data entries. Laboratory fee. (1 Lec., 4 Lab.)

**TRAV 1374 Contemporary Topics in Travel and Tourism (3)**

(Last year's course prefix/number TRA 115)

This course covers current issues and industry trends that will shape the development of the travel and tourism industry. (3 Lec.)

**TRAV 1375 Principles of Association and Corporate Meeting Management (3)**

(Last year's course prefix/number TRA 123)

The basic principles of planning meetings for professional associations and private corporations will be examined in this course. Topics include marketing, communicating with professional association membership, conducting needs assessments and identifying staff development needs, program planning and evaluation. (3 Lec.)

**TRAV 2272 Travel Destinations II (2)**

(Last year's course prefix/number TRA 216)

Prerequisite: Travel & Tourism 1271. Major international travel destinations will be explored in this advanced geography course. Topics include major travel destinations, customs, tourist attractions, monetary systems, major airports, airlines, and cities. Emphasis is on global cultural differences. (2 Lec.)

**TRAV 2370 Travel Industry Operations (3)**

(Last year's course prefix/number TRA 202)

The basic skills used in conducting travel industry business operations will be discussed in this course. Topics include domestic travel planning, itinerary planning, marketing and sales techniques, telephone etiquette, use of standard references and forms. (3 Lec.)

**TRAV 2371 Industry Automation II (3)**

(Last year's course prefix/number TRA 210)

Prerequisite: Travel & Tourism 1373. This advanced reservations course provides computer training on both simulated and on-line systems. Students will enter and utilize specialized reservation data and other pertinent information on automated reservations for cruises, rail travel, escorted tours, hotel and resort features, car rentals, and group and incentive travel, booking packaged program options, arranging special services, and performing ticket changes and refunds. Laboratory fee. (1 Lec., 4 Lab.)

**TRAV 2373 Advanced Meeting Management (3)**

(Last year's course prefix/number TRA 221)

Prerequisite: Travel & Tourism 1170. This course builds on the introduction course. Emphasis is placed on planning and managing special events and exhibits, budgeting, educational program development, negotiating rates, planning and implementing a marketing strategy, international meeting planning, foreign currencies and customs, industry laws and regulations. (3 Lec.)

**TRAV 2374 International Meeting Management (3)**

(Last year's course prefix/number TRA 222)

Meeting management roles and responsibilities in an international context will be discussed in this course. Topics include foreign currency, customs and laws, shipping, international planning resources, marketing, and language interpretation. (3 Lec.)

**TRAV 2375 Exposition Service Contracting (3)**

(Last year's course prefix/number TRA 231)

Prerequisite: Travel & Tourism 1372. Logistical support systems of expositions and trade shows will be covered in this advanced course. Topics including design of floor plans, installation and dismantling of exhibits, freight and drayage, utilities, contracting labor and working with unions will be discussed. Selecting a service contractor and hall management are addressed. (3 Lec.)

**TRAV 2376 Exposition and Trade Show Operations (3)**

(Last year's course prefix/number TRA 232)

Management of the specific problems of trade shows and exhibitions will be discussed, including design, construction and regulations. Logistics for planning events including crowd control, special effects, lighting and the decorations and audio are covered. Procedures for conducting fairs, festivals, sporting events, and grand openings are presented. (3 Lec.)

**TRAV 7371 Cooperative Work Experience (3)**

(Last year's course prefix/number TRA 240)

This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of travel and tourism fundamentals. (1 Lec., 15 Lab.)

# **CROSSWALK of NEW to OLD Course Prefixes & Numbers for 1995-96 Catalog**

Beginning with the 1995-96 academic year, all Dallas County Community College District courses have been renumbered. Courses designated as Texas Common Course Numbers have been underlined. For all courses, the numbering scheme is based on the following. The first digit indicates freshman [1] or sophomore [2] level; the second digit indicates credit hours; the third digit, if "7," "8," or "9," generally indicates courses that are not Texas Common Course Numbers. The fourth digit is a free number. (Selected Automotive Technology courses offered at Brookhaven College do not currently follow this numbering scheme.)

The following list is a comprehensive one which includes courses available at one or more colleges within the Dallas County Community College District. Not all courses are offered at all colleges. To determine which courses are available at specific colleges, please consult the college course schedules.

## **ACCOUNTING**

ACCT	1371	...	ACC	131
ACCT	1372	...	ACC	132
<u>ACCT</u>	<u>2301</u>	...	ACC	201
<u>ACCT</u>	<u>2302</u>	...	ACC	202
ACCT	2370	...	ACC	250
ACCT	2372	...	ACC	239
ACCT	2375	...	ACC	205
ACCT	2376	...	ACC	238
ACCT	2377	...	ACC	204
ACCT	2378	...	ACC	203
ACCT	2379	...	ACC	207
<u>ACCT</u>	<u>2401</u>	...	ACC	208
<u>ACCT</u>	<u>2402</u>	...	ACC	209
ACCT	7371	...	ACC	703
ACCT	7372	...	ACC	713
ACCT	7471	...	ACC	704
ACCT	7472	...	ACC	714

## **AGRICULTURE**

AGRI	1231	...	AGR	100
AGRI	1309	...	AGR	211
AGRI	1311	...	AGR	204
AGRI	1327	...	AGR	124
AGRI	1329	...	AGR	205
AGRI	1407	...	AGR	103
AGRI	1413	...	AGR	250
AGRI	1415	...	AGR	107
AGRI	1419	...	AGR	105

AGRI	2301	...	AGR	202
AGRI	2303	...	AGR	203
AGRI	2317	...	AGR	111

## **AIR CONDITIONING AND REFRIGERATION** (See Heating, Ventilation and Air Conditioning)

## **ANTHROPOLOGY**

ANTH	1370	...	ANT	104
ANTH	1371	...	ANT	110
<u>ANTH</u>	<u>2302</u>	...	ANT	231
<u>ANTH</u>	<u>2346</u>	...	ANT	100
<u>ANTH</u>	<u>2351</u>	...	ANT	101

## **APPAREL DESIGN**

APPD	2270	...	APP	237
APPD	2271	...	APP	238
APPD	2370	...	APP	232
APPD	2372	...	APP	233

## **ARCHITECTURE**

ARCH	1205	...	ARC	102
ARCH	1301	...	ARC	233
ARCH	1302	...	ARC	230
ARCH	1303	...	ARC	161
ARCH	1304	...	ARC	162
ARCH	1307	...	ARC	130
ARCH	1308	...	ARC	133
ARCH	1311	...	ARC	101
ARCH	1315	...	ARC	257
ARCH	1403	...	ART	165
ARCH	2301	...	ARC	134
ARCH	2302	...	ARC	135
ARCH	2312	...	ARC	151
ARCH	2370	...	ARC	237
ARCH	2371	...	ARC	258

## **ART**

ARTS	1170	...	ART	199
<u>ARTS</u>	<u>1301</u>	...	ART	104
<u>ARTS</u>	<u>1303</u>	...	ART	105
<u>ARTS</u>	<u>1304</u>	...	ART	106
<u>ARTS</u>	<u>1311</u>	...	ART	110
<u>ARTS</u>	<u>1312</u>	...	ART	111
<u>ARTS</u>	<u>1316</u>	...	ART	114
<u>ARTS</u>	<u>1317</u>	...	ART	115
ARTS	1370	...	ART	118
ARTS	1371	...	ART	119
<u>ARTS</u>	<u>2311</u>	...	ART	227
<u>ARTS</u>	<u>2316</u>	...	ART	205
<u>ARTS</u>	<u>2317</u>	...	ART	206
<u>ARTS</u>	<u>2323</u>	...	ART	201
<u>ARTS</u>	<u>2324</u>	...	ART	202
<u>ARTS</u>	<u>2326</u>	...	ART	208
<u>ARTS</u>	<u>2327</u>	...	ART	209
<u>ARTS</u>	<u>2333</u>	...	ART	220
<u>ARTS</u>	<u>2334</u>	...	ART	222
<u>ARTS</u>	<u>2336</u>	...	ART	232
<u>ARTS</u>	<u>2337</u>	...	ART	233
<u>ARTS</u>	<u>2341</u>	...	ART	116
<u>ARTS</u>	<u>2342</u>	...	ART	117
<u>ARTS</u>	<u>2346</u>	...	ART	215
<u>ARTS</u>	<u>2347</u>	...	ART	216
<u>ARTS</u>	<u>2366</u>	...	ART	217
<u>ARTS</u>	<u>2367</u>	...	ART	218
ARTS	2370	...	ART	203
ARTS	2371	...	ART	204
ARTS	2372	...	ART	210
ARTS	2373	...	ART	229

## **ASTRONOMY**

(See Physics)

## **AUTO BODY**

ABDY	1370	...	AB	155
ABDY	1570	...	AB	151
ABDY	1571	...	AB	152
ABDY	1572	...	AB	153
ABDY	1573	...	AB	154
ABDY	2170	...	AB	256
ABDY	2370	...	AB	253
ABDY	2371	...	AB	254
ABDY	2372	...	AB	255
ABDY	2570	...	AB	251
ABDY	2571	...	AB	252
ABDY	7371	...	AB	703
ABDY	7472	...	AB	714

## **AUTOMOTIVE CAREER TECHNICIAN**

ACTT	1370	...	ACT	110
ACTT	1371	...	ACT	111
ACTT	1372	...	ACT	113
ACTT	1373	...	ACT	114
ACTT	1374	...	ACT	115
ACTT	1375	...	ACT	116
ACTT	1470	...	ACT	118
ACTT	2170	...	ACT	212
ACTT	2270	...	ACT	216
ACTT	2370	...	ACT	220
ACTT	2371	...	ACT	221
ACTT	2372	...	ACT	222
ACTT	2373	...	ACT	223
ACTT	2374	...	ACT	224
ACTT	2375	...	ACT	225
ACTT	7471	...	ACT	704
ACTT	7472	...	ACT	714
ACTT	8481	...	ACT	804
ACTT	8482	...	ACT	814

## **AUTOMOTIVE TECHNOLOGY**

AUTO	1163	...	AT	163
AUTO	1164	...	AT	164
AUTO	1165	...	AT	165
AUTO	1166	...	AT	166
AUTO	1167	...	AT	167
AUTO	1168	...	AT	168
AUTO	1173	...	AT	243
AUTO	1370	...	AT	109
AUTO	1371	...	AT	119
AUTO	1470	...	AT	110
AUTO	1471	...	AT	112
AUTO	1472	...	AT	114
AUTO	1473	...	AT	116
AUTO	1743	...	AT	743
AUTO	1753	...	AT	753
AUTO	2212	...	AT	212
AUTO	2240	...	AT	240
AUTO	2241	...	AT	241
AUTO	2242	...	AT	242
AUTO	2244	...	AT	244
AUTO	2245	...	AT	245
AUTO	2246	...	AT	246
AUTO	2247	...	AT	247
AUTO	2370	...	AT	222
AUTO	2371	...	AT	228
AUTO	2379	...	AT	248
AUTO	2380	...	AT	249
AUTO	2470	...	AT	223
AUTO	2471	...	AT	225
AUTO	2472	...	AT	229
AUTO	2473	...	AT	231
AUTO	2843	...	AT	843
AUTO	2853	...	AT	853
AUTO	7371	...	AT	703
AUTO	7372	...	AT	713

AUTO	7471	...	AT	704
AUTO	7472	...	AT	714

## **AVIATION TECHNOLOGY**

AVIA	1170	...	AVT	135
AVIA	1171	...	AVT	137
AVIA	1370	...	AVT	110
AVIA	1371	...	AVT	121
AVIA	1372	...	AVT	122
AVIA	1373	...	AVT	124
AVIA	1374	...	AVT	128
AVIA	2170	...	AVT	253
AVIA	2171	...	AVT	254
AVIA	2172	...	AVT	256
AVIA	2271	...	AVT	251
AVIA	2272	...	AVT	265
AVIA	2273	...	AVT	266
AVIA	2274	...	AVT	267
AVIA	2275	...	AVT	268
AVIA	2370	...	AVT	240
AVIA	2371	...	AVT	212
AVIA	2372	...	AVT	220
AVIA	2373	...	AVT	221
AVIA	2374	...	AVT	223
AVIA	2375	...	AVT	224
AVIA	2376	...	AVT	225
AVIA	2377	...	AVT	226
AVIA	2378	...	AVT	249
AVIA	2379	...	AVT	250
AVIA	2380	...	AVT	255
AVIA	2381	...	AVT	261
AVIA	2382	...	AVT	262
AVIA	2383	...	AVT	263
AVIA	2384	...	AVT	264
AVIA	2385	...	AVT	252
AVIA	7471	...	AVT	704
AVIA	7472	...	AVT	714
AVIA	8481	...	AVT	804

## **AVIONICS ELECTRONICS**

AVET	1370	...	AV	129
AVET	1470	...	AV	132
AVET	1471	...	AV	235

## **BIOLOGY**

<u>BIOL</u>	<u>1406</u>	...	BIO	101
<u>BIOL</u>	<u>1407</u>	...	BIO	102
<u>BIOL</u>	<u>1408</u>	...	BIO	115
<u>BIOL</u>	<u>1409</u>	...	BIO	116
<u>BIOL</u>	<u>1411</u>	...	BIO	110
BIOL	1470	...	BIO	120
BIOL	1472	...	BIO	121
BIOL	1473	...	BIO	123
<u>BIOL</u>	<u>2306</u>	...	BIO	223
BIOL	2370	...	BIO	218
<u>BIOL</u>	<u>2401</u>	...	BIO	221
<u>BIOL</u>	<u>2402</u>	...	BIO	222
<u>BIOL</u>	<u>2416</u>	...	BIO	226
<u>BIOL</u>	<u>2418</u>	...	BIO	211
<u>BIOL</u>	<u>2420</u>	...	BIO	216
<u>BIOL</u>	<u>2428</u>	...	BIO	235
BIOL	2470	...	BIO	203
BIOL	2471	...	BIO	230

## **BLUEPRINT READING**

BLPR	1270	...	BPR	177
BLPR	1271	...	BPR	178

## **BUILDING PROPERTY MANAGEMENT**

BPMT	1370	...	BPM	160
BPMT	2370	...	BPM	260
BPMT	2371	...	BPM	261
BPMT	2372	...	BPM	262

BPMT 2373 ....BPM 263  
BPMT 2374 ....BPM 264

## BUSINESS

BUSI 1301 ....BUS 105  
BUSI 1307 ....BUS 143  
BUSI 2301 ....BUS 234

## CHEMISTRY

CHEM 1207 ....CHM 205  
CHEM 1411 ....CHM 101  
CHEM 1412 ....CHM 102  
CHEM 1470 ....CHM 115  
CHEM 1471 ....CHM 116  
CHEM 2401 ....CHM 203  
CHEM 2402 ....CHM 234  
CHEM 2423 ....CHM 201  
CHEM 2425 ....CHM 202

## CHILD DEVELOPMENT

(See Early  
Childhood/Childhood  
Development)

## CHINESE

CHIN 1411 ....CHI 101  
CHIN 1412 ....CHI 102  
CHIN 2311 ....CHI 201  
CHIN 2312 ....CHI 202

## COLLEGE LEARNING SKILLS

(See Developmental College  
Learning Skills)

## COMMUNICATIONS

COMM 1336 ....RTV 210  
COMM 1337 ....RTV 211  
COMM 1370 ....COM 131

## COMPUTER AIDED DESIGN & DRAFTING

CADD 1270 ....CAD 101  
CADD 1272 ....CAD 182  
CADD 1370 ....CAD 136  
CADD 1371 ....CAD 161  
CADD 1372 ....CAD 134  
CADD 1470 ....CAD 183  
CADD 1471 ....CAD 185  
CADD 2370 ....CAD 230  
CADD 2371 ....CAD 231  
CADD 2372 ....CAD 232  
CADD 2373 ....CAD 235  
CADD 2374 ....CAD 236  
CADD 2375 ....CAD 237  
CADD 2376 ....CAD 240  
CADD 2377 ....CAD 241  
CADD 2378 ....CAD 242  
CADD 2379 ....CAD 243  
CADD 2380 ....CAD 245  
CADD 2381 ....CAD 246  
CADD 2382 ....CAD 247  
CADD 2383 ....CAD 248  
CADD 2384 ....CAD 249  
CADD 2385 ....CAD 250  
CADD 2386 ....CAD 252  
CADD 2387 ....CAD 253  
CADD 2388 ....CAD 255  
CADD 7471 ....CAD 704  
CADD 7472 ....CAD 714  
CADD 8381 ....CAD 803  
CADD 8382 ....CAD 813

## COMPUTER INFORMATION SYSTEMS

CISC 1371 ....CIS 111  
CISC 1372 ....CIS 160  
CISC 1373 ....CIS 172  
CISC 1374 ....CIS 173  
CISC 1470 ....CIS 101  
CISC 1471 ....CIS 106  
CISC 1472 ....CIS 109  
CISC 1473 ....CIS 116  
CISC 1474 ....CIS 121  
CISC 1475 ....CIS 126  
CISC 1476 ....CIS 162  
CISC 1477 ....CIS 164  
CISC 1478 ....CIS 171  
CISC 1479 ....CIS 169  
CISC 1480 ....CIS 192  
CISC 2170 ....CIS 260  
CISC 2370 ....CIS 200  
CISC 2372 ....CIS 262  
CISC 2373 ....CIS 263  
CISC 2374 ....CIS 272  
CISC 2375 ....CIS 275  
CISC 2470 ....CIS 205  
CISC 2471 ....CIS 207  
CISC 2472 ....CIS 209  
CISC 2473 ....CIS 210  
CISC 2474 ....CIS 212  
CISC 2475 ....CIS 215  
CISC 2476 ....CIS 218  
CISC 2478 ....CIS 221  
CISC 2479 ....CIS 225  
CISC 2480 ....CIS 226  
CISC 2481 ....CIS 228  
CISC 2482 ....CIS 254  
CISC 2483 ....CIS 258  
CISC 2484 ....CIS 265  
CISC 2485 ....CIS 287  
CISC 2486 ....CIS 268  
CISC 2487 ....CIS 270  
CISC 2488 ....CIS 277  
CISC 2489 ....CIS 281  
CISC 2490 ....CIS 292  
CISC 2491 ....CIS 295  
CISC 2492 ....CIS 271  
CISC 7171 ....CIS 701  
CISC 7271 ....CIS 702  
CISC 7272 ....CIS 712  
CISC 7371 ....CIS 703  
CISC 7372 ....CIS 713  
CISC 7471 ....CIS 704  
CISC 7472 ....CIS 714

## COMPUTER SCIENCE

COSC 1306 ....CS 221  
COSC 1310 ....CS 122  
COSC 1315 ....CS 113  
COSC 1317 ....CS 121  
COSC 1333 ....CS 123  
COSC 2315 ....CS 222  
COSC 2318 ....CS 114  
COSC 2325 ....CS 212

## CONSTRUCTION MANAGEMENT AND TECHNOLOGY

CMGT 1270 ....CMT 133  
CMGT 1370 ....CMT 121  
CMGT 1371 ....CMT 122  
CMGT 1470 ....CMT 123  
CMGT 1471 ....CMT 124  
CMGT 1472 ....CMT 136  
CMGT 1473 ....CMT 138  
CMGT 2370 ....CMT 231

CMGT 2371 ....CMT 232  
CMGT 2372 ....CMT 235  
CMGT 2373 ....CMT 239  
CMGT 2374 ....CMT 249  
CMGT 2375 ....CMT 279  
CMGT 2470 ....CMT 220  
CMGT 2471 ....CMT 230  
CMGT 2472 ....CMT 233  
CMGT 2473 ....CMT 236  
CMGT 2475 ....CMT 237  
CMGT 2476 ....CMT 238  
CMGT 7371 ....CMT 703  
CMGT 7471 ....CMT 704  
ENGR 2270 ....EGR 290

## CONSTRUCTION TECHNOLOGY

CNST 1170 ....CT 117  
CNST 1171 ....CT 121  
CNST 1172 ....CT 122  
CNST 1173 ....CT 123  
CNST 1175 ....CT 127  
CNST 1176 ....CT 131  
CNST 1177 ....CT 132  
CNST 1178 ....CT 133  
CNST 1179 ....CT 136  
CNST 1180 ....CT 146  
CNST 1270 ....CT 126  
CNST 1271 ....CT 137  
CNST 1272 ....CT 141  
CNST 1273 ....CT 142  
CNST 1274 ....CT 147  
CNST 1370 ....CT 110  
CNST 1371 ....CT 111  
CNST 1372 ....CT 115  
CNST 1373 ....CT 116  
CNST 1374 ....CT 118  
CNST 1375 ....CT 120  
CNST 1376 ....CT 130  
CNST 1377 ....CT 134  
CNST 1378 ....CT 135  
CNST 1379 ....CT 138  
CNST 1380 ....CT 140  
CNST 1381 ....CT 143  
CNST 1382 ....CT 145  
CNST 1383 ....CT 125  
CNST 2170 ....CT 219  
CNST 2171 ....CT 221  
CNST 2172 ....CT 222  
CNST 2173 ....CT 223  
CNST 2174 ....CT 226  
CNST 2175 ....CT 227  
CNST 2176 ....CT 228  
CNST 2177 ....CT 231  
CNST 2178 ....CT 232  
CNST 2179 ....CT 233  
CNST 2180 ....CT 250  
CNST 2181 ....CT 255  
CNST 2270 ....CT 251  
CNST 2370 ....CT 212  
CNST 2371 ....CT 213  
CNST 2372 ....CT 215  
CNST 2373 ....CT 216  
CNST 2374 ....CT 218  
CNST 2375 ....CT 220  
CNST 2376 ....CT 225  
CNST 2377 ....CT 230  
CNST 2378 ....CT 235  
CNST 2379 ....CT 240  
CNST 2380 ....CT 245  
CNST 2381 ....CT 252  
CNST 2382 ....CT 253  
CNST 2383 ....CT 256  
CNST 2470 ....CT 217

CNST 2471 ....CT 254  
CNST 7371 ....CT 703  
CNST 7372 ....CT 713  
CNST 7471 ....CT 704  
CNST 7472 ....CT 714

## CRIMINAL JUSTICE

CRIJ 1301 ....CJ 140  
CRIJ 1306 ....CJ 132  
CRIJ 1307 ....CJ 139  
CRIJ 1310 ....CJ 130  
CRIJ 1370 ....CJ 143  
CRIJ 1371 ....CJ 144  
CRIJ 2301 ....CJ 251  
CRIJ 2313 ....CJ 250  
CRIJ 2314 ....CJ 240  
CRIJ 2322 ....CJ 242  
CRIJ 2323 ....CJ 247  
CRIJ 2328 ....CJ 248  
CRIJ 2331 ....CJ 244  
CRIJ 2333 ....CJ 148  
CRIJ 2334 ....CJ 150  
CRIJ 2335 ....CJ 232  
CRIJ 7371 ....CJ 703  
CRIJ 7372 ....CJ 713  
CRIJ 7471 ....CJ 704  
CRIJ 7472 ....CJ 714

## DANCE

DANC 1101 ....DAN 234  
DANC 1102 ....DAN 235  
DANC 1112 ....DAN 252  
DANC 1113 ....DAN 253  
DANC 1147 ....DAN 155  
DANC 1148 ....DAN 156  
DANC 1151 ....DAN 116  
DANC 1152 ....DAN 200  
DANC 1241 ....DAN 161  
DANC 1242 ....DAN 163  
DANC 1245 ....DAN 165  
DANC 1246 ....DAN 166  
DANC 1345 ....THE 112  
DANC 1346 ....THE 113  
DANC 2147 ....DAN 255  
DANC 2148 ....DAN 256  
DANC 2241 ....DAN 258  
DANC 2242 ....DAN 260  
DANC 2245 ....DAN 265  
DANC 2246 ....DAN 266  
DANC 2303 ....DAN 160

## DESIGN

DESI 1170 ....DES 129  
DESI 1171 ....DES 140  
DESI 1172 ....DES 141  
DESI 1173 ....DES 132  
DESI 1270 ....DES 134  
DESI 1370 ....DES 110  
DESI 1371 ....DES 135  
DESI 1372 ....DES 136  
DESI 2370 ....DES 229  
DESI 2371 ....DES 234  
DESI 2372 ....DES 235

## DEVELOPMENTAL COLLEGE LEARNING SKILLS

DCLS 0100 ....CLS 100

## DEVELOPMENTAL COMMUNICATIONS

DCOM 0095 ....DC 095  
DCOM 0120 ....DC 120

**DEVELOPMENTAL  
LEARNING**  
DLEA 0094 ....DL 094

**DEVELOPMENTAL  
MATHEMATICS**

DMAT 0060 ....DM	060
DMAT 0061 ....DM	061
DMAT 0062 ....DM	062
DMAT 0063 ....DM	063
DMAT 0064 ....DM	064
DMAT 0065 ....DM	065
DMAT 0070 ....DM	070
DMAT 0071 ....DM	071
DMAT 0072 ....DM	072
DMAT 0073 ....DM	073
DMAT 0080 ....DM	080
DMAT 0081 ....DM	081
DMAT 0082 ....DM	082
DMAT 0090 ....DM	090
DMAT 0091 ....DM	091
DMAT 0093 ....DM	093

**DEVELOPMENTAL  
READING**

DREA 0090 ....DR	090
DREA 0091 ....DR	091
DREA 0093 ....DR	093

**DEVELOPMENTAL WRITING**

DWRI 0090 ....DW	090
DWRI 0091 ....DW	091
DWRI 0093 ....DW	093

**DIAGNOSTIC MEDICAL  
SONOGRAPHY**

SONO 2170 ....DMS	237
SONO 2172 ....DMS	242
SONO 2270 ....DMS	216
SONO 2271 ....DMS	227
SONO 2272 ....DMS	252
SONO 2273 ....DMS	253
SONO 2370 ....DMS	208
SONO 2371 ....DMS	210
SONO 2372 ....DMS	217
SONO 2373 ....DMS	222
SONO 2470 ....DMS	218
SONO 2471 ....DMS	225
SONO 2472 ....DMS	229

**DRAMA**  
(Formerly Theatre)

DRAM 1120 ....THE	114
DRAM 1170 ....THE	199
DRAM 1221 ....THE	210
DRAM 1310 ....THE	101
DRAM 1323 ....THE	236
DRAM 1330 ....THE	103
DRAM 1341 ....THE	105
DRAM 1351 ....THE	106
DRAM 1352 ....THE	107
DRAM 1370 ....THE	102
DRAM 2331 ....THE	104
DRAM 2336 ....THE	109
DRAM 2351 ....THE	205
DRAM 2352 ....THE	207
DRAM 2361 ....THE	110
DRAM 2362 ....THE	111
DRAM 2370 ....THE	201
DRAM 2371 ....THE	202
DRAM 2373 ....THE	208
DRAM 2374 ....THE	209
DRAM 2375 ....THE	211
DRAM 2376 ....THE	212

**EARLY  
CHILDHOOD/CHILDHOOD  
DEVELOPMENT**  
(Formerly Childhood  
Development)

ECCD 1170 ....CD	100
ECCD 1370 ....CD	127
ECCD 1371 ....CD	128
ECCD 1372 ....CD	140
ECCD 1373 ....CD	141
ECCD 1374 ....CD	150
ECCD 1470 ....CD	125
ECCD 1471 ....CD	135
ECCD 1472 ....CD	137
ECCD 2170 ....CD	200
ECCD 2370 ....CD	203
ECCD 2371 ....CD	209
ECCD 2372 ....CD	236
ECCD 2373 ....CD	239
ECCD 2374 ....CD	250
ECCD 2375 ....CD	253
ECCD 2376 ....CD	254
ECCD 2377 ....CD	256
ECCD 2470 ....CD	233
ECCD 2471 ....CD	244
ECCD 2472 ....CD	251
ECCD 7271 ....CD	702
ECCD 7372 ....CD	713
ECCD 8481 ....CD	804

**EARTH SCIENCE**  
(See Geology)

**ECOLOGY**  
This course carries a DCCCD  
prefix. The Texas Common  
Course Number is listed in  
parentheses.  
ECOL 1305 ....ECY 291  
(Common course number  
GEOL 1305)

**EASTFIELD INTERPRETER  
TRAINING PROGRAM**  
(Formerly Interpreter Training  
Program)

EITP 1170 ....ITP	148
EITP 1370 ....ITP	140
EITP 1371 ....ITP	144
EITP 1470 ....ITP	141
(CCN # <u>SGNL 1401</u> )	
EITP 1471 ....ITP	143
(CCN # <u>SGNL 1402</u> )	
EITP 2370 ....ITP	231
EITP 2371 ....ITP	247
EITP 2372 ....ITP	248
EITP 2373 ....ITP	250
EITP 2374 ....ITP	253
EITP 2375 ....ITP	260
EITP 2470 ....ITP	240
EITP 2471 ....ITP	249
EITP 7371 ....ITP	703

**ECONOMICS**

ECON 1303 ....ECO	105
ECON 2301 ....ECO	201
ECON 2302 ....ECO	202
ECON 2311 ....ECO	203

**EDUCATIONAL  
PERSONNEL**

EDUC 1370 ....EP	129
EDUC 1371 ....EP	131
EDUC 1372 ....EP	133

EDUC 1373 ....EP	134
EDUC 1374 ....EP	135
EDUC 1375 ....EP	136
EDUC 1376 ....EP	140
EDUC 1377 ....EP	143
EDUC 2170 ....EP	245
EDUC 2270 ....EP	246
EDUC 2370 ....EP	210
EDUC 2371 ....EP	241
EDUC 2372 ....EP	247
EDUC 2373 ....EP	249
EDUC 7271 ....EP	702
EDUC 7272 ....EP	712
EDUC 7371 ....EP	703
EDUC 7372 ....EP	713
EDUC 7471 ....EP	704
EDUC 7472 ....EP	714

**ELECTRICAL  
TECHNOLOGY**

ELEC 1270 ....ELE	105
ELEC 1271 ....ELE	108
ELEC 1272 ....ELE	118
ELEC 1370 ....ELE	115
ELEC 1371 ....ELE	116
ELEC 1470 ....ELE	106
ELEC 1471 ....ELE	107
ELEC 1472 ....ELE	117
ELEC 2170 ....ELE	220
ELEC 2172 ....ELE	222
ELEC 2270 ....ELE	207
ELEC 2271 ....ELE	208
ELEC 2272 ....ELE	213
ELEC 2370 ....ELE	205
ELEC 2371 ....ELE	214
ELEC 2374 ....ELE	216
ELEC 2375 ....ELE	218
ELEC 2376 ....ELE	224
ELEC 2470 ....ELE	206
ELEC 7371 ....ELE	703
ELEC 7372 ....ELE	713
ELEC 7471 ....ELE	704
ELEC 7472 ....ELE	714

**ELECTRONIC  
COMPUTER-AIDED  
TECHNOLOGY**  
(See Engineering  
Technology)

**ELECTRONICS  
TECHNOLOGY**

ELET 1170 ....ET	170
ELET 1171 ....ET	172
ELET 1172 ....ET	174
ELET 1370 ....ET	194
ELET 1470 ....ET	190
ELET 1471 ....ET	191
ELET 1472 ....ET	193
ELET 1473 ....ET	197
ELET 1670 ....ET	135
ELET 2170 ....ET	205
ELET 2270 ....ET	206
ELET 2370 ....ET	234
ELET 2371 ....ET	239
ELET 2372 ....ET	207
ELET 2373 ....ET	265
ELET 2470 ....ET	200
ELET 2471 ....ET	201
ELET 2472 ....ET	202
ELET 2473 ....ET	203
ELET 2475 ....ET	210
ELET 2476 ....ET	231
ELET 2477 ....ET	232

ELET 2478 ....ET	235
ELET 2479 ....ET	237
ELET 2480 ....ET	238
ELET 2481 ....ET	240
ELET 2482 ....ET	246
ELET 2483 ....ET	247
ELET 2484 ....ET	248
ELET 2485 ....ET	250
ELET 2486 ....ET	260
ELET 2487 ....ET	261
ELET 2488 ....ET	263
ELET 2490 ....ET	264
ELET 2491 ....ET	266
ELET 2492 ....ET	267
ELET 2493 ....ET	268
ELET 2494 ....ET	270
ELET 2495 ....ET	271
ELET 2496 ....ET	272
ELET 2497 ....ET	273
ELET 7471 ....ET	704
ELET 7472 ....ET	714

**ELECTRONIC  
TELECOMMUNICATIONS**

ETEL 1170 ....ET	103
ETEL 1370 ....ET	102
ETEL 2470 ....ET	290
ETEL 2471 ....ET	291
ETEL 2472 ....ET	292
ETEL 2473 ....ET	293
ETEL 2474 ....ET	294
ETEL 2475 ....ET	295
ETEL 2476 ....ET	297
ETEL 2477 ....ET	298
ETEL 2478 ....ET	299
ETEL 7471 ....ET	704
ETEL 7472 ....ET	714

**ENGINE TECHNOLOGY --  
MOTORCYCLE  
MECHANICS**  
(Formerly Motorcycle  
Mechanics)

ETMC 1470 ....MM	134
ETMC 1471 ....MM	135
ETMC 1472 ....MM	136
ETMC 1473 ....MM	137
ETMC 1474 ....MM	138
ETMC 1475 ....MM	139
ETMC 7371 ....MM	703

**ENGINE TECHNOLOGY --  
OUTBOARD ENGINE**  
(Formerly Outboard Marine  
Engine Mechanics)

ETOB 1480 ....OE	144
ETOB 1481 ....OE	145
ETOB 1482 ....OE	146
ETOB 1483 ....OE	147
ETOB 1484 ....OE	148
ETOB 7381 ....OE	723
ETOB 7481 ....OE	724

**ENGINE TECHNOLOGY --  
SMALL ENGINE**  
(Formerly Small Engine  
Mechanics)

ETSE 1490 ....SE	154
ETSE 1491 ....SE	155
ETSE 1492 ....SE	156
ETSE 1493 ....SE	157
ETSE 1494 ....SE	158
ETSE 7391 ....SE	733
ETSE 7491 ....SE	734



**ENGINEERING**

<u>ENGR 1201</u> .... EGR 101
<u>ENGR 1304</u> .... EGR 105
<u>ENGR 1305</u> .... EGR 106
<u>ENGR 1307</u> .... EGR 205
<u>ENGR 2105</u> .... EGR 206
<u>ENGR 2270</u> .... EGR 290
<u>ENGR 2301</u> .... EGR 107
<u>ENGR 2302</u> .... EGR 201
<u>ENGR 2305</u> .... EGR 204
<u>ENGR 2332</u> .... EGR 202
<u>ENGR 2370</u> .... EGR 207

**ENGINEERING  
TECHNOLOGY**

(Computer Aided Electronic  
Technology & Computer  
Integrated Manufacturing)

<u>CAET 1470</u> .... ECT 143
<u>CAET 1471</u> .... ECT 144
<u>CAET 2370</u> .... ECT 290
<u>CAET 2470</u> .... ECT 228
<u>CAET 2471</u> .... ECT 230
<u>CAET 2472</u> .... ECT 239
<u>CAET 2473</u> .... ECT 242
<u>CAET 2474</u> .... ECT 268
<u>CAET 7471</u> .... ECT 704

<u>CIMT 1270</u> .... CIM 121
<u>CIMT 1271</u> .... CIM 188
<u>CIMT 1370</u> .... CIM 101
<u>CIMT 1470</u> .... CIM 110
<u>CIMT 1471</u> .... CIM 140
<u>CIMT 2270</u> .... CIM 258
<u>CIMT 2370</u> .... CIM 243
<u>CIMT 2371</u> .... CIM 247
<u>CIMT 2372</u> .... CIM 291
<u>CIMT 2470</u> .... CIM 232
<u>CIMT 2471</u> .... CIM 252
<u>CIMT 2472</u> .... CIM 254
<u>CIMT 2473</u> .... CIM 270
<u>CIMT 7371</u> .... CIM 703

**ENGLISH**

<u>ENGL 1301</u> .... ENG 101
<u>ENGL 1302</u> .... ENG 102
<u>ENGL 2307</u> .... ENG 209
<u>ENGL 2311</u> .... ENG 210
<u>ENGL 2322</u> .... ENG 201
<u>ENGL 2323</u> .... ENG 202
<u>ENGL 2327</u> .... ENG 205
<u>ENGL 2328</u> .... ENG 206
<u>ENGL 2332</u> .... ENG 203
<u>ENGL 2333</u> .... ENG 204
<u>ENGL 2370</u> .... ENG 215
<u>ENGL 2371</u> .... ENG 216

**ENGLISH AS A SECOND  
LANGUAGE**

<u>ESOL 0031</u> .... ESL 031
<u>ESOL 0032</u> .... ESL 032
<u>ESOL 0033</u> .... ESL 033
<u>ESOL 0034</u> .... ESL 034
<u>ESOL 0041</u> .... ESL 041
<u>ESOL 0042</u> .... ESL 042
<u>ESOL 0043</u> .... ESL 043
<u>ESOL 0044</u> .... ESL 044
<u>ESOL 0051</u> .... ESL 051
<u>ESOL 0052</u> .... ESL 052
<u>ESOL 0053</u> .... ESL 053
<u>ESOL 0054</u> .... ESL 054
<u>ESOL 0061</u> .... ESL 061
<u>ESOL 0062</u> .... ESL 062
<u>ESOL 0063</u> .... ESL 063

<u>ESOL 0064</u> .... ESL 064
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**ENVIRONMENTAL  
TECHNOLOGY**

<u>ENVT 1270</u> .... ENV 106
<u>ENVT 1370</u> .... ENV 101
<u>ENVT 1371</u> .... ENV 102
<u>ENVT 1470</u> .... ENV 105
<u>ENVT 2370</u> .... ENV 202
<u>ENVT 2371</u> .... ENV 206
<u>ENVT 2372</u> .... ENV 209
<u>ENVT 2373</u> .... ENV 210
<u>ENVT 2470</u> .... ENV 201
<u>ENVT 2471</u> .... ENV 207
<u>ENVT 2472</u> .... ENV 208
<u>ENVT 7371</u> .... ENV 703

**FASHION MARKETING**  
(See Marketing Careers)**FIRE PROTECTION**

<u>FIRE 1370</u> .... FPT 131
<u>FIRE 1371</u> .... FPT 132
<u>FIRE 1372</u> .... FPT 137
<u>FIRE 1373</u> .... FPT 140
<u>FIRE 1374</u> .... FPT 141
<u>FIRE 1375</u> .... FPT 146
<u>FIRE 2370</u> .... FPT 229
<u>FIRE 2371</u> .... FPT 233
<u>FIRE 2372</u> .... FPT 235
<u>FIRE 2373</u> .... FPT 236
<u>FIRE 2374</u> .... FPT 237
<u>FIRE 2375</u> .... FPT 238
<u>FIRE 2376</u> .... FPT 240
<u>FIRE 2377</u> .... FPT 244
<u>FIRE 2378</u> .... FPT 245
<u>FIRE 2379</u> .... FPT 246
<u>FIRE 2380</u> .... FPT 247

**FOOD AND HOSPITALITY  
SERVICE**

<u>FHSV 1370</u> .... FHS 110
<u>FHSV 1371</u> .... FHS 111
<u>FHSV 1372</u> .... FHS 112
<u>FHSV 1373</u> .... FHS 114
<u>FHSV 1374</u> .... FHS 115
<u>FHSV 1375</u> .... FHS 116
<u>FHSV 1376</u> .... FHS 119
<u>FHSV 1377</u> .... FHS 120
<u>FHSV 1378</u> .... FHS 122
<u>FHSV 1379</u> .... FHS 124
<u>FHSV 1380</u> .... FHS 132
<u>FHSV 1381</u> .... FHS 135
<u>FHSV 1382</u> .... FHS 138
<u>FHSV 1383</u> .... FHS 140
<u>FHSV 1384</u> .... FHS 137
<u>FHSV 1385</u> .... FHS 145
<u>FHSV 1386</u> .... FHS 139
<u>FHSV 1387</u> .... FHS 144
<u>FHSV 2170</u> .... FHS 201
<u>FHSV 2270</u> .... FHS 202
<u>FHSV 2271</u> .... FHS 260
<u>FHSV 2272</u> .... FHS 261
<u>FHSV 2370</u> .... FHS 203
<u>FHSV 2371</u> .... FHS 204
<u>FHSV 2372</u> .... FHS 210
<u>FHSV 2373</u> .... FHS 214
<u>FHSV 2374</u> .... FHS 233
<u>FHSV 2375</u> .... FHS 238
<u>FHSV 2376</u> .... FHS 239
<u>FHSV 2377</u> .... FHS 245
<u>FHSV 2378</u> .... FHS 247
<u>FHSV 2379</u> .... FHS 248
<u>FHSV 2380</u> .... FHS 249

<u>FHSV 2381</u> .... FHS 251
<u>FHSV 2382</u> .... FHS 253
<u>FHSV 2470</u> .... FHS 220
<u>FHSV 2471</u> .... FHS 222
<u>FHSV 7471</u> .... FHS 704
<u>FHSV 7472</u> .... FHS 714

**FRENCH**

<u>FREN 1210</u> .... FR 104
<u>FREN 1310</u> .... FR 208
<u>FREN 1411</u> .... FR 101
<u>FREN 1412</u> .... FR 102
<u>FREN 2311</u> .... FR 201
<u>FREN 2312</u> .... FR 202
<u>FREN 2303</u> .... FR 203
<u>FREN 2304</u> .... FR 204
<u>FREN 2306</u> .... FR 207

**GEOGRAPHY**

<u>GEOG 1301</u> .... GPY 101
<u>GEOG 1302</u> .... GPY 103
<u>GEOG 1303</u> .... GPY 104
<u>GEOG 2312</u> .... GPY 102

**GEOLOGY**

<u>GEOL 1345</u> .... GEO 105
<u>GEOL 1401</u> .... ES 117
<u>GEOL 1403</u> .... GEO 101
<u>GEOL 1404</u> .... GEO 102
<u>GEOL 1470</u> .... ES 115
<u>GEOL 2407</u> .... GEO 207
<u>GEOL 2409</u> .... GEO 201
<u>GEOL 2470</u> .... GEO 205
<u>GEOL 2471</u> .... GEO 209

**GERMAN**

<u>GERM 1411</u> .... GER 101
<u>GERM 1412</u> .... GER 102
<u>GERM 2311</u> .... GER 201
<u>GERM 2312</u> .... GER 202

**GOVERNMENT**

<u>GOVT 2301</u> .... GVT 201
<u>GOVT 2302</u> .... GVT 202
<u>GOVT 2371</u> .... GVT 211

**GRAPHIC ARTS**

<u>GRAP 1370</u> .... GA 120
<u>GRAP 1371</u> .... GA 125
<u>GRAP 1372</u> .... GA 134
<u>GRAP 1373</u> .... GA 136
<u>GRAP 1374</u> .... GA 140
<u>GRAP 1375</u> .... GA 142
<u>GRAP 1376</u> .... GA 143
<u>GRAP 1377</u> .... GA 124
<u>GRAP 2370</u> .... GA 206
<u>GRAP 2371</u> .... GA 225
<u>GRAP 2372</u> .... GA 234
<u>GRAP 2373</u> .... GA 236
<u>GRAP 2374</u> .... GA 240
<u>GRAP 2375</u> .... GA 241
<u>GRAP 2376</u> .... GA 242
<u>GRAP 2377</u> .... GA 205
<u>GRAP 2378</u> .... GA 208
<u>GRAP 2379</u> .... GA 209
<u>GRAP 2470</u> .... GA 204
<u>GRAP 7471</u> .... GA 704
<u>GRAP 7472</u> .... GA 714

**GREEK**

<u>GREE 1311</u> .... GRK 101
<u>GREE 1312</u> .... GRK 102
<u>GREE 2311</u> .... GRK 201
<u>GREE 2312</u> .... GRK 202

**HEALTH INFORMATION  
MANAGEMENT**

<u>HIMT 1270</u> .... HIM 115
<u>HIMT 1370</u> .... HIM 101
<u>HIMT 1371</u> .... HIM 120
<u>HIMT 1372</u> .... HIM 140
<u>HIMT 1470</u> .... HIM 108
<u>HIMT 2270</u> .... HIM 210
<u>HIMT 2271</u> .... HIM 245
<u>HIMT 2370</u> .... HIM 201
<u>HIMT 2371</u> .... HIM 215
<u>HIMT 2372</u> .... HIM 230
<u>HIMT 2470</u> .... HIM 131
<u>HIMT 2471</u> .... HIM 208

**HEATING, VENTILATION  
AND AIR CONDITIONING**  
(Formerly Air Conditioning &  
Refrigeration Technology)

<u>HVAC 1170</u> .... ACR 137
<u>HVAC 1270</u> .... ACR 109
<u>HVAC 1271</u> .... ACR 138
<u>HVAC 1370</u> .... ACR 110
<u>HVAC 1371</u> .... ACR 121
<u>HVAC 1372</u> .... ACR 122
<u>HVAC 1373</u> .... ACR 126
<u>HVAC 1374</u> .... ACR 127
<u>HVAC 1375</u> .... ACR 131
<u>HVAC 1376</u> .... ACR 132
<u>HVAC 1377</u> .... ACR 139
<u>HVAC 1378</u> .... ACR 141
<u>HVAC 1379</u> .... ACR 142
<u>HVAC 1670</u> .... ACR 120
<u>HVAC 1671</u> .... ACR 125
<u>HVAC 1672</u> .... ACR 130
<u>HVAC 1673</u> .... ACR 140
<u>HVAC 2370</u> .... ACR 209
<u>HVAC 2371</u> .... ACR 210
<u>HVAC 2372</u> .... ACR 213
<u>HVAC 2373</u> .... ACR 214
<u>HVAC 2374</u> .... ACR 221
<u>HVAC 2375</u> .... ACR 222
<u>HVAC 2376</u> .... ACR 223
<u>HVAC 2377</u> .... ACR 224
<u>HVAC 2378</u> .... ACR 227
<u>HVAC 2379</u> .... ACR 228
<u>HVAC 2380</u> .... ACR 229
<u>HVAC 2381</u> .... ACR 230
<u>HVAC 2670</u> .... ACR 200
<u>HVAC 2671</u> .... ACR 212
<u>HVAC 7371</u> .... ACR 703
<u>HVAC 7372</u> .... ACR 713
<u>HVAC 7471</u> .... ACR 704
<u>HVAC 7472</u> .... ACR 714

**HISTORY**

(See Humanities for HST 204)

<u>HIST 1301</u> .... HST 101
<u>HIST 1302</u> .... HST 102
<u>HIST 2311</u> .... HST 105
<u>HIST 2312</u> .... HST 106
<u>HIST 2321</u> .... HST 103
<u>HIST 2322</u> .... HST 104
<u>HIST 2370</u> .... HST 112
<u>HIST 2380</u> .... HST 110
<u>HIST 2381</u> .... HST 120
<u>HIST 2470</u> .... HST 205

**HORTICULTURE  
TECHNOLOGY**

<u>HORT 1270</u> .... HLN 132
<u>HORT 1271</u> .... HLN 133
<u>HORT 1272</u> .... HLN 134
<u>HORT 1370</u> .... HLN 140



HORT 1371 ....HLN 145  
 HORT 1372 ....HLN 146  
 HORT 1373 ....HLN 147  
 HORT 1470 ....HLN 131  
 HORT 1471 ....HLN 141  
 HORT 2270 ....HLN 235  
 HORT 2370 ....HLN 233  
 HORT 2371 ....HLN 238  
 HORT 2372 ....HLN 246  
 HORT 2373 ....HLN 248  
 HORT 2374 ....HLN 249  
 HORT 2375 ....HLN 250  
 HORT 2376 ....HLN 252  
 HORT 2470 ....HLN 227  
 HORT 2471 ....HLN 231  
 HORT 7371 ....HLN 703  
 HORT 7372 ....HLN 713

#### HUMAN DEVELOPMENT

HDEV 0092 ....HD 092  
 HDEV 0100 ....HD 100  
 HDEV 0110 ....HD 110  
 HDEV 1370 ....HD 104  
 HDEV 1371 ....HD 112  
 HDEV 1372 ....HD 108

#### HUMANITIES

HUMA 1301 ....HUM 101  
 HUMA 1302 ....HUM 102  
 HUMA 2319 ....HST 204

#### INTERIOR DESIGN

INTD 1370 ....INT 164  
 INTD 1371 ....INT 171  
 INTD 1372 ....INT 173  
 INTD 1373 ....INT 191  
 INTD 1374 ....INT 168  
 INTD 1375 ....INT 167  
 INTD 1376 ....INT 177  
 INTD 2371 ....INT 261  
 INTD 2372 ....INT 262  
 INTD 2373 ....INT 277  
 INTD 2374 ....INT 281  
 INTD 2375 ....INT 283  
 INTD 2376 ....INT 284  
 INTD 2377 ....INT 293  
 INTD 2378 ....INT 294  
 INTD 3370 ....INT 363  
 INTD 3372 ....INT 385  
 INTD 3373 ....INT 395  
 INTD 3374 ....INT 367  
 INTD 3375 ....INT 368  
 INTD 3470 ....INT 365  
 INTD 7271 ....INT 702  
 INTD 7371 ....INT 703

#### INTERNATIONAL

##### BUSINESS AND TRADE

IBTR 2370 ....IBT 275  
 IBTR 2371 ....IBT 276  
 IBTR 2372 ....IBT 270  
 IBTR 2373 ....IBT 271  
 IBTR 2374 ....IBT 272  
 IBTR 2375 ....IBT 273  
 IBTR 2377 ....IBT 277  
 IBTR 2378 ....IBT 278  
 IBTR 2379 ....IBT 279  
 IBTR 2380 ....IBT 280  
 IBTR 2381 ....IBT 281  
 IBTR 7471 ....IBT 704

#### INTERPRETER TRAINING PROGRAM

(See Eastfield Interpreter Training Program)

#### INVASIVE CARDIOVASCULAR TECHNOLOGY

ICVT 1170 ....ICV 130  
 ICVT 1171 ....ICV 132  
 ICVT 1172 ....ICV 134  
 ICVT 1270 ....ICV 101  
 ICVT 1271 ....ICV 136  
 ICVT 1370 ....ICV 110  
 ICVT 1371 ....ICV 112  
 ICVT 1372 ....ICV 120  
 ICVT 1373 ....ICV 122  
 ICVT 1374 ....ICV 124  
 ICVT 2370 ....ICV 210  
 ICVT 2371 ....ICV 220  
 ICVT 2570 ....ICV 212  
 ICVT 2571 ....ICV 222

#### JAPANESE

JAPN 1411 ....JPN 101  
 JAPN 1412 ....JPN 102  
 JAPN 2311 ....JPN 201  
 JAPN 2312 ....JPN 202

#### JOURNALISM

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.

JOUR 1307 ....JN 101  
 (CCN # COMM 1307)  
 JOUR 1335 ....JN 203  
 (CCN # COMM 1335)  
 JOUR 1370 ....JN 106  
 (No CCN #)  
 JOUR 2131 ....JN 104  
 (CCN # COMM 2131)  
 JOUR 2132 ....JN 105  
 (CCN # COMM 2132)  
 JOUR 2311 ....JN 102  
 (CCN # COMM 2311)  
 JOUR 2315 ....JN 103  
 (CCN # COMM 2315)  
 JOUR 2327 ....JN 202  
 (CCN # COMM 2327)  
 JOUR 2370 ....JN 204  
 (No CCN #)

#### LATIN

LATI 1411 ....LAT 101  
 LATI 1412 ....LAT 102  
 LATI 2311 ....LAT 201  
 LATI 2312 ....LAT 202

#### LEGAL ASSISTANT

LEGL 1370 ....LA 131  
 LEGL 1371 ....LA 133  
 LEGL 1372 ....LA 134  
 LEGL 1373 ....LA 135  
 LEGL 1374 ....LA 138  
 LEGL 2370 ....LA 203  
 LEGL 2371 ....LA 225  
 LEGL 2372 ....LA 227  
 LEGL 2373 ....LA 230  
 LEGL 2374 ....LA 231  
 LEGL 2375 ....LA 232  
 LEGL 2376 ....LA 234  
 LEGL 2377 ....LA 238  
 LEGL 2378 ....LA 240  
 LEGL 2379 ....LA 248  
 LEGL 2380 ....LA 251  
 LEGL 2381 ....LA 253  
 LEGL 2382 ....LA 255  
 LEGL 7371 ....LA 703

LEGL 7372 ....LA 713  
 LEGL 7471 ....LA 704  
 LEGL 7472 ....LA 714

#### LIBRARY SKILLS

LIBR 1370 ....LS 102

#### MANAGEMENT

MGMT 1370 ....MGT 136  
 MGMT 1371 ....MGT 140  
 MGMT 1372 ....MGT 153  
 MGMT 1373 ....MGT 160  
 MGMT 1374 ....MGT 171  
 MGMT 2170 ....MGT 212  
 MGMT 2370 ....MGT 210  
 MGMT 2371 ....MGT 211  
 MGMT 2372 ....MGT 232  
 MGMT 2373 ....MGT 237  
 MGMT 2374 ....MGT 242  
 MGMT 2375 ....MGT 244  
 MGMT 7371 ....MGT 703  
 MGMT 7372 ....MGT 713  
 MGMT 8381 ....MGT 803  
 MGMT 8382 ....MGT 813

#### MARKETING CAREERS

MRKT 1370 ....MKT 137  
 MRKT 2170 ....MKT 211  
 MRKT 2270 ....MKT 212  
 MRKT 2370 ....MKT 206  
 MRKT 2371 ....MKT 223  
 MRKT 2372 ....MKT 224  
 MRKT 2373 ....MKT 230  
 MRKT 2374 ....MKT 233  
 MRKT 2375 ....MKT 239  
 MRKT 2376 ....MKT 251  
 MRKT 2377 ....MKT 290  
 MRKT 2380 ....MKT 231  
 MRKT 2381 ....MKT 235  
 MRKT 2382 ....MKT 237  
 MRKT 7371 ....MKT 703  
 MRKT 7372 ....MKT 713

#### MATHEMATICS

MATH 1314 ....MTH 101  
 MATH 1316 ....MTH 102  
 MATH 1324 ....MTH 111  
 MATH 1325 ....MTH 112  
 MATH 1332 ....MTH 115  
 MATH 1333 ....MTH 116  
 MATH 1335 ....MTH 117  
 MATH 1342 ....MTH 202  
 MATH 1348 ....MTH 121  
 MATH 1371 ....MTH 130  
 MATH 1372 ....MTH 136  
 MATH 1373 ....MTH 139  
 MATH 1374 ....MTH 195  
 MATH 1375 ....MTH 196  
 MATH 1470 ....MTH 103  
 MATH 2305 ....MTH 215  
 MATH 2312 ....MTH 109  
 MATH 2315 ....MTH 226  
 MATH 2318 ....MTH 221  
 MATH 2320 ....MTH 230  
 MATH 2370 ....MTH 297  
 MATH 2414 ....MTH 225  
 MATH 2513 ....MTH 124

#### MEDICAL LABORATORY TECHNOLOGY

MDLT 1170 ....MLT 130  
 MDLT 1270 ....MLT 134  
 MDLT 1370 ....MLT 136  
 MDLT 1371 ....MLT 137

MDLT 1470 ....MLT 133  
 MDLT 1471 ....MLT 141  
 MDLT 2271 ....MLT 237  
 MDLT 2370 ....MLT 225  
 MDLT 2470 ....MLT 229  
 MDLT 2471 ....MLT 231  
 MDLT 2472 ....MLT 241

#### MEDICAL TRANSCRIPTION

MEDT 1270 ....MTR 135  
 MEDT 1271 ....MTR 137  
 MEDT 1370 ....MTR 133  
 MEDT 1470 ....MTR 131  
 MEDT 1471 ....MTR 141  
 MEDT 1472 ....MTR 145  
 MEDT 7472 ....MTR 714

#### MORTGAGE BANKING

MOBA 1170 ....MB 104  
 MOBA 1370 ....MB 101  
 MOBA 1372 ....MB 102  
 MOBA 1373 ....MB 103  
 MOBA 2370 ....MB 205  
 MOBA 2372 ....MB 206  
 MOBA 2373 ....MB 207  
 MOBA 7471 ....MB 704  
 MOBA 7472 ....MB 714

#### MOTORCYCLE MECHANICS

(See Engine Technology))

#### MUSIC

(Music & Applied Music)

MUSI 1116 ....MUS 161  
 MUSI 1117 ....MUS 162  
 MUSI 1123 ....MUS 170  
 MUSI 1125 ....MUS 184  
 MUSI 1132 ....MUS 174  
 MUSI 1133 ....MUS 171  
 MUSI 1134 ....MUS 172  
 MUSI 1137 ....MUS 103  
 MUSI 1138 ....MUS 173  
 MUSI 1139 ....MUS 175  
 MUSI 1140 ....MUS 176  
 MUSI 1143 ....MUS 155  
 MUSI 1151 ....MUS 177  
 MUSI 1152 ....MUS 156  
 MUSI 1160 ....MUS 105  
 MUSI 1161 ....MUS 108  
 MUSI 1170 ....MUS 147  
 MUSI 1172 ....MUS 148  
 MUSI 1173 ....MUS 191  
 MUSI 1174 ....MUS 198  
 MUSI 1181 ....MUS 117  
 MUSI 1182 ....MUS 118  
 MUSI 1183 ....MUS 151  
 MUSI 1184 ....MUS 152  
 MUSI 1186 ....MUS 203  
 MUSI 1192 ....MUS 119  
 MUSI 1193 ....MUS 120  
 MUSI 1237 ....MUS 160  
 MUSI 1263 ....MUS 115  
 MUSI 1270 ....MUS 180  
 MUSI 1271 ....MUS 189  
 MUSI 1272 ....MUS 190  
 MUSI 1273 ....MUS 197  
 MUSI 1300 ....MUS 113  
 MUSI 1306 ....MUS 104  
 MUSI 1308 ....MUS 110  
 MUSI 1309 ....MUS 111  
 MUSI 1310 ....MUS 166  
 MUSI 1311 ....MUS 145  
 MUSI 1312 ....MUS 146

MUSI 1370 ....MUS 112  
MUSI 1371 ....MUS 114  
MUSI 1372 ....MUS 153  
MUSI 1373 ....MUS 154  
MUSI 1374 ....MUS 192  
MUSI 1375 ....MUS 193  
MUSI 1376 ....MUS 194  
MUSI 1377 ....MUS 196  
MUSI 2116 ....MUS 271  
MUSI 2118 ....MUS 272  
MUSI 2143 ....MUS 150  
MUSI 2160 ....MUS 107  
MUSI 2161 ....MUS 106  
MUSI 2181 ....MUS 217  
MUSI 2182 ....MUS 218  
MUSI 2192 ....MUS 205  
MUSI 2237 ....MUS 181  
MUSI 2270 ....MUS 289  
MUSI 2311 ....MUS 245  
MUSI 2312 ....MUS 246  
MUSI 2370 ....MUS 292  
MUSI 2371 ....MUS 293  
MUSI 2372 ....MUS 296  
MUSI 2373 ....MUS 297  
MUSI 7371 ....MUS 703  
MUSI 7372 ....MUS 713  
MUSI 9175 ....MUS 199

MUAP 1101 ....MUS 124  
MUAP 1105 ....MUS 125  
MUAP 1109 ....MUS 126  
MUAP 1113 ....MUS 127  
MUAP 1115 ....MUS 141  
MUAP 1117 ....MUS 128  
MUAP 1121 ....MUS 129  
MUAP 1125 ....MUS 131  
MUAP 1129 ....MUS 130  
MUAP 1133 ....MUS 132  
MUAP 1137 ....MUS 133  
MUAP 1141 ....MUS 134  
MUAP 1145 ....MUS 135  
MUAP 1149 ....MUS 136  
MUAP 1153 ....MUS 137  
MUAP 1157 ....MUS 138  
MUAP 1158 ....MUS 143  
MUAP 1161 ....MUS 140  
MUAP 1165 ....MUS 122  
MUAP 1169 ....MUS 121  
MUAP 1177 ....MUS 139  
MUAP 1181 ....MUS 123  
MUAP 2201 ....MUS 224  
MUAP 2205 ....MUS 225  
MUAP 2209 ....MUS 226  
MUAP 2213 ....MUS 227  
MUAP 2215 ....MUS 241  
MUAP 2217 ....MUS 228  
MUAP 2221 ....MUS 229  
MUAP 2225 ....MUS 231  
MUAP 2229 ....MUS 230  
MUAP 2233 ....MUS 232  
MUAP 2237 ....MUS 233  
MUAP 2241 ....MUS 234  
MUAP 2245 ....MUS 235  
MUAP 2249 ....MUS 236  
MUAP 2253 ....MUS 237  
MUAP 2257 ....MUS 238  
MUAP 2258 ....MUS 243  
MUAP 2261 ....MUS 240  
MUAP 2265 ....MUS 222  
MUAP 2269 ....MUS 221  
MUAP 2277 ....MUS 239  
MUAP 2281 ....MUS 223  
MUAP 2301 ....MUS 254  
MUAP 2305 ....MUS 255

MUAP 2309 ....MUS 256  
MUAP 2313 ....MUS 257  
MUAP 2317 ....MUS 258  
MUAP 2321 ....MUS 259  
MUAP 2325 ....MUS 261  
MUAP 2329 ....MUS 260  
MUAP 2333 ....MUS 262  
MUAP 2337 ....MUS 263  
MUAP 2341 ....MUS 264  
MUAP 2345 ....MUS 265  
MUAP 2349 ....MUS 266  
MUAP 2353 ....MUS 267  
MUAP 2357 ....MUS 268  
MUAP 2361 ....MUS 270  
MUAP 2365 ....MUS 252  
MUAP 2369 ....MUS 251  
MUAP 2377 ....MUS 269  
MUAP 2381 ....MUS 253

#### NURSING

NURS 1370 ....NUR 101  
NURS 1371 ....NUR 102  
NURS 1570 ....NUR 147  
NURS 1870 ....NUR 144  
NURS 1970 ....NUR 146  
NURS 2170 ....NUR 259  
NURS 2370 ....NUR 201  
NURS 2371 ....NUR 202  
NURS 2372 ....NUR 203  
NURS 2373 ....NUR 204  
NURS 2374 ....NUR 245  
NURS 2970 ....NUR 250  
NURS 2971 ....NUR 258

#### NUTRITION

This course carries a DCCCD prefix. The Texas Common Course Number is listed in parentheses.  
NUTR 1322 ....NTR 101  
(CCN # HECO 1322)

#### OFFICE TECHNOLOGY

OFCT 1170 ....OFC 143  
OFCT 1171 ....OFC 176  
OFCT 1172 ....OFC 182  
OFCT 1173 ....OFC 183  
OFCT 1174 ....OFC 185  
OFCT 1175 ....OFC 192  
OFCT 1270 ....OFC 144  
OFCT 1271 ....OFC 179  
OFCT 1370 ....OFC 145  
OFCT 1371 ....OFC 150  
OFCT 1372 ....OFC 160  
OFCT 1373 ....OFC 162  
OFCT 1374 ....OFC 167  
OFCT 1375 ....OFC 172  
OFCT 1376 ....OFC 173  
OFCT 1377 ....OFC 101  
OFCT 1378 ....OFC 102  
OFCT 1379 ....OFC 105  
OFCT 1380 ....OFC 112  
OFCT 1474 ....OFC 190  
OFCT 2170 ....OFC 282  
OFCT 2171 ....OFC 283  
OFCT 2172 ....OFC 284  
OFCT 2173 ....OFC 285  
OFCT 2270 ....OFC 273  
OFCT 2370 ....OFC 231  
OFCT 2371 ....OFC 274  
OFCT 2372 ....OFC 205  
OFCT 2373 ....OFC 212  
OFCT 2374 ....OFC 222  
OFCT 7371 ....OFC 703

OFCT 7372 ....OFC 713  
OFCT 7471 ....OFC 704  
OFCT 7472 ....OFC 714  
OFCT 8381 ....OFC 803  
OFCT 8481 ....OFC 804

#### OUTBOARD MARINE ENGINE MECHANICS (See Engine Technology)

#### PATTERN DESIGN

PDDD 1370 ....PDD 151  
PDDD 1371 ....PDD 152  
PDDD 1372 ....PDD 153  
PDDD 2370 ....PDD 254  
PDDD 2371 ....PDD 255  
PDDD 2372 ....PDD 256  
PDDD 2374 ....PDD 257  
PDDD 7271 ....PDD 702  
PDDD 7371 ....PDD 703  
PDDD 7471 ....PDD 704

#### PHILOSOPHY

PHIL 1301 ....PHI 101  
PHIL 1370 ....PHI 103  
PHIL 2303 ....PHI 105  
PHIL 2307 ....PHI 202  
PHIL 2306 ....PHI 203  
PHIL 2316 ....PHI 207  
PHIL 2317 ....PHI 208

#### PHOTOGRAPHY

These courses carry a DCCCD prefix. The Texas Common Course Number is listed in parentheses.  
PHOT 1316 ....PHO 110  
(CCN # COMM 1316)  
PHOT 1317 ....PHO 111  
(CCN # COMM 1317)  
PHOT 1370 ....PHO 115  
(No CCN #)  
PHOT 2324 ....PHO 212  
(CCN # COMM 2324)  
PHOT 2325 ....PHO 124  
(CCN # COMM 2325)  
PHOT 2326 ....PHO 125  
(CCN # COMM 2326)  
PHOT 2356 ....PHO 122  
(CCN # ARTS 2356)  
PHOT 2357 ....PHO 123  
(CCN # ARTS 2357)  
PHOT 2370 ....PHO 207  
(No CCN #)  
PHOT 2371 ....PHO 213  
(No CCN #)  
PHOT 2375 ....PHO 215  
(No CCN #)

#### PHYSICAL EDUCATION

All PHED courses carry Texas Common Course Numbers; however, only those that are underlined exactly match Texas Common Course Numbers. The other course numbers are assigned Texas Common Course Numbers within a general range of numbers identified by the Texas Common Course Numbering Consortium.  
PHED 1100 ....PEH 100

PHED 1101 ....PEH 103  
PHED 1102 ....PEH 104  
PHED 1103 ....PEH 105  
PHED 1104 ....PEH 112  
PHED 1105 ....PEH 113  
PHED 1106 ....PEH 114  
PHED 1107 ....PEH 116  
PHED 1108 ....PEH 117  
PHED 1109 ....PEH 118  
PHED 1110 ....PEH 119  
PHED 1111 ....PEH 120  
PHED 1112 ....PEH 121  
PHED 1113 ....PEH 122  
PHED 1114 ....PEH 123  
PHED 1115 ....PEH 124  
PHED 1116 ....PEH 125  
PHED 1117 ....PEH 127  
PHED 1118 ....PEH 129  
PHED 1119 ....PEH 131  
PHED 1120 ....PEH 132  
PHED 1121 ....PEH 133  
PHED 1122 ....PEH 134  
PHED 1123 ....PEH 135  
PHED 1124 ....PEH 137  
PHED 1125 ....PEH 143  
PHED 1126 ....PEH 145  
PHED 1127 ....PEH 146  
PHED 1128 ....PEH 149  
PHED 1129 ....PEH 150  
PHED 1130 ....PEH 200  
PHED 1131 ....PEH 204  
PHED 1132 ....PEH 212  
PHED 1133 ....PEH 213  
PHED 1134 ....PEH 215  
PHED 1135 ....PEH 217  
PHED 1136 ....PEH 218  
PHED 1137 ....PEH 219  
PHED 1139 ....PEH 222  
PHED 1140 ....PEH 223  
PHED 1141 ....PEH 231  
PHED 1142 ....PEH 232  
PHED 1143 ....PEH 233  
PHED 1144 ....PEH 235  
PHED 1145 ....PEH 237  
PHED 1146 ....PEH 239  
PHED 1147 ....PEH 240  
PHED 1148 ....PEH 241  
PHED 1149 ....PEH 245  
PHED 1150 ....PEH 220  
PHED 1164 ....PEH 115  
PHED 1270 ....PEH 142  
PHED 1301 ....PEH 144  
PHED 1304 ....PEH 101  
PHED 1306 ....PEH 257  
PHED 1308 ....PEH 147  
PHED 1309 ....PEH 148  
PHED 1321 ....PEH 236  
PHED 1336 ....PEH 109  
PHED 1337 ....PEH 110  
PHED 2155 ....PEH 226  
PHED 2255 ....PEH 234  
PHED 2270 ....PEH 225  
PHED 2271 ....PEH 228

#### PHYSICAL FITNESS TECHNOLOGY

PFIT 1181 ....PFT 181  
PFIT 1191 ....PFT 191  
PFIT 1370 ....PFT 101  
PFIT 1371 ....PFT 130  
PFIT 1470 ....PFT 120  
PFIT 1471 ....PFT 140  
PFIT 2170 ....PFT 281  
PFIT 2171 ....PFT 290

PFIT	2172	....PFT	291
PFIT	2370	....PFT	200
PFIT	2371	....PFT	212
PFIT	2372	....PFT	230
PFIT	2373	....PFT	240
PFIT	2374	....PFT	250
PFIT	2375	....PFT	283
PFIT	2470	....PFT	220
PFIT	7371	....PFT	703
PFIT	7372	....PFT	713
PFIT	7471	....PFT	704
PFIT	7472	....PFT	714
PFIT	8381	....PFT	803
PFIT	8481	....PFT	804

#### PHYSICAL SCIENCE (See Physics)

#### PHYSICS

<u>PHYS 1111</u>	....AST	103
<u>PHYS 1112</u>	....AST	104
<u>PHYS 1311</u>	....AST	101
<u>PHYS 1312</u>	....AST	102
<u>PHYS 1401</u>	....PHY	111
<u>PHYS 1402</u>	....PHY	112
<u>PHYS 1405</u>	....PHY	117
<u>PHYS 1407</u>	....PHY	118
<u>PHYS 1411</u>	....AST	111
<u>PHYS 1412</u>	....AST	112
<u>PHYS 1415</u>	....PSC	118
<u>PHYS 1417</u>	....PSC	119
<u>PHYS 1470</u>	....PHY	131
<u>PHYS 1471</u>	....PHY	132
<u>PHYS 2425</u>	....PHY	201
<u>PHYS 2426</u>	....PHY	202

#### POSTAL SERVICE

POST	1375	....PSA	110
POST	1376	....PSA	120
POST	1377	....PSA	122
POST	2375	....PSA	216

#### PSYCHOLOGY

PSYC	1370	....PSY	131
PSYC	2301	....PSY	101
PSYC	2302	....PSY	202
PSYC	2306	....PSY	103
PSYC	2314	....PSY	201
PSYC	2316	....PSY	205
PSYC	2319	....PSY	207

#### RADIO, FILM AND TELEVISION

(Video Technology)

RFTV	1370	....VFT	101
RFTV	1371	....VFT	103
RFTV	1372	....VFT	115
RFTV	1470	....VFT	106
RFTV	1471	....VFT	110
RFTV	1472	....VFT	112
RFTV	2370	....VFT	205
RFTV	2371	....VFT	214
RFTV	2372	....VFT	215
RFTV	2373	....VFT	218
RFTV	2374	....VFT	220
RFTV	2375	....VFT	226
RFTV	2376	....VFT	232
RFTV	2470	....VFT	203
RFTV	2471	....VFT	210
RFTV	2472	....VFT	213
RFTV	7371	....VFT	703
RFTV	7372	....VFT	713
RFTV	7471	....VFT	704
RFTV	7472	....VFT	714

#### RADIO & TELEVISION (See Communications)

#### RADIOGRAPHY TECHNOLOGY

RADS	1270	....RAD	114
RADS	1271	....RAD	118
RADS	1272	....RAD	119
RADS	1370	....RAD	112
RADS	2170	....RAD	247
RADS	2270	....RAD	209
RADS	2271	....RAD	251
RADS	2370	....RAD	236
RADS	2371	....RAD	237
RADS	2470	....RAD	227
RADS	2471	....RAD	248
RADS	2670	....RAD	244

#### RADIOLOGIC SCIENCES

RADS	1273	....RAD	110
RADS	1371	....RAD	106
RADS	1373	....RAD	122

#### READING

READ	1370	....RD	101
READ	1371	....RD	102

#### REAL ESTATE

REAL	1370	....RE	130
REAL	1371	....RE	131
REAL	1372	....RE	133
REAL	1373	....RE	134
REAL	1374	....RE	135
REAL	1375	....RE	136
REAL	1376	....RE	138
REAL	1378	....RE	110
REAL	1379	....RE	111
REAL	2170	....RE	240
REAL	2370	....RE	230
REAL	2371	....RE	233
REAL	2372	....RE	235
REAL	2373	....RE	237
REAL	2374	....RE	241
REAL	7471	....RE	704
REAL	7472	....RE	714

#### RELIGION

These courses carry a  
DCCCD prefix. The Texas  
Common Course Number is  
listed in parentheses.

RELI	1304	....REL	201
(CCN # PHIL 1304)			
RELI	1370	....REL	101
(No CCN #)			
RELI	1371	....REL	102
(No CCN #)			
RELI	1372	....REL	105
(No CCN #)			

#### RESPIRATORY CARE

RESP	1370	....RES	159
RESP	1470	....RES	155
RESP	1471	....RES	172
RESP	1670	....RES	171
RESP	1671	....RES	176
RESP	2170	....RES	286
RESP	2270	....RES	173
RESP	2370	....RES	275
RESP	2371	....RES	285
RESP	2470	....RES	283
RESP	2670	....RES	284

#### SMALL ENGINE MECHANICS (See Engine Technology)

#### SOCIAL WORK

(Social Work Associate  
Training)

SWAT	1370	....SW	101
SWAT	1371	....SW	105
SWAT	1372	....SW	107
SWAT	1373	....SW	111
SWAT	1374	....SW	115
SWAT	2370	....SW	201
SWAT	2371	....SW	205
SWAT	2372	....SW	209
SWAT	2373	....SW	213
SWAT	2374	....SW	217
SWAT	2375	....SW	219
SWAT	2376	....SW	228
SWAT	2377	....SW	229
SWAT	2378	....SW	232
SWAT	2470	....SW	226
SWAT	7371	....SW	703
SWAT	7372	....SW	713
SWAT	7471	....SW	704

#### SOCIOLOGY

<u>SOCI 1301</u>	....SOC	101
<u>SOCI 1306</u>	....SOC	102
<u>SOCI 2301</u>	....SOC	203
<u>SOCI 2306</u>	....SOC	103
<u>SOCI 2319</u>	....SOC	204
<u>SOCI 2320</u>	....SOC	210
<u>SOCI 2326</u>	....SOC	207
SOCI 2370	....SOC	209
SOCI 2371	....SOC	231
<u>SOCW 2361</u>	....SOC	206

#### SPANISH

<u>SPAN 1411</u>	....SPA	101
<u>SPAN 1412</u>	....SPA	102
<u>SPAN 2306</u>	....SPA	207
<u>SPAN 2311</u>	....SPA	201
<u>SPAN 2312</u>	....SPA	202
<u>SPAN 2321</u>	....SPA	203
<u>SPAN 2322</u>	....SPA	204
SPAN 2370	....SPA	208
SPAN 2371	....SPA	211
SPAN 2372	....SPA	212

#### SPEECH COMMUNICATION

<u>SPCH 1144</u>	....SC	100
<u>SPCH 1145</u>	....SC	110
<u>SPCH 1311</u>	....SC	101
<u>SPCH 1315</u>	....SC	105
<u>SPCH 1318</u>	....SC	203
<u>SPCH 1321</u>	....SC	209
<u>SPCH 1342</u>	....SC	109
<u>SPCH 2144</u>	....SC	201
<u>SPCH 2335</u>	....SC	205
<u>SPCH 2341</u>	....SC	206
<u>SPCH 2370</u>	....SC	208

#### SUBSTANCE ABUSE

(Substance Abuse Counselor  
Training)

SCAT	1370	....SA	109
SCAT	1371	....SA	113
SCAT	2370	....SA	203
SCAT	2371	....SA	207
SCAT	2372	....SA	211
SCAT	2373	....SA	215
SCAT	7472	....SA	714

#### SURGICAL TECHNOLOGY

SGTC	1070	....SGT	163
SGTC	1170	....SGT	159
SGTC	1270	....SGT	145
SGTC	1271	....SGT	146
SGTC	1670	....SGT	158
SGTC	1671	....SGT	161
SGTC	1672	....SGT	162
SGTC	1870	....SGT	147

#### THEATRE

(See Drama & Dance)

#### TRAVEL AND TOURISM MANAGEMENT

TRAV	1170	....TRA	103
TRAV	1171	....TRA	113
TRAV	1270	....TRA	106
TRAV	1271	....TRA	108
TRAV	1272	....TRA	114
TRAV	1370	....TRA	101
TRAV	1371	....TRA	105
TRAV	1372	....TRA	107
TRAV	1373	....TRA	109
TRAV	1374	....TRA	115
TRAV	1375	....TRA	123
TRAV	2272	....TRA	216
TRAV	2370	....TRA	202
TRAV	2371	....TRA	210
TRAV	2373	....TRA	221
TRAV	2374	....TRA	222
TRAV	2375	....TRA	231
TRAV	2376	....TRA	232
TRAV	7371	....TRA	240

#### VETERINARY TECHNOLOGY

VETT	1170	....VT	113
VETT	1171	....VT	120
VETT	1172	....VT	134
VETT	1270	....VT	122
VETT	1370	....VT	132
VETT	1371	....VT	136
VETT	1470	....VT	114
VETT	1471	....VT	115
VETT	1472	....VT	121
VETT	1473	....VT	131
VETT	1570	....VT	135
VETT	2170	....VT	214
VETT	2171	....VT	220
VETT	2370	....VT	215
VETT	2371	....VT	221
VETT	2372	....VT	223
VETT	2373	....VT	217
VETT	2374	....VT	226
VETT	2470	....VT	211
VETT	2471	....VT	212
VETT	2472	....VT	222
VETT	2570	....VT	213
VETT	7371	....VT	703
VETT	7471	....VT	704

#### VIDEO TECHNOLOGY (See Radio, Film & Television)

#### VISUAL COMMUNICATIONS

VCOM	1170	....VC	199
VCOM	1371	....VC	101
VCOM	1372	....VC	111
VCOM	1373	....VC	115
VCOM	1374	....VC	122
VCOM	1375	....VC	123
VCOM	1376	....VC	126
VCOM	1377	....VC	127

VCOM	2270	....VC	299
VCOM	2371	....VC	200
VCOM	2372	....VC	210
VCOM	2373	....VC	206
VCOM	2374	....VC	216
VCOM	2375	....VC	219
VCOM	2376	....VC	208
VCOM	2377	....VC	220
VCOM	2378	....VC	207
VCOM	2379	....VC	217
VCOM	2471	....VC	295
VCOM	2472	....VC	296
VCOM	7371	....VC	703
VCOM	7372	....VC	713
VCOM	7471	....VC	704
VCOM	7472	....VC	714

#### **VOCATIONAL NURSING**

VNUR	1070	...VN	160
VNUR	1270	...VN	151
VNUR	1370	...VN	144
VNUR	1470	...VN	158
VNUR	1870	...VN	153
VNUR	1970	...VN	159

#### **WELDING**

WELD	1270	....WE	111
WELD	1271	....WE	112
WELD	1272	....WE	113
WELD	1273	....WE	114
WELD	1370	....WE	101
WELD	1371	....WE	117
WELD	1470	....WE	115
WELD	1471	....WE	116
WELD	1472	....WE	118
WELD	2170	....WE	221
WELD	2270	....WE	211
WELD	2271	....WE	212
WELD	2272	....WE	214
WELD	2273	....WE	215
WELD	2274	....WE	222
WELD	2370	....WE	217
WELD	2371	....WE	218
WELD	2372	....WE	219
WELD	2373	....WE	223
WELD	2470	....WE	213
WELD	2471	....WE	216
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WELD	7472	....WE	714

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# Dallas County Community College District Application for Admission

Complete all items. **PLEASE PRINT!**

Please check the college to which you are applying: Brookhaven ☐ Cedar Valley ☐ Eastfield ☐ El Centro ☐ Mountain View ☐ North Lake ☐ Richland ☐

1. SOCIAL SECURITY NUMBER    -   -

2. **NAME:** Give full legal name. Do not use initials unless initials constitute your legal name.

\* ☐ MALE

\* ☐ FEMALE

Last First Middle

Give name, if different from above, that will appear on transcripts from other institutions. \_\_\_\_\_

3. ADDRESS: \_\_\_\_\_

Number & Street Apt. No. City State Zip County

4. TELEPHONE: (Home) \_\_\_\_\_ (Business) \_\_\_\_\_

Area Code & Number Area Code & Number

5. BIRTHDATE \_\_\_\_\_

Month Day Year

6. \*ETHNIC BACKGROUND

☐ White - Non-Hispanic

☐ Hispanic

☐ American Indian or Alaskan Native

☐ Black - Non-Hispanic

☐ Asian or Pacific Islander

☐ Non-Resident Alien/Foreign National

\*Your response will be voluntary, will not be used in a discriminatory fashion, and will be used for affirmative action purposes only.

7. LAST HIGH SCHOOL ATTENDED \_\_\_\_\_

School Name City & State

8. DID YOU (or will you) GRADUATE FROM HIGH SCHOOL? Yes ☐ (Year of Graduation \_\_\_\_\_) ☐ No ☐ GED ☐ Did not graduate, but finished 4 yrs. of high school

9. LIST ALL COLLEGES ATTENDED, INCLUDING THE COLLEGES OF THE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT: (List more recent first)

Name & Location (City & State)	Dates Attended	Hrs./Credits Attempted	Hrs./Credits Earned	Degree Earned, if any

**OFFICIAL TRANSCRIPTS FOR ALL PREVIOUS COLLEGE WORK (except DCCCD Colleges) MUST BE SUBMITTED WITH THE APPLICATION .)**

10. ARE YOU CURRENTLY ON SUSPENSION AT ANOTHER COLLEGE FOR EITHER ACADEMIC OR DISCIPLINARY REASONS? ☐ No ☐ Yes

If yes, Name of School \_\_\_\_\_

11. ARE YOU A CITIZEN OF THE UNITED STATES? ☐ Yes, native born ☐ Yes, naturalized: If "naturalized," how long have you lived in the U.S.? \_\_\_\_\_ ☐ No

If "No," do you have "permanent resident" status? ☐ Yes ☐ No

If "Yes," date permanent resident card issued \_\_\_\_\_ Number \_\_\_\_\_ (Permanent Resident card must be viewed by Admissions Personnel.)

Is English your first language? ☐ Yes ☐ No If "No," what is your first language? \_\_\_\_\_

If you are a citizen of another country, please complete the following: \_\_\_\_\_

Country of Citizenship

Type of Visa

Registration Number

12. RESIDENCY INFORMATION: (You may claim Texas residency only if you have resided in Texas for the 12 months prior to your enrolling in a state supported college/university.)

Do you live in Dallas County? ☐ Yes ☐ No Are you claiming Texas residency for tuition purposes? ☐ Yes ☐ No (if no, go to question 13)

Upon whom are you basing your claim for residency? ☐ Self **COMPLETE PART I ON THE BACK OF THIS APPLICATION**

☐ Parent OR ☐ Legal Guardian (if legal guardian, guardianship papers must be provided) **COMPLETE PART II ON THE BACK OF THIS APPLICATION**

☐ Active duty military based in Texas OR ☐ Dependent of active service member based in Texas **COMPLETE PART III ON THE BACK OF THIS APPLICATION**

13. SEMESTER YOU PLAN TO BEGIN AT A DCCCD COLLEGE: ☐ Fall ☐ Spring ☐ 1st Summer ☐ 2nd Summer ☐ Check here if you plan to attend **only** in the summer

14. PERSON TO BE NOTIFIED IN THE EVENT OF SERIOUS ILLNESS OR ACCIDENT: Name: \_\_\_\_\_ Telephone Number: \_\_\_\_\_

**READ , COMPLETE AND SIGN THE REVERSE SIDE**

## DOCUMENTATION & OATH REQUIREMENT

As a state supported college we are required to collect documentary evidence of your Texas residency immediately prior to your enrollment. The Admissions/Registrar's Office reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with state residency requirements.

### DOCUMENTS SUBMITTED TO MEET ADMISSIONS REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND WILL NOT BE RETURNED.

#### PART I

**If claim for residency is based upon self, please answer the following questions:**

How long have you resided in Texas? \_\_\_\_ Year(s) \_\_\_\_ Month(s)

Previous State or Country of residence \_\_\_\_\_

If you came here within the past 5 years, why did you move to Texas? \_\_\_\_ Education \_\_\_\_ Employment

\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Driver's License Number \_\_\_\_\_ State issued \_\_\_\_\_ Exp. Date \_\_\_\_\_

Address on Driver's License: \_\_\_\_\_

Is this a new or renewed license? \_\_\_\_ New \_\_\_\_ Renewed

Have you been employed in Texas for the last 12 months? \_\_\_\_ Yes \_\_\_\_ No

Employer's name: \_\_\_\_\_

Employer's address: \_\_\_\_\_

Employer's phone number: (\_\_\_\_) \_\_\_\_\_

Period of Employment: \_\_\_\_\_ to \_\_\_\_\_ Type of Employment : \_\_\_\_ Part-time \_\_\_\_ Full-time

#### PART II

**If claim for residency is based upon parent or legal guardian, please answer the following questions:**

Name of the person upon whom claim is based: \_\_\_\_\_ (parent or guardian)

How long has this person resided in Texas? \_\_\_\_ Year(s) \_\_\_\_ Month(s)

Previous state or country of residence: \_\_\_\_\_

If this person came here within the past 5 years, why did this person move to Texas? \_\_\_\_ Education \_\_\_\_ Employment

\_\_\_\_ Other (Please Specify) \_\_\_\_\_

Is this person a U.S. Citizen? \_\_\_\_ Yes \_\_\_\_ No

Has parent or legal guardian claimed you as a dependent for U.S. federal income tax purposes for the tax year preceding your registration? \_\_\_\_ Yes \_\_\_\_ No

Will this person claim you for the current tax year? \_\_\_\_ Yes \_\_\_\_ No

#### PART III

**If claim for residency is based upon active duty military assignment in Texas (of you or your parent/legal guardian), please answer the following questions:**

Person on active duty: \_\_\_\_ Self \_\_\_\_ Spouse \_\_\_\_ Parent/Legal Guardian

Home Of Record (State of legal residence): \_\_\_\_\_ Has proof of military assignment in Texas been provided to the College's office of Admissions/Registrar? \_\_\_\_ Yes \_\_\_\_ No\*

\*Proof of military assignment in Texas must be provided upon each subsequent enrollment into the college.

#### OATH OF RESIDENCY

I understand that information submitted herein will be relied upon by the College officials to determine my status for admissions and residency eligibility. I authorize the College to verify the information provided. I agree to notify the proper officials of the College of any changes in the information provided. I certify that the information on this application is complete and correct and understand that the submission of false information is grounds for rejection of my application, withdrawal of any offer of acceptance, cancellation of enrollment, or appropriate disciplinary action.

Signature \_\_\_\_\_ Date \_\_\_\_\_



Richland College  
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