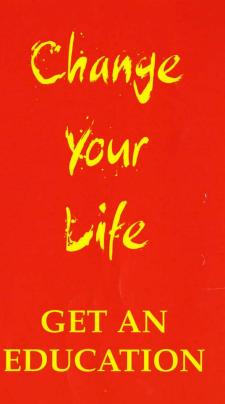
# 1997-98 Richland College Catalog

Dallas County Community College District











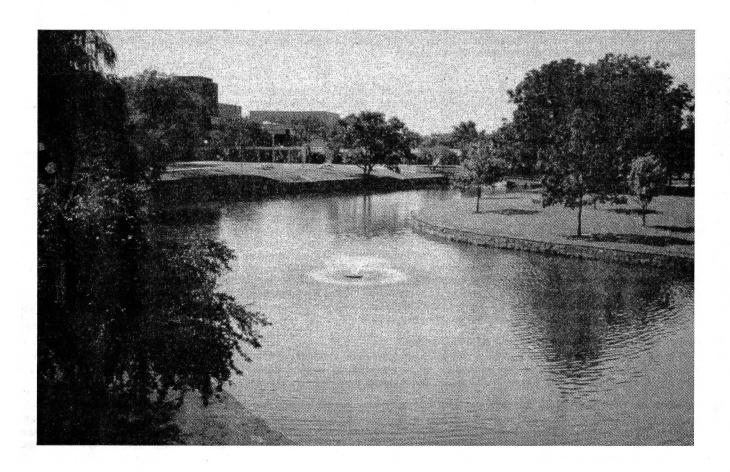




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# 1997-98 Richland College Catalog

**Dallas County Community College District** 



Richland College 12800 Abrams Road Dallas, Texas 75243 Call for information: Admissions, 972-238-6100 Counseling, 972-238-6106

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

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

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

# TEXAS ACADEMIC SKILLS PROGRAM AND THE 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 County Community Colleges - Brookhaven, Cedar Valley, Eastfield, El Centro, Mountain View, North Lake and Richland.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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



### **Academic Calendar for 1997-98**

#### **Summer Sessions, 1997**

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

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

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

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

#### Fall Semester, 1997

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

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

the Holidays

College Buildings and Offices Closed for

#### Winter Term, 1997/1998

December 25 (R)

Contact Colleges for availability and schedules.

#### Spring Semester, 1998

January 2 (F)

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

College Buildings and Offices Reopen

Daridary Z (1)	Conege Banarigo and Cineco neopen
January 5 (M)	Faculty Reports
January 12 (M)	Classes Begin (M-R Classes)
January 16 (F)	Friday Only Classes Begin
January 17 (S)	Saturday Only Classes Begin
January 19 (M)	Martin Luther King, Jr. Holiday
January 26 (M)	12th Class Day
February 26 (R)	District Conference Day, Faculty & Admin.
February 27 (F)	Faculty Professional Development (TCCTA)
February 27 (F)	Friday Only Classes Meet
February 28 (S)	Saturday Only Classes Meet
February 28 (S)	TASP Test Administered
March 16 (M)	Spring Break Begins
March 19 (R)	District Conference Day, P.S.S.A.
March 20 (F)	Spring Holiday for All Employees
March 23 (M)	Classes Resume
April 9 (R)	Last Day to Withdraw with a grade of "W"
April 10 (F)	Holidays Begin
April 13 (M)	Classes Resume
April 18 (S)	TASP Test Administered
May 1 (F)	Final Exams for Friday Only Classes
May 2 (S)	Final Exams for Saturday Only Classes
May 4-7 (M-R)	Final Exams for M-R Classes
May 7 (R)	Semester Closes
May 7 (R)	Graduation
May 11 (M)	Grades due in Registrar's office by 10 a.m.
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#### May Term, 1998

Contact Colleges for availability and schedules.

#### **Summer Sessions, 1998**

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

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

May 25 (M)	Memoriai Day Holiday
June 1 (M)	Classes Begin
June 4 (R)	4th Class Day
June 20 (S)	TASP Test Administered
June 23 (T)	Last Day to Withdraw with "W"
July 2 (R)	Final Exams
July 2 (R)	Semester Closes
July 3 (F)	Fourth of July Holiday
July 6 (M)	Grades due in Registrar's Office by 10 a.m.
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#### Second Summer Session: (Based on 4 day class week)

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

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

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#### 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 12,000 college credit students and 8,000 non-credit continuing education students each semester.

A comprehensive curriculum with a variety of flexible formats is offered at Richland including academic transfer programs, career programs and non-credit continuing education courses. In addition, the college offers:

- Fast-track degree program
- 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
- Disability Services

#### 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 center.

#### 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 (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award the Associate of Arts and Sciences degree and the Associate of Applied Science degree.

#### STUDENT SERVICES

Enrollment Planning Advisement Registrar's Office Accounting Services Adult Resource Center Career Information & Placement Center Cashier Services College Police	972-238-6106 972-238-6051 972-238-6277 972-238-6331 972-238-6921 972-238-6206 972-238-6911	English as a Second Language	. 972-238-6188 . 972-238-6301 . 972-238-6135 . 972-238-6161 . 972-238-6301 . 972-238-6943 . 972-238-6322
Center for Independent Study	972-332-0794	Library (LRC)	. 972-238-6900 . 972-238-6130
(Voice/TTY) Emeritus Program	972-238-6393	Testing/TASP Information	
INSTRUCTIONAL DIVISIONS			

Business and Professions	Mike Ross	972-238-6210
Communications	Ivan Martinez	972-238-6220
Human and Academic Development	Mary Darin	972-238-6230
Humanities	George Massingale	972-238-6250
Math/Science/Behavioral Sciences	Ray Canham	972-238-6248
Physical Education	Bill White	972-238-6260
World Languages		. 972-238-6900
Adjunct Faculty Office	Tom McLaughlin	972-238-6140
Continuing Education	Susan Muha	972-238-6361
Skills Training Center	Mehrdad Haroutunian	. 972-669-0901
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#### RICHLAND COLLEGE ADMINISTRATION

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Vice President of Academic & Student Development	Jackie Claunch	972-238-6193
Vice President of Student & Institutional Effectiveness	Tony E. Summers	972-238-6202
Vice President of Economic Development	Susan Muha	972-238-6195
Dean of Educational and Administrative Technology	John Miller	972-238-6381
Dean of Financial Affairs	Ron Clark	972-238-6277
Dean of Student Support Services	Tom McLaughlin	972-238-6140
Dean of Resource Development	David Canine	972-238-6919
Dean of Technical Education	Sharon L. Blackman	972-238-6190
Director of Public Information, Technological Communication	Valenda Archer	972-238-6194

## **Richland College**

#### **Dallas County Community College District**



Stephen K. Mittelstet President



**Jackie Claunch** Vice President Academic & Student Development



**Tony Summers** Vice President Student & Institutional Effectiveness



Susan Muha Vice President **Economic** Development

#### **Faculty and Administrators**

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Jones, Sherry L	Noel, Trevor Program Director/Continuing Education
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#### 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.
- For the employed person wishing to improve job skills or to move into a new job, the colleges offer credit and non-credit adult educational courses.
- 4. For the person who simply wants to make life a little more interesting, the colleges offer continuing education programs on cultural, civic and other topics.

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

#### **District Responsibilities**

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

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

#### League for Innovation

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

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

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

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

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

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

#### **Student Consumer Information Services**

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

#### Standard Of Conduct

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

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

#### **Accreditation**

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

# II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

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

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

Common Learning: "General Education" as defined by the DCCD. Common Learning courses contain learning experiences which provide knowledge and skills necessary for living well and functioning competently in rapidly-changing local, state, national and world communities. Concurrent enrollment: (a) Enrollment by the same student in two different DCCCD colleges at the same time; (b) Enrollment by a high school student in one of the DCCCD colleges while still enrolled in high school; (c) Enrollment by a student in two courses in the same semester; (d) Enrollment in both a DCCCD institution and another college at the same time (e) Enrollment in both credit and Continuing Education courses at the same time.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

curriculum and provide basic goals for all Common Learning courses.

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

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

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

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

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

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

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

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

#### III. ADMISSIONS AND REGISTRATION

#### **General Admissions Policy**

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

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

#### **Admission Requirements**

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

It is recommended, although not required, that all

prospective students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis. Health-related programs may require specific immunizations prior to admission. Information is provided at orientation sessions for health-related programs.

#### **Beginning Freshmen**

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

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

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

- (2) Present a notarized record of the high school equivalent work completed and the date of successful completion; and
- (3) Agree to limitations on conditions of admission established by the college.

#### Students Enrolled in High School

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

a. Students who have completed their junior year in an accredited high school may be admitted upon the written recommendation of the high school principal and must present scores on ACT/SAT or the college assess-

ment program with results indicating the ability to complete college-level work. Such students may take no more than two courses each semester.

- b. Students who have not completed their junior year at an accredited high school may be admitted meeting <u>all</u> the following conditions:
- (1) The written recommendation of the high school principal;

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

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

- (3) Approval of the Vice President of Instruction or designate. Such students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
- c. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and who have completed the equivalent of the junior year (16 units) in high school may be admitted by meeting <u>all</u> the following conditions.
- Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- (2) Presentation of scores on the ACT/SAT or college assessment program with results indicating the ability to do college-level work;
- (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester. However, students meeting specific conditions may be permitted to enroll for three courses.
- d. Students who are enrolled in non-accredited high schools or schooled in a non-traditional setting (i.e., home-schooled) and have not completed the equivalent



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

- (1) Provide a notarized record of the school subjects completed (consistent with the Texas Education Agency minimum requirements);
- (2) Presentation of scores on the ACT/SAT/or college's assessment program with results indicating the ability to do college-level work;
- (3) Agree to limitations on conditions of admission. Students may take no more than two courses each semester; and
- (4) Approval of the Vice President of Instruction or designate.
- e. High school students may enroll in remedial courses only if a contract for such services exists between the colleges and the school.

#### **Transfer Students**

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

- a. Present a complete transcript bearing impression of seal and signature of college/university official of each institution attended. Transcripts, which must be received no later than the third week of the semester in which the student first enrolls, should include the previous admission record and evidence of honorable dismissal. Students not submitting transcripts prior to enrollment may be excluded from taking certain courses having prerequisites. Transcripts received become the permanent property of the college. Recipients of baccalaureate and/or graduate degrees from accredited colleges and universities may submit a copy of a college/university diploma in lieu of transcripts. A student transferring from another collegiate institution is not at liberty to disregard his/her collegiate record by applying as a beginning student. The college reserves the right to review academic credentials and/or transcripts from other higher education institutions for purposes of evaluating the acceptability of credits. An applicant who fails to report all accredited college/ university course work will be subject to disciplinary action (including expulsion) and possible loss of credit for subsequent course work taken at the college.
- b. Meet the minimum academic standards of the college. If an applicant on enforced scholastic withdrawal or suspension from another institution meets the minimum academic standards of the college, the applicant may petition for admission to the Admissions Committee of the college. Admission may be provisional and enrollment may be limited as to credit hours and course work.
  - c. Meet all TASP requirements as shown below.
- (1) Transfers from other Texas public college/ universities and who are not TASP exempt must present TASP scores if they have accumulated 9 or more collegelevel hours if they wish to enroll in any college-level coursework;

- (2) Transfers from any college/university who are not TASP exempt, and who have accumulated less than 9 college-level credit hours, must take TASP in the semester which they accumulate their 9th college-level credit hour; and
- (3) Transfers from private and/or out-of-state colleges/universities who are not TASP exempt, and who have accumulated more than 9 college-level hours, must take TASP during their initial semester of enrollment.

#### **Former Students**

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

#### **Academic Forgiveness Policy**

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

#### **Non-Credit Students**

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

#### **International Students**

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

- 1. Contact the institution to request international student admission information;
- 2. Provide official TOEFL (Test of English as a Foreign Language) scores of 525 or higher to meet the English proficiency requirement and be considered for academic credit.

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

- a. A graduate of accredited U.S. college or university;
- b. A native speaker of English from a country in which English is the primary language of the majority as documented by the Cambridge Encyclopedia of Languages. (See international admissions advisor for list of approved countries.)

- c. An institutional TOEFL score of 525 from the University of North Texas or the University of Texas at Arlington may be substituted for the TOEFL;
- d. Prospective students who document completion of the final level of an Intensive English Language Program which is approved by the DCCCD through an established agreement.

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

- 3. Show documented evidence of sufficient financial support for the academic year;
- 4. Enroll in the DCCCD F-1 International Student Medical Benefits Plan or provide documentation of adequate health insurance coverage approved by the international admissions advisor through a signed waiver form at the time of registration. Insurance benefits must cover the duration of study at the institution.
- 5. Provide written proof of negative tuberculin skin test or chest X-ray, diphtheria/tetanus immunizations taken within the last ten years, measles and rubella vaccines taken since January 1, 1968, and polio immunization if the student is under nineteen years of age;
- Submit official transcripts from each college or university previously attended with a minimum of "C" average:
- 7. Fulfill all admission requirements before the deadline designated by the College for international students and receive approval for admission from international admissions advisor.

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

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

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

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

#### **Evaluation of Foreign Credentials**

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

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

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

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

#### **Application and Admissions Procedures**

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

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

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

- a. An official application, available from any DCCCD college Admissions Office or through the Internet address of www.dcccd.edu.
- b. Test Scores: Students who have ACT or SAT test scores taken within the last five (5) years or TASP test scores are strongly urged to submit those scores to the college.
- c. Official Transcripts: The following MUST be submitted — (1) Students who graduated from high school (and who have no college experience) should submit high school transcripts, which will be utilized for advisement purposes; (2) a college transfer student is required to furnish official transcripts of all college work attempted no later than the third week of the semester in which the student first enrolls. The College accrediting agency requires transcripts, and the College uses them in program advisement. IT IS ABSOLUTELY ESSENTIAL THAT TRANSFER STUDENTS SUBMIT OFFICIAL TRAN-SCRIPTS FROM ALL COLLEGES PREVIOUSLY ATTENDED. If transcripts are not submitted, future enrollment of the student will be blocked and a transcript of work attempted at any DCCCD institution will not be released.

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

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

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

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

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

#### Reciprocal Tuition Agreement

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

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

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

CAMPUS
CVC,EFC,NLC
EFC
ECC
EFC
CVC
000
BHC,EFC
MVC
NLC
•
NLC
ECC
EFC
ECC
ECC
NLC
CVC
CVC
ECC
MVC
CVC EFC
ErC
EFC
RLC
TILO
CVC
MVC

# 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	`	DALLAS	s cour	YTY			OUT-OI	F-DIST	RICT		OL	T-OF-STA	TE OR	COUNT	'RY
Credit Hours	Tuition	Student Serv. Fee	Regis. Fee	Tech. Fee	Total	Tuition	Student Serv. Fee		Tech. Fee	Total	Tuition	Student Serv. Fee	Fee	Tech. Fee	Total
1 1	\$ 54	\$10	\$5	\$10	\$ 79	\$110	\$10	<b>\$</b> 5	\$10	\$135	\$ 200	\$10	\$5	\$10	\$ 225
2	54	10	5	10	79	110	10	5	10	135	200	10	5	10	225
3	54	10	5	10	79	111	10	5	10	136	201	10	5	10	226
4	72	10	5	10	97	148	10	5	10	173	268	10	5	10	293
5	90	10	5	10	115	185	10	5	10	210	335	10	5	10	360
6	108	12	5	12	137	222	12	5	12	251	402	12	5	12	431
7	126	14	5	14	159	259	14	5	14	292	469	14	5	14	502
8	144	16	5	16	181	296	16	5	16	333	536	16	- 5	16	573
9	162	18	5	18	203	333	18	5	18	374	603	18	5	18	644
10	180	20	5	20	225	370	20	5	20	415	670	20	5	20	715
11	196	22	5	22	245	386	22	5	22	435	737	22	5	22	786
12	212	24	5	24	265	402	-24	5	24	455	804	24	5	24	857
13	228	26	5	26	285	418	26	5	26	475	871	26	-5	26	928
14	244	28	5	28	305	434	28	5	28	495	938	28	5	28	999
15	260	30	5	30	325	450	30	5	30	515	1,005	30	5	30	1,070
16	276	32	5	32	345	466	32	5	32	535	1,072	32	5	32	1,141
17	292	34	5	34	365	482	34	5	34	555	1,139	34	5	34	1,212
18	308	36	5	36	385	498	36	5	36	575	1,206	36	5	36	1,283
19	324	38	5	38	405	514	38	5	38	595	1,273	38	5	38	1,354
20	340	40	5	40	425	530	40	5	40	615	1,340	40	5	40	1,425

# TUITION AND STUDENT SUPPORT FEES Summer Sessions

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

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

#### **TUITION REQUIREMENTS FOR LONG TERM:**

- Dallas County Residents \$18.00 per credit unit through ten credit units and \$16.00 for each additional credit unit over ten credit units; minimum of \$54.00
- Out-of-District Residents \$37.00 per credit unit through ten credit units and \$16.00 for each additional credit unit over ten credit units; minimum of \$110.00
- 3. Out-of-State Residents \$67.00 per credit unit; minimum of \$200.00
- 4. 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
- 3. Out-of-State Residents \$73.00 per credit unit; minimum of \$225.00
- 4. 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.

Individual was falsely registered as a resident student.

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

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

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

#### **Tuition**

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

#### **Additional Fees**

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

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

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

#### Special Fees and Charges

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

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

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

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

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

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

Physical Education Activity Fee: \$4 a semester.

Dance Activity Fee: \$8 a semester.

Bowling Class Fee: Student pays cost of lane rental.

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

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

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

#### **Refund Policy**

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

#### (1) Official withdrawal:

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

Fall and Spring Semesters

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

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

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

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

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

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

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

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

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

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

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

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

- 1. Federal Family Educational 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.

- (2) A student dropping a portion of his or her class load after the twelfth class day of a fall or spring semester (fourth class day of a summer session) is not entitled to a refund unless approved by the Refund Petitions Committee.
- (a) Refund petitions, accompanied by an explanation of any existing circumstances, shall be submitted to the Refund Petitions Committee on the campus.
- (b) If the petition is approved by the committee, the student shall be notified and shall receive a refund of tuition and fees according to the appropriate schedules in this policy.
- (3) Requests for refunds will not be accepted after the end

of the semester or summer session for which the refund is sought. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office.

- (4) Mandatory fees shall include, but not be limited to, registration fee, student activity fees, laboratory fees, private lesson fees, and physical education activity fees.
- (5) Flexible entry courses are to be handled as regular semester-length courses. The refund schedule will be prorated accordingly.
- (6) REFUND CHECKS NORMALLY REQUIRE A MINI-MUM OF ONE MONTH FROM DATE OF APPROVAL FOR PROCESSING.
- (7) The college academic calendar and the class schedule shall specify the last day for withdrawal with refund.

#### **Returned Checks**

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

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

#### **Assessment and Advisement Procedures**

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

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

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

Because of the importance of such information,

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

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

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

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



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

#### Change of Schedule

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

#### Non-Credit Student (Audit)

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

#### Acceptance of Credit in Transfer

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

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

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

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

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

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

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

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

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

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

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

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

- Those who successfully completed at least 3 hours of college credit (classroom experience, non-traditional means, or certain military classes) prior to Fall, 1989;
- Blind or deaf students who successfully completed at least 3 hours of college credit prior to Fall, 1995;
- Those at least 55 years of age who are not seeking a degree;
- Dyslexia students and those with "related disorders" who can provide required documentation to The Texas Higher Education Coordinating Board. Such students may be made TASP exempt only after they take TASP,

successfully complete remediation, and subsequently retake TASP;

- Students who can document they scored at least 1800 at one sitting on each of the three sections of TAAS; such scores must have been achieved within the last 3 years and must have been taken prior to Spring, 1994.
- Students who can document they scored at least TLI86 on TAAS Math, 1780 on TAAS Writing, and TLI89 on TAAS Reading; such scores must have been achieved in one sitting and must have been taken Spring, 1994 or thereafter:
- Students who can document they scored at least 22 on ACT Math, 22 on ACT English, and 26 on ACT Composite. Such scores must have been achieved in one sitting and must have been taken within the last 5 years;
- Students who can document they scored at least 530 on SAT Quantitative, 470 on SAT Verbal, and 1090 on SAT Combined if taken prior to April 1995; if taken after April 1995, students who can document at least 550 on SAT Quantitative, 550 on SAT Verbal, and 1180 on SAT Combined; such scores must have been achieved in one sitting and must have been taken within the last 5 years;
- Students who are "transient" students and who can document they were enrolled in either a private or out-of-state college the preceding semester; this exemption is temporary for one semester.

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

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

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

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

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

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

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

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

#### IV. ACADEMIC INFORMATION

#### Scholastic Standards: Grades and Grade Point Average

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

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

<sup>\*</sup>Used only with developmental studies courses.

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

Credit Hours	G	arade	Grade Points
2-hour course		Α	8
3-hour course		В	9
4-hour course		В	12
3-hour course	T	С	6
Total Credit	1 - 5		Total Grade
Hours:			Points:
12			35
	35		
	35 12 = 2.93		

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

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

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

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

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

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

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

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

#### **Acceptable Scholastic Performance**

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

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

#### **Recommended Academic Load**

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

#### Classification of Students

Freshman:

A student who has completed fewer than 30 credit hours.

Sophomore:

A student who has completed 30 or more credit hours.

Part-time:

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

Full-time:

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

#### **Class Attendance**

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

Instructors are responsible for describing attendance policies and procedures to all students enrolled in their classes. If a student is unable to complete a course (or courses) in which he/she is registered, it is the student's responsibility to withdraw from the course by the appropriate date. (The date is published in the academic

calendar each year and in each semester's class schedule.) If the student does not withdraw, he/she will receive a performance grade, usually a grade of "F."

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

be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.

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

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

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

#### **Academic Recognition**

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

# Scholastic Probation, Scholastic Suspension, and Academic Dismissal

Scholastic Probation: A student who has completed a

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

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

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

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

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

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

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

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

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

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

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

#### **DCCCD Transcript of Credit**

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

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

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

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

#### **Degree Requirements**

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

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

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

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

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

#### The Common Learning Curriculum

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

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

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

#### Associate of Arts and Sciences Degree

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

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

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

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

• Electives (16-18 credit hours)

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

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

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

# Associate of Arts and Sciences Degree with major in Business

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

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

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

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

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

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

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

#### Associate of College/University Transfer Degree

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

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

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

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

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

#### Associate of Applied Sciences Degree

This degree is designed to teach specific career/ technical skills. The requirements for each major in the Associate of Applied Science Degree are clearly shown in the curriculum patterns elsewhere in this catalog. Students seeking such a degree should become familiar with the specific required courses in the appropriate curriculum pattern. Students must have a minimum of 60 credit hours, a grade of "C" or better in each of the three Core courses (English 1301 OR English 2311 (whichever is required), Speech Communication 1301, AND in the math course required in the specific degree plan), a grade point average of at least "C" (2.00), based on GPA (2), and a passing score on all sections of TASP (if students are not TASP exempt) to receive the Associate of Applied Science Degree. These 60 hours must include 18 hours of the following general education requirements:

- English 1301 OR Communications 1307 (3 credit hours)
   [A CORE COURSE REQUIREMENT; A GRADE OF "C"
   OR BETTER MUST BE EARNED]
- Speech Communication 1301 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR

BETTER MUST BE EARNED]

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

 Three hours from a Humanities/Fine Arts

course: This includes any course with the title of Humanities, Art, Music, Philosophy, Dance, Drama, Religion, Foreign Language or Eastfield Interpreter Training Program, English 2322, 2323, 2327, 2328, 2332, 2333, OR 2371

 Three credit hours of an elective course chosen from a discipline outside the student's area of specialization.

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

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

#### **Guarantee for Job Competency**

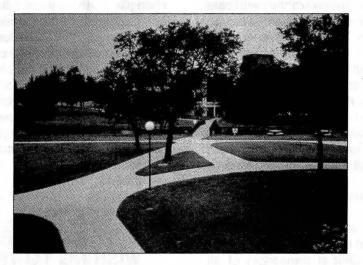
The DCCCD makes certain guarantees to its students who earn its Associate of Applied Sciences degree or who complete a certificate program. If an Associate of Applied Science or certificate program graduate is judged by his/her employer to be lacking in technical job skills identified as exit competencies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

Special conditions which apply to the guarantee are as follows:

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

pational program identified in the college catalog.

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



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

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

#### **Certificate Programs**

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

#### **Transcript Evaluations**

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

# Procedure For Filing Degree And Certificate Plans And For Graduation

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

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

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

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

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

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

#### **Waiving Of Scholastic Deficiency**

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

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

#### **Academic Transfer Programs**

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

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

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

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

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

#### Earning An Associate Degree Prior To Transferring

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

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

#### **Guarantee For Transfer Credit**

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

Special Conditions which apply to the guarantee are as follows:

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

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

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

#### **Transfer Dispute Resolution**

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

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

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

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

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

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

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

Agriculture **American Studies** Anthropology **Architecture** 

Art **Biological Science** 

**Botany** 

**Business Administration** 

Chemistry

Computer Science

Dance

Dental Hygiene \*Dentistry

**Dietetics** 

Drama **Economics** Engineering

**English Entomology Finance** 

Fine Arts Foreign Languages

**Forestry** Geography

Geology Health Sciences

History

Industrial Arts Interior Design **Journalism** 

\*Law

Legal Science Liberal Arts Life Sciences Management

Marine Biology Marketing

**Mathematics** 

Medical Technology

\*Medicine Meteorology Microbiology

Music

Music Education

Nursing

Occupational Therapy

Oceanography Optometry **Pharmacy** Philosophy **Photoiournalism** Physical Education Physical Science Physical Therapy

**Physics** 

Political Science **Psychology Public Relations** Radio/TV/Film Recreation

Social Work Sociology

Speech Communication

Speech Pathology Teacher Preparation **Telecommunications**  **Theatre** 

\*Veterinary Medicine Wildlife Management

Zoology

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

#### **College Resources For Transfer Students**

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

#### World Wide Web Home Page

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

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

#### The Counseling/Advisement Center

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

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

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

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

#### **Transfer Guides**

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

Accounting
Advertising Art
Aerospace Engineering
Agriculture

Architecture Art

Biology Business A

Business Administration Chemical Engineering

Chemistry
Civil Engineering

Computer Science
Criminal Justice
Dental Hygiene
Economics

**Electrical Engineering** 

**English** 

**Exercise and Sports Studies** 

Fashion Design

Fashion Merchandising

**Finance** 

Foreign Languages

Geography Geology History

Motel & Restaurant
Management

Management
Industrial Engineering
Interior Design

Kinesiology (Exercise and Sports Science)

Legal Science
Management
Marketing
Mathematics

Medical Technology

Music

Music Education

Nursing

Occupational Therapy

Pharmacy
Photojournalism
Physical Education
Physical Therapy
Physician Assistant

**Physics** 

Political Science

Pre-Law Pre-Medicine

Pre-Veterinary Medicine

Psychology Radio/TV/Film Social Work Sociology Speech

Speech Pathology/ Audiology

**Teacher Preparation** 

Theatre Undecided

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

#### Course-by-Course Equivalency Guides

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

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

#### **Common Course Numbering System**

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

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

#### **Choosing A Catalog Year**

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

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

#### Other Things To Consider

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

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

CREDIT HOURS ACCEPTED, AND GRADE POINT AVERAGE REQUIREMENTS.

# VI. DISTANCE LEARNING PROGRAMS

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

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

#### What Is Distance Learning?

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

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

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

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

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

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

#### A TELECOURSE includes:

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

#### A LIVE, TV COURSE includes:

 Live classes on television which must be watched at the time of broadcast. Students interact with the instructor during the class either by telephone (from home) or microphone (from campus). Students viewing from home must have cable television and should consult the Distance Learning Section in the College Schedule of Classes for details about which cable companies in Dallas carry these courses.

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

#### An ON-LINE COURSE includes:

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

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

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

#### How Do I Register?

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

# Will Distance Learning Courses Transfer to Other Institutions?

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

#### **How Can I Get More Information?**

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

Visit our home page at http://ollie.dccd.edu or http://www.lecroy.dccd.edu.

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

For Distance Learning information, press:

119 Registration

For Telecourse information, press:

101 Broadcast and cable viewing options

103 Video program leasing

117 On-campus video viewing & check-out opportunities

118 Telecourse testing information

For Live TV course information, press:

218 Assignments and testing

201 Cable broadcast information

For On-line course information, press:

3 On-Line course information

For Customized courseinformation press:

40 Customized course information

# VII. OTHER EDUCATIONAL PROGRAMS

#### **Technical/Occupational Programs**

Students who are interested in preparing for a career

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

Technical/occupational courses are accredited college courses which lead to a Certificate or an Associate of Applied Sciences Degree. These programs are de-

signed for a student to complete the program within one or two years.

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

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

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

#### **Tech-Prep**

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

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

Students are encouraged to contact their high school career and technology teacher or counselor for Tech Prep programs in their high school which are approved

by the Texas Education Agency (TEA) and the Texas Higher Education Coordinating Board (THECB).

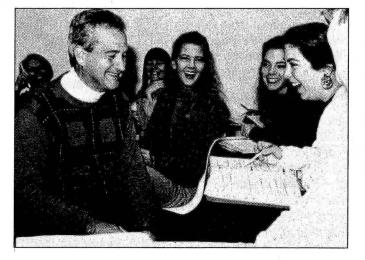
The steps a student should follow to participate in Tech Prep are:

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

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

After high school graduation,

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



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

#### **Credit-By-Examination**

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

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

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

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

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

CLEP Subject Exams (CLEP General Exams are NOT approved)

Test	DCCCD Courses
Intro to Accounting	ACCT 2301, 2302
Principles of Accounting	ACCT 2301, 2302
General Biology	BIOL 1406, 1407
Intro to Business Law	BUSI 2301
Information Systems & Computer Applications	CISC 1470
General Chemistry	CHEM 1411, 1412
Gonoral Onominon y	O' I LIVI 1711, 1712

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

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

<u>Test</u>	DCCCD Courses
Lifespan Develop-	PSYC 2314
mental Psychology	0100 4070
Intro to Computers w/ Programming in BASIC	CISC 1373
Basic Marketing	MRKT 2370
Intro to Business	BUSI 1301
Beginning German I	<b>GERM 1411</b>
Beginning German II	<b>GERM 1412</b>
Beginning Spanish I	SPAN 1411
Beginning Spanish II	SPAN 1412
Principles of	ACCT 2301
Financial Accounting	
Basic Technician Drafting	CADD 1272

#### Advanced Placement Examination

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

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

#### **Non-Traditional Learning**

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

- 1. The student must be currently enrolled in the College to receive equivalent credit for non-traditional learning.
- 2. Credit for specific courses offered by the College may be granted for non-traditional learning experiences after proper assessment of those experiences. Credit will be awarded on a course-by-course basis only. The student must be enrolled in the College which is assessing the learning experiences.
- 3. A student is required to complete at least 12 semester hours of course work with the District, six of which are in the student's major occupational area, prior to awarding of equivalent credits for non-traditional course work accepted for credit.
- 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 Nontraditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in Human Development 0110 to facilitate the process.

#### Flexible Entry Courses

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

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

#### **Cooperative Work Experience**

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

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

To enroll in a cooperative education course, students must:

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

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

#### **International StudiesStudy Abroad Opportunities**

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

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

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

#### **Human Development Courses**

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

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

#### **Developmental Education**

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

#### **Evening and Weekend College**

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

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

#### **Library and Student Obligations**

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

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

#### **Reserve Officers Training Corps**

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

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



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

#### **Continuing Education Programs**

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

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

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

#### **Continuing Education Units**

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

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

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

The Institute's program areas include:

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

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

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

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

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

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

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

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

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

#### VIII. STUDENT DEVELOPMENT

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

#### **Student Programs and Resources**

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

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

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

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

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

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

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

#### **Tutoring Services**

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

#### Testing/Appraisal Center

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

1. Academic Testing - supports instructional programs by providing:

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

- 2. Assessment Testing used to determine course placement.
- 3. Standardized Exams includes national and state exam programs such as:

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

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

#### **Special Services**



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

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

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

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

#### **Student Organizations**

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

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

#### **Intercollegiate Athletics**

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

#### **Intramural Sports**

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

#### Housing

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

#### **College Police Departments**

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

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

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

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

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

#### IX. FINANCIAL AID

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

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

#### **How to Apply**

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

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

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

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

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

#### **Deadlines for Applying**

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

Academic Year - May 1 Spring Only - October 1 Summer Sessions - April 1

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

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

#### **Grants**

Federal Pell Grants

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

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

and the number of hours for which the student enrolls.

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

The Federal SEOG program provides assistance for eligible undergraduate students who show exceptional financial need and are making satisfactory academic progress toward their educational goal. The actual amount of the grant will vary depending on the availability of funds at the school, the

student's family financial condition, and other financial aid the student is receiving. Priority is given to students receiving the Federal Pell Grant and having very limited Estimated Family Contribution (EFC). Students must apply each academic year for the Federal SEOG.

#### Texas Public Educational Grant (TPEG)

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

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

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

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

#### **Scholarships**

DCCCD Foundation Scholarships

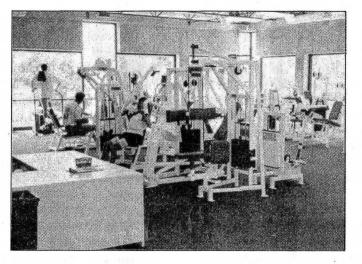
The DCCCD Foundation provides a scholarship program for students who attend the colleges of the DCCCD. These funds are made available through the colleges to needy students who also meet additional criteria of the scholarship funds. Application forms for these Foundation

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

#### Miscellaneous Scholarships

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

tion forms are available in the Financial Aid office.



#### Loans

Federal Stafford Loans (formerly GSL)

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

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

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

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

#### Federal Unsubsidized Stafford Loans

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

## Federal Parent Loan for Undergraduate Students (FPLUS)

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

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

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

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

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

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

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

#### **Employment**

Federal Work-Study Program (FWSP)

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

## FEDERAL STAFFORD LOAN SAMPLE REPAYMENT SCHEDULE

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

## **Typical Repayment Plans**

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

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

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

Student Assistants Employment Program (Non-Work Study)

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

#### Off-Campus Employment

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

#### **Tuition Exemption Programs**

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

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

#### **Vocational Rehabilitation**

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

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

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

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

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

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

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

#### Standards of Progress For Veterans

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

#### Guidelines For Veterans

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

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

- 3. A veteran student who plans to enroll in developmental courses must first take an Assessment Test at the college and show a need in basic skills before enrolling in these courses.
- 4. A veteran student enrolled in television courses must also be enrolled in an equal number of on-campus courses in order to receive benefits.
- 5. A veteran student must enroll in courses required by his/her Educational Degree Plan. A veteran will not receive payment of benefits for courses not required by this plan. Violation of these regulations can cause complications in receiving monthly educational benefits or loss of those benefits. The above V.A. regulations are subject to change without notice. Students should contact the Veterans Affairs Office in order to be aware of current regulations and procedures. Questions concerning amounts of educational assistance a veteran may be eligible for and other financial related questions should be referred to the Department of Veterans Affairs, Regional Office at 1-800-827-1000.

#### Hazlewood Act

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

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

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

#### **Academic Progress Requirements**

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

#### STUDENT FINANCIAL AID STANDARDS OF ACADEMIC PROGRESS

#### I. Purpose and Scope

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

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

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

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

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

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

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

#### IV. Appeal Process

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

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

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

#### **Additional Information**

- A. Financial Aid will not be provided for:
  - courses taken by audit;
  - credit hours earned by placement tests;
  - non-credit coursework;

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

#### STUDENT CODE OF CONDUCT

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

#### 1. PURPOSE

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

#### 2. POLICIES, RULES, AND REGULATIONS

- 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:

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

- (5) "college-sponsored activity" means any activity on or off campus which is initiated, aided, authorized, or supervised by the college.
- (6) "collusion" means the unauthorized collaboration with another person in preparing work offered for credit.
- (7) "complaint" means a written summary of essential facts which constitute an alleged violation of a published college regulation or policy.
- (8) "controlled substance" and "illegal drugs" are those as defined by the state-controlled substances act, as amended.
- (9) "distribution" means sale or exchange for personal profit.
- (10) "fabrication" means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.
- (11) "group" means a number of persons who are associated with each other and who have not complied with college requirements for registration as an organization.
- (12) "hazing" is defined in Appendix B of this code.
- (13) "intentionally" means conduct that one desires to engage in or one's conscious objective.
- (14) "organization" means a number of persons who have complied with college requirements for registration.
- (15) "plagiarism" means intentionally representing the words or ideas of another as one's own in any academic exercise.
- (16) "published college regulation or policy" means standards of conduct or requirements located in the:
  - (a) College Catalog;
  - (b) Board of Trustees Policies and Administrative Procedures Manual;
  - (c) Student Handbook; or
  - (d) Any other official publication.
- (17) "reckless" means conduct which one should reasonably be expected to know would create a substantial risk or harm to persons or property or which would otherwise be likely to result in interference with normal college or collegesponsored 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:
  - intentionally causing physical harm to any person on college premises or at college-sponsored activities, or intentinally or recklessly causing reasonable apprehension of such harm or hazing.
  - 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 collegesponsored 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 collegesponsored activities.
- (13) theft of property or of services on college premises or at collegesponsored activities; having possession of stolen property on college premises or at college-sponsored activities.
- (14) intentionally destroying or damaging college property or property of others on college premises or at collegesponsored activities.
- (15) failure to comply with the direction of college officials, including campus security/safety officers, acting in performance of their duties.
- (16) violation of published college regulations or policies. Such regulations or policies may include those relating to entry and use of college facilities, use of vehicles and media equipment, campus demonstrations, misuse of identification cards, and smoking.
- (17) use or possession of any controlled substance or illegal drug on college premises or at college-sponsored activities.
- (18) unauthorized presence on or use of college premises.
- (19) nonpayment or failure to pay any debt owed to the college with intent to defraud. (Appropriate personnel at a college may be designated by college or District officials to notify students of dishonored checks, library fines, nonpayment of loans, and similar debts. Such personnel may temporarily "block" admission or readmission of a student until the matter is resolved. If the matter is not settled within a reasonable time, such personnel shall refer the matter to the VPSD for appropriate action under this code. Such referral does not prevent or suspend proceeding(s) with other appropriate civil or criminal remedies by college personnel.)
- (20) use or possession of an alcoholic beverage on college premises with the exception of specific beverage-related courses within the El Centro food service program.

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

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

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

#### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

- (a) When the Vice President of Student Development (VPSD as referred to as in this code) receives information that a student has allegedly violated a published college regulation or policy, the VPSD or a designee shall investigate the alleged violation. After completing the preliminary investigation, the VPSD may:
  - Dismiss the allegation as unfounded, either before or after conferring with the student; or
  - (ii) Proceed administratively and impose disciplinary action; or
  - (iii) Prepare a complaint based on the alleged violation for use in disciplinary hearings along with a list of witnesses and documentary evidence supporting the allegation. The VPSD will notify the complainant of the disposition of the complaint. If the VPSD dismisses the allegation, the complainant may appeal to the President for review in writing within five (5) working days after disposition.
- (b) The President or a designee may suspend a student immediately and without prior notice for an interim period pending disciplinary proceedings, when there is evidence that the continued presence of the student on college premises poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal college functions. A student who is suspended on an interim basis shall be given an opportunity to appear before the President or a designee within five (5) working days from the effective date of the interim suspension. A hearing with the President shall be limited to the following issues only.
  - The reliability of the information concerning the student's conduct, including the matter of his or her identity; and
  - (ii) Whether the conduct and surrounding circumstances reasonable indicate that the student's continued presence on college premises poses a substantial threat to himself or herself, to others or to the stability and continuance or normal college functions. After the hearing, the President or designee may modify the interim suspension as reasonable to protect the student, public, and college.
- (c) No person shall search a student's personal possessions for the purpose of enforcing this code unless the student's prior permission has been obtained or unless a law enforcement officer conducts the search as authorized by law.

#### (2) Summons

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

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

#### (3) Disposition

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

Administrative disposition means:

- the voluntary acceptance of the penalty or penalties provided in this code.
- other appropriate penalties administered by the VPSD.
- without recourse by the student to hearing procedures provided herein.
- (b) The VPSD shall prepare an accurate, written summary of each administrative disposition and send a copy to the student (and, if the student is a minor, to the parent or guardian of the student), to the Director of Campus Security, to the complainant, and to other appropriate officials.

#### b. Student Discipline Committee

#### (1) Composition: Organization

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

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

#### (2) Notice

- (a) The committee chairman shall notify the student of the date, time, and place for the hearing by sending the student a letter by certified mail, return receipt requested, addressed to the student at his or her address appearing in the Registrar's Office records. The letter shall specify a hearing date not less than five (5) nor more than ten (10) working days after date of the letter. If a student is under 18 years of age, a copy of the letter shall be sent to the parents or guardian of the student.
- (b) The chairman may for good cause postpone the hearing as long as all interested parties are notified of the new hearing date, time, and place.
- (c) The notice shall advise the student of the following rights:
  - 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-ininterest, 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:
  - The name of each witness he or she wants summoned and a description of all documents and other evidence possessed by the college which he or she wants produced;
  - (ii) An objection that, if sustained by the chairman of the Student Disciplinary Committee, would prevent the hearing:
  - (iii) The name of the legal counsel, if any, who will appear with the student;
  - (iv) A request for a separate hearing, if any, and the grounds for such a request.

#### (4) Procedure

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- (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:
  - Persons present: the complainant, the VPSD and the student with a parent or guardian if desired;
  - 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
    - President

Other persons may attend based on the seating available. The Chairman may limit seating accommodations based on the size of the facilities;

- 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:
  - 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
- 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.
- "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:
  - "Suspension of rights and privileges" is an elastic penalty which may impose limitations or restrictions to fit the particular case.
  - "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.
- "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.
- "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

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- 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:

- any type of physical brutality, such as whipping, beating, striking, branding, electronic shocking, placing of a harmful substance on the body, or similar activity;
- 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;
- 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;
- any activity that induces, causes, or requires the student to perform a duty or task which involves a violation of the Penal Code.

#### STUDENT GRIEVANCE PROCEDURE

#### 1. Definition

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

#### 2. Scope

This student grievance procedure is not intended to supplant the Student Code of Conduct, which allows the student procedural due process in disciplinary proceedings initiated by the college. This student grievance procedure is designed to provide the student with the opportunity to question conditions which the student believes impede his or her education or instruction. This student grievance procedure is not designed to include changes in policy nor does it apply to grading practices. Recommendations for initiating new policy or changing established policy are handled through normal administrative channels. Problems with grades will be dealt with first by the instructor, and then by the division dean. If a student is not satisfied, the student may appeal the decision, in writing, to the appropriate Vice President. If still not satisfied, the student may pursue the appeal to the President whose decision is final.

#### 3. Procedures

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

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

#### 4. Exception to Procedures

#### Sexual Harassment:

All students shall report complaints of sexual harassment informally to location representatives selected by the highest level administrator at the location or formally to the District

Associate Vice Chancellor of Educational Affairs as provided in the sexual harassement procedure in IV/A-04 of this manual.

#### 5. Appeal Committee

#### Procedures:

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

#### **CAMPUS PARKING AND DRIVING REGULATIONS**

#### 1. General Provisions

- 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.
- Authority of Campus Peace Officers: Pursuant to the provision of Sec.51.203, Education Code, campus peace officers are commissioned peace officers of the State of Texas, and as such have full authority to enforce all parking regulations, and other regulations and laws within areas under the control and jurisdiction of the District. In addition, campus peace officers may enforce all traffic laws on public streets and highways which are in proximity to areas under District control. Campus peace officers may issue citations to violators or take other action consistent with the law.

#### 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

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

- Posting of Signs: Under the direction of the college president, the Department of Campus Safety shall post proper traffic and parking signs.
- 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
- Parking meters: Each college President may install parking meters on campus. The college shall send all revenue from meters to the District to pay bond indebtedness.
- 2. Prohibited Acts: The following acts shall constitute violations of these regulations:
  - 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.
  - Double parking, or otherwise parking, standing or stopping so as to impede the flow of traffic.

- Driving the wrong way on a one-way street or lane. C.
- d. Driving on the wrong side of the roadway.
- Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.
- 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.
- Parking trailers or boats on campus.
- Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.
- Failure to display a parking permit.
- Collision with another vehicle, a person, sign or immovable j. object.
- Reckless driving. k.
- Failure to yield the right-of-way to pedestrians in designated 4. crosswalks.
- Violation of any state law regulating vehicular traffic. m.
- Parking in an area regulated by a parking meter without parking being authorized.
- 3. Tow-away Areas: A vehicle may be towed if parked without authority in the following areas:
  - Handicapped parking a.
  - Fire lanes b.
  - Courtyards C.
  - d. "No Parking" zones
  - Areas other than those designated for vehicular traffic
  - Other unauthorized areas as designated by sign.

#### 4. Citations:

- 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

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- (1) Campus Citation: A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college business office.
- (2) Court Citation: A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within the jurisdiction of such court.
- 5. Suspension Review: A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.
- 6. Safety Committee: The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than give (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.

#### 7. Penalties

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- 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.
- Court Citations: Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.
- 8. Miscellaneous: The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

#### Communicable Disease Policy

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

Philosophy: The District's decisions concerning a person who has a communicable disease shall be based upon current and well-informed

medical judgement which includes the nature of the disease, risk of transmission to others, symptoms and special circumstances of the person, and balancing identifiable risks and available alternatives to respond to a student or employee with a communicable disease.

#### Nondiscrimination

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

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

#### Confidentiality

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

#### Education

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

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

#### Counseling

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

#### **Computer Software Policy**

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

#### **Firearms Policy**

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

#### **Texas Department of Health**

#### Recommended Adult Immunization Schedule

Vaccine, Toxoid/ Biologica	Schedule	Indications	Major Precautions & Contraindications Other Than Primary Allergies	Special Considerations
Tetanus- Diphtheric 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 personnel). Rubella for any adult who lacks documentation of rubella vaccine since the 1st birthday OR serological proof of immunity.	Pregnancy; immuno-com- promised; hypersensitivity to neomycin and/or eggs	Persons vaccinated with killed measles vaccine (1963-1967) should be revaccinated with live measles vaccine; MMR is the vaccine of choice if the person is likely to be susceptible to more than 1 agent
Hepatitis 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- saccharid Vaccine (23 Valent		Underlying health conditions; adults 65 years old and older; adults with anatomic or functional asplemia	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

Complete a minimum of 61 credit hours (1)

(2)

Receive a grade of "C" or better in each of three CORE courses
Have a passing score on all sections of TASP (for students entering the DCCCD Fall, 1989 or thereafter) (3)

(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	CREDIT HOURS REQUIREMENTS TO BE COMPLETED
CORE COURSES		BEHAVIORAL SCIENCE 3 3 credit hours to be chosen from:
English 1301 Speech Communication 1 *Math (1300 level or above Note: You must receive a or better in each of *See an advisor for the app selection for your major.	courses) 3 grade of "C" these courses.	Anthropology Human Development (with the exception of 0100 and 0110) Psychology or Sociology
English 1302 Sophomore Literature (Select from English 232 2333, 2327, 2328, 2352, Note: English 2307 or 231	2370 or 2371)	SOCIAL SCIENCE History 1301 3 History 1302 3 Government 2301 3 Government 2302 3  BUSINESS 3
Must be ei		3 credit hours to be chosen from: Accounting Business Computer Information Systems Economics or Management 1370 Cooperative Work Experience will not meet this requirement.
Geology Physics or Physical Science	ilus PHTS (112)	PHYSICAL EDUCATION ACTIVITY A maximum of 4 physical education activity hours may be counted toward graduation requirements
See an advisor for the appropriate selection for your major.	propriate course	ELECTIVE CREDIT  Any credit course offered in the DCCCD will count toward graduation with the
HUMANITIES 3 credit hours to be chose Art 1301 Humanities 1301 Music 1306 Philosophy 1301 Dance 2303 Drama 1310 Foreign Language / Ea Interpreter Training F	stfield	EXCEPTION of the following courses: Courses numbered 0099 and below Arts 1170 College Learning Skills 0100 Developmental Communications 0120 Human Development 0100 Human Development 0110 Library Science 1370 Music 9175 Drama 1170
1470 or Literature (Select from English 2 2333, 2327, 2328, 235	2322, 2323, 2332,	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.

**TOTAL** 

#### ASSOCIATE OF ARTS AND SCIENCES DEGREE IN BUSINESS

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

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

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

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

CREDIT HOURS

CREDIT HOURS

ENGLISH/COMMUNICATIONS  *English 1301 3 Genech Communications 1311 3 Geneth 1302 3 Government 2301/2302 6 Government 2301/2302 7 2402 6 Government 2301/2302 7 2401 and Accounting 2302 7 2402 6 Government 2301/2302 7 240	REQUIREMENTS TO	O BE COMPLETED	REQUIREMENTS T	CREDIT HOURS O BE COMPLETED
*Speech Communications 1311 3 English 1302 3 Sophomore Literature 3 (Select from English 2322, 2323, 2332, 2333, 2377, 2328, 2370, or 2371)  Dance 2303  *Core Courses  **Core Course Co	ENGLISH/COMMUNICATIONS		SOCIAL SCIENCE	
Sophiomore Literature 3 (Select from English 2322, 2323, 2332, 2333, 2327, or 2328)  TOTAL ENGLISH/COMMUNICATIONS 12  LAB SCIENCE  8 credit hours to be chosen from: Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 Geology 1400/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  8  HUMANITIES**  Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Cliterature (Select from English 2322, 2323, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  **Core Courses  TOTAL SOCIAL SCIENCE 12  CORP BUSINESS COURSES*  Accounting 2301 or 2401 and Accounting 2302 or 2402 6 Economics 2301/2302 6 Economics 2301/2302 6 Economics 2301/2302 5 Computer Information Systems 1470 4 *Math 1324 3 *Math 1324 3 TOTAL BUSINESS 22  PHYSICAL EDUCATION TOTAL PHYSICAL EDUCATION 1  **ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES 3  ***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 occurse act institution may specify a specific course to satisfy the requirement in this area of study.  **Students should have a proficiency in keyboarding.  **Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	*Speech Communications 1311	3		
TOTAL ENGLISH/COMMUNICATIONS 12  LAB SCIENCE 8 credit hours to be chosen from: Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 or 1470/1471 Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE 8  HUMANITIES** Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2332, 2332, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  *Core Courses  Accounting 2301 or 2401 and Accounting 2301 or 2401 or 2401 and Accounting 2301 or 2401 or 2401	Sophomore Literature (Select from English 2322, 2323,		TOTAL SOCIAL SCIENCE	12
LAB SCIENCE  8 credit hours to be chosen from: Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 or 1470/1471 Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  8  HUMANITIES** Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Cibelect from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  *Core Courses  Accounting 2302 or 2402 6 Economics 2301/2302 6 Computer Information Systems 1470 4 *Math 1324 Math 1325 3  *TOTAL BUSINESS  22  PHYSICAL EDUCATION TOTAL PHYSICAL EDUCATION 1  *ELECTIVE CREDITS** Electives should be chosen to satisfy transfer requirements with emphasis on business courses. TOTAL ELECTIVES 3  *** Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution may specify a specific course to satisfy the requirement in this area of study.  **Students should have a proficiency in keyboarding.  **Math 1324 Math 1325 TOTAL BUSINESS  22  **PHYSICAL EDUCATION TOTAL PHYSICAL EDUCATION 1  **ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  **TOTAL ELECTIVES 3  ***OUR TOTAL ELECTIVES 3  ***OUR TOTAL ELECTIVES 3  **OUR TOTAL PHYSICAL EDUCATION ***OUR TOTAL PHYSICAL EDUCATION 1  **ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  **TOTAL ELECTIVES 3  ***OUR TOTAL ELECTIVES 4  ***OUR TOTAL ELECTIVES 5  ***OUR TO			CORE BUSINESS COURSES*	
8 credit hours to be chosen from: Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 or 1470/1471 Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  HUMANITIES**  Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2323, 2323, 2323, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310  **Core Courses  Computer Information Systems 1470 4 *Math 1324 *Math 1325 3  TOTAL BUSINESS 22  PHYSICAL EDUCATION TOTAL PHYSICAL EDUCATION 1  **ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES 3  ***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.  **Students should have a proficiency in keyboarding.*  **Students should have a proficiency in keyboarding.*  **Math 1324 **Math 1325 3  TOTAL BUSINESS  **PHYSICAL EDUCATION  TOTAL PHYSICAL EDUCATION  **TOTAL ELECTIVES 3  ***Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution may specify a specific course to satisfy the requirement in this area of study.  **Students should have a proficiency in keyboarding.*  **Math 1324  ***PHYSICAL EDUCATION  TOTAL PHYSICAL EDUCATION  ***Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution may specify a specific course to satisfy the requirement in this area of study.  **Students should have a proficiency in keyboarding.*  **Math 1324  ***Math 1325  TOTAL BUSINESS  ***Please consult an advisor for the appropriate course selection for your major and the requirement of the four year institution may spec	TOTAL ENGLISH/COMMUNICATI	IONS 12	Accounting 2302 or 2402	
8 credit hours to be chosen from: Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 or 1470/1471 Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  HUMANITIES** Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310  **Core Courses  TMAth 1324 Math 1325  TOTAL BUSINESS  22  PHYSICAL EDUCATION TOTAL PHYSICAL EDUCATION 1  ELECTIVE CREDITS** Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES  3  ***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.  • Students should have a proficiency in keyboarding.  • Manth 1324 Math 1325  TOTAL BUSINESS  22  PHYSICAL EDUCATION  TOTAL PHYSICAL EDUCATION  1  ***Electives should be chosen to satisfy transfer 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.  • Students should have a proficiency in keyboarding.  • Manth 1325  TOTAL BUSINESS  22  ***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.  • Students should have a proficiency in keyboarding.  • Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	LAB SCIENCE			
Biology 1406/1407 or 1408/1409 Chemistry 1411/1412 or 1470/1471 Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  HUMANITIES**  Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310  TOTAL HUMANITIES  **Math 1325  TOTAL BUSINESS  22  PHYSICAL EDUCATION  TOTAL PHYSICAL EDUCATION  1  **ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES  3  ***Please consult an advisor for the appropriate course selection for your major and the requirements of the four year institution may specify a specify course to satisfy the requirement in this area of study.  Students should have a proficiency in keyboarding.  **Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	8 credit hours to be chosen from:			
Astronomy PHYS 1411/1412 Geology 1403/1404 Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE  HUMANITIES** Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310  TOTAL HUMANITIES  3  *Core Courses  TOTAL BUSINESS  22  PHYSICAL EDUCATION 1  ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES  3  **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.  • Students are encouraged to take additional elective courses.  *Core Courses				
Physics 1401/1402 or 1405/1407 or 2425/2426 Physical Science 1415/1417  TOTAL LAB SCIENCE 8  HUMANITIES** Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  PHYSICAL EDUCATION  TOTAL PHYSICAL EDUCATION  1  ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES 3  ** 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.  Students should have a proficiency in keyboarding.  Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.  *Core Courses	Astronomy PHYS 1411/1412	<del>1</del> 71	TOTAL BUSINESS	22
Physical Science 1415/1417  TOTAL LAB SCIENCE 8  HUMANITIES**  Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  *Core Courses  TOTAL PHYSICAL EDUCATION 1  ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES 3  **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.  *Students should have a proficiency in keyboarding.  *Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	Physics 1401/1402 or 1405/1407	or ·	PHYSICAL EDUCATION	
HUMANITIES**  Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  3  ELECTIVE CREDITS**  Electives should be chosen to satisfy transfer requirements with emphasis on business courses.  TOTAL ELECTIVES  3  **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.  • Students should have a proficiency in keyboarding.  • Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.			TOTAL PHYSICAL EDUCATION	1
Humanities 1301 Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  *Core Courses  transfer requirements with emphasis on business courses.  TOTAL ELECTIVES  3  **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 specific course to satisfy the requirement in this area of study.  • Students should have a proficiency in keyboarding.  • Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	TOTAL LAB SCIENCE	8	ELECTIVE CREDITS**	
Philosophy 1301 Art 1301 Music 1306 Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  3  TOTAL ELECTIVES  3  **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.  • Students should have a proficiency in keyboarding.  • Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.			transfer requirements with empha	
Foreign Language 1411, 1412, 2311, 2312 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or 2371) Dance 2303 Drama 1310 TOTAL HUMANITIES  *** 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.  *Students should have a proficiency in keyboarding.  *Many universities accept more than 61 transfer credits. Students are encouraged to take additional elective courses.	Art 1301			3
*Core Courses	Foreign Language 1411, 1412, 231 or Eastfield Interpreter Training Program 1470 or Literature (Select from English 2322, 2323, 2332, 2333, 2327, 2328, 2370, or Dance 2303 Drama 1310	2371)	selection for your major and the requifour year institution to which you plan because each institution may specify a course to satisfy the requirement in the Students should have a proficiency in Many universities accept more than 61 credits. Students are encouraged to ta	rements of the to transfer a specific is area of study. keyboarding.
MINIMUM TOTAL CREDITS 61	*Core Courses			· · · · · · · · · · · · · · · · · · ·
	_		MINIMUM TOTAL CREDITS	61

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

# ASSOCIATE OF ARTS AND SCIENCE DEGREE PLAN DISTANCE LEARNING COURSE OPTIONS

#### In order to to eligible to receive an Associate of Arts and Sciences Degree, a student must:

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

<Tele> = Telecourse; <Live> = Live, Televised Course; <On> = On-Line Course; <Cust> = Customized Course

REQUIREMENTS	CREDIT TO BE COM	HOURS	CR REQUIREMENTS TO BE		HOUF
	TO BE CON			0014	
CORE COURSES*		9	SOCIAL SCIENCE		12
9 credit hours - may be chosen	from these		12 credit hours - may be chosen from the	nese	
Distance Learning Options:			Distance Learning Options:		
English 1301	<tele> 3</tele>		History 1301 <tele></tele>	_	
Speech Commun. 1311	<cust> 3</cust>		History 1302 <tele></tele>	3	
Math 1314, 1332, or 1335	<live> 3</live>		Government 2301 <tele></tele>	3	
Math 1314	<on> 3</on>	·	Government 2302 <tele></tele>	3	
*Note: You must receive a grade					
or better in each of these "core	" courses.		BUSINESS		3
			3 credit hours - may be chosen from the	ese	
ENGLISH		6	Distance Learning Options:	_	
6 credit hours - may be chosen	from these		Accounting 2301 <tele></tele>	_	
Distance Learning Options:			Business 1301 <tele></tele>	-	
English 1302	<tele> 3</tele>		Business 2301 <tele></tele>	3	
English 2370	<tele> 3</tele>		Economics 2301 <tele></tele>	3	
Eligiisii 2370	<u> </u>		Economics 2302 <tele></tele>	3	
AB SCIENCE		8	DIVOICAL EDUCATION		
8 credit hours			PHYSICAL EDUCATION		1
Distance Learning Options:			1 credit hour - may be chosen from this	6	
Specific courses TBA in 1997.		•	Distance Learning Option:		
See College Class Schedule.			Physical Ed. 1164 <cust></cust>		
			(A maximum of 4 physical education ac hours may be counted toward graduation		
HUMANITIES		3	requirements.)	711	
3 credit hours - may be chosen	from these				
Distance Learning Options:					
Humanities 1301	<tele> 3</tele>		ELECTIVE CREDIT		16
Spanish 1411	<tele> 4</tele>		16 credit hours - may be chosen from the	nese	
· · · · · · · · · · · · · · · · · · ·	<tele> 4</tele>		Distance Learning Options:		
opamon 1112	(10,0)		Physical Ed. 1304 <tele></tele>	-	
			Nutrition 1322 <tele></tele>	_	
BEHAVIORAL SCIENCE		3	and any distance learning courses that	are	
3 credit hours - may be chosen	from these		not used to fulfill other requirements.		
Distance Learning Options:			•		
Anthropology 2351	<tele> 3</tele>				
Psychology 2301	<tele> 3</tele>				
Psychology 2314	<tele> 3</tele>				
Sociology 1301	<tele> 3</tele>				
	<del> </del>		TOTAL HOURS		61

## DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1997-98 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs	*	<u>ري</u>	8	ا پھ	\$	*	*
Accounting	<u>.</u>	•	•	•	•	•	•
Accounting Assistant Certificate	.   •	•	•	•	•	•	•
Accounting Clerk Certificate	. <u>  •</u>	•	•	•	•	•	•
Air Conditioning & Refrigeration — Residential	. L	•	•	L	L	•	L
Residential Technician III		•	•	L		•	L
Air Conditioning & Refrigeration Technology		L	•				L
Allied Health Imaging		L		•			L
Diagnostic Medical Sonography	_L_	L		•			
Diagnostic Medical Sonography Certificate				•			
Invasive Cardiovascular Technology	L			•			
Associate Degree Nursing	•			•			
LVN Option				•			
Perioperative Nurse Internship		Γ	Π	•			
Auto Body Technology	Г		•	Γ			Γ
Auto Body Technology Certificate	Г		•	Γ			
Automotive Career Technician		•		Γ			Γ
Automotive Career Technician Certificate		•		Γ			Г
Automotive Technology	•	Г	•				Γ
Automotive Technology Certificate	-	Г	•				Γ
Dealership-Sponsored Technician	•	Г	T				Γ
Electronic Engine Control Technician	•		T	Г		Г	Γ
Service Technician	•		Г				Γ
Service Technician Certificate	•	-	$\vdash$	Н	_	İ	Г
Aviation Technology	-		H	H	•	-	Г
Air Cargo Transport	$\vdash$	$\vdash$	H	$\vdash$	•		
Aircraft Dispatcher	╌	$\vdash$	H	-	•	Н	
Aircraft Dispatcher Certificate	╌├╌	$\vdash$	-	-	•	Н	
Airline Management	╌	$\vdash$	┢		•	Н	_
Fixed Base Operations/Airport Management	十	H	H		•	Н	_
Professional Pilot Option	┢	H	$\vdash$		•		_
Business Administration		•	•	•	•	•	•
Child Development Associate	•	Ë	•	Ť	Ť	H	Ť
Administrative Certificate	•	-	•	H		Н	
CDA Training Certificate	•	_	•	Н			
Infant-Toddler Certificate		-	-	$\vdash$		Н	-
Special Child Certificate		Н	-	Н			_
Commercial Music	H	•	÷	Н	-	-	_
Arranger/Composer/Copyist	$\vdash$	•	_	Н	-		_
	$\vdash$	Ľ.	H	Н	Н	$\dashv$	_
Music Retailing	Н	•	_	Н	$\vdash$	$\dashv$	
Music Retailing Certificate	-	•	-	Н	_	$\dashv$	
Performing Musician	Н	•	Н	Н	_		-
Recording Technology	Н	•		Н	_		
Recording Technology Certificate	Н	•		Н			
Computer Aided Design & Drafting	Н		•	Н	•		_
	Н	Ц	Щ		4	$\dashv$	_
	Н	_		Ц	_	$\dashv$	_
	$\square$			Ц	$\dashv$	_	
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Career Education Programs	SK.	ď	ď,	رن ن	SAC	<b>₹</b>	<b>2</b> 0
Computer Information Systems	•	•	•	•	•	•	•
Business Computer Assistant	Т		Г	•	Γ	T	
Business Computer Information Systems	•	•	•	•	•	•	•
Business Software Programmer/Developer	•	•	•	•	•	•	•
CNE - 3				Г	Г		•
CNE - 4				Г	Г		•
Computer Networking							•
Local Area Network Administrator	•		•			•	•
LAN Server Operator Certificate	•		•			•	•
Master CNE in Infrastructure & Advanced Access							•
Master CNE in Network Management							•
Midrange Computer Center Specialist				•			
Midrange Computer Technician Certificate				•			
Multimedia Technology Certificate							•
Multimedia Technology Advanced Certificate							•
Personal Computer Support			•	•	•		•
Construction Management & Technology						•	
Construction Specifier						•	
Construction Technology						•	
Construction Technology Certificate						•	
Criminal Justice				•			
Criminal Justice Certificates				•			П
Digital Imaging Technology			•	Г			
Electronic Pre-Press			•		Г		
Educational Personnel	П						•
Bilingual/ESL	П						•
Educational Assistant	П						•
Educational Assistant Certificate	П						•
Electrical Technology	П					•	
Electrical Technology Certificate						•	
Electronic Telecommunications			•				
Electronic Telecommunications Certificate	П		•				
Technical Platform Certificate			•				
· Wireless Communications Technology	П		٠				
Electronics/Computer Technology	П		•				
Basic Electronics Technology Certificate			•				٦
Electronics Technology					•	•	П
Automated Manufacturing					•		П
Avionics					•		
Avionics Certificate					•		
Microcomputer Maintenance					•		
Engine Technology		•					
Motorcycle Mechanics Certificate		•					
Outboard Mechanics Certificate	П	•					
Small Engine Mechanics Certificate		•					
continued on next page	П	T		1	٦	٦	

BHC	- Brookhaven Coll	ege
CVC	- Cedar Valley Col	leae

EFC — Eastfield College ECC — El Centro College MVC — Mountain View College NLC — North Lake College

RLC - Richland College

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT 1997-98 Technical/Occupational Programs Offered On Our Campuses

Career Education Programs	X.	ہے <sup>ب</sup>	٠.	ن رو	ن چ	ن چ	ې چې
Engineering Technology	ř	Ť	Ť	Ť	Ť	Ť	T.
Automated Systems Technology	╌├╌	╁	+-	+	╁	+	+
CAD/CAM Certificate	-	╁	+	+	╁	+	+
	-	+	+	╁	+	╁	+
Computer-Aided Design	-	╁	+	+-	╁	╁	t
Electronics Technology	╌├╌	╁	+	╁	╁	+	+
Electronics Technology Certificate	╌├╌	╀	╀	╁	╀┈	+	+
Robotics Certificate	上	╀	╀	╁	╁	+	+
Environmental Technology	. •	╀	╀	╁	╀	+	╁
Laboratory Assistant Certificate	.  -	╀	╀	+	╀	+	╀
Laboratory Analysis Certificate		╀-	╀	╀	╀	╀	╁
Regulatory Compliance Certificate		╀	╀	+	$\vdash$	+	╀
Fashion Design	. _	↓_	╀		Ļ	$\downarrow$	┼
Apparel Design	<u> </u>	╀	$\perp$	•	┞	╀	╀
Pattern Design	. _	$\perp$	$\perp$	•	1	1	ļ
Fire Protection Technology	L	L	1	•	L	$\perp$	igspace
Food And Hospitality Service	L	L	Ļ	•	L	$\downarrow$	L
Bakery/Pastry Certificate	L	L	L	•	L	$\perp$	╙
Food and Hospitality Certificate	L	L	L	•	L	L	<u> </u>
Graphic Communications	L	L	•	L	L	L	L
Press Operations Certificate	L	L	•	L	L	L	
Health Information Management	L		L	L	•	L	•
Medical Records Technician	L	L	L	L	•	L	•
Medical Records Coding Specialist Certificate	L		L	L	•	L	•
Interior Design				•			
International Business & Trade						Ľ	•
International Business & Trade Certificate	E						•
Interpreter Training Program	Γ		•	Γ		Г	П
Legal Assistant				•		Γ	
Management	•	•	•	•	•	•	•
Management Certificate	•	•	•	•	•	•	•
Marketing Careers	•	•					П
Business Marketing	•	•					П
Customer Service Representative Certificate	•	•	Г				П
Fashion Marketing	•	•	Г			$\vdash$	П
Retail Sales Associate Certificate	•	•					H
Showroom Manager Certificate	•	•					М
Visual Merchandising Assistant Certificate	•	•		Н		_	H
Medical Assisting Certificate	Н	_		•	•	-	Н
Medical Laboratory Technician	H	_				_	Н
Medical Transcription	Н				_		$\exists$
Mortgage Banking		$\dashv$				•	$\dashv$
Designate Certificate	H	$\dashv$	-	Н	_	•	$\dashv$
Internship	H	$\dashv$	_	Н		•	$\neg$
Office Technology							٦,
Administrative Assistant	H	-					╣
General Office Clerk	H	-	-		╣	∄	귀.
	H	-	$\exists$		-	-	]
Receptionist Certificate	•	-	-	-	-	-	-
Word Processing Typist Certificate	-	-	•	-	-	-	-
		+	-	-+	4	$\dashv$	-
							$\sqcup$

Career Education Programs	**	, S	*	, E	*	*	,
Ornamental Horticulture	C	Ĺ	$\int$		Ĺ		I
Greenhouse Florist	L	L	L	L		L	
Interiorscape	L	L	L		L	L	
Interiorscape Certificate	L	L			L	L	l
Landscape Management	L						
Landscape Nursery							
Florist Certificate	_[_	L		L	Ĺ		ŀ
Landscape Gardener Certificate							
Physical Fitness Technology			Γ			•	I
Postal Service			Γ	Τ	•	Γ	T
Radiologic Sciences		Г	Τ	•	ľ	Γ	T
Real Estate		•	Г	Τ	Γ	•	Ī
Building Property Management			Π		Γ	•	Ī
Building Property Management Certificate			Г	Г		•	
Specialist Certificate		•	Τ.	T	Γ	•	T
Respiratory Care			Γ	•	Γ		r
Semiconductor Manufacturing							Ī
Equipment Technician	$\neg \vdash$		Τ	T	Γ		Ì.
Operator Certificate		_	Г		$\vdash$		T.
Social Work Associate-Generalist	$\neg \vdash$	_	•				r
Human Services Certificate	$\neg \vdash$		•				r
Substance Abuse Counseling	~ -	Г	•				r
Substance Abuse Counseling Certificate	- -	_	•	$\vdash$	-		r
Surgical Technology Certificate	- -		┢	•	<u> </u>		Γ
Travel and Tourism Management	- -			Г			,
Travel and Tourism Management Certificate			_				•
Veterinary Technology		•	-				Γ
Video Technology	- -		_			•	Γ
Visual Communications	- -	_		-			Γ
Computer Graphics Certificate	- -		-			$\dashv$	
Design and Layout Certificate	- -					7	_
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BHC	<ul> <li>Brookhaven College</li> </ul>
CVC	- Cedar Valley College

EFC — Eastfield College ECC — El Centro College MVC — Mountain View College NLC — North Lake College

RLC — Richland College

#### **ACCOUNTING**

Offered at all seven campuses

(Associate Degree)

Elective<sup>4</sup>

**Elective** 

Degree Plan Number X40897

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

CREDIT

**HOURS** SEMESTER I **ACCT 2301** Principles of Accounting I \*OR ......3 **ACCT 2401** Principles of Accounting I\*.....(4) **ACCT 2370** Computerized Accounting Applications......3 **OFCT 1372** Office Calculating Machines\*\*......3 Word Processing I\*\*.....3 **OFCT 1379** Elective<sup>1</sup> Business/Technical .....3 SEMESTER II **ACCT 2302** Principles of Accounting II OR......3 **ACCT 2402** Principles of Accounting II ......(4) **ENGL 1301** Composition I ......3 Elective<sup>1</sup> Business/Technical ......3 Elective<sup>1</sup> Business/Technical ......3 Elective<sup>2</sup> Social/Behavioral Science......3 **SEMESTER III ECON 2301** Principles of Economics 1......3 Mathematics for Business and **MATH 1324** Economics 1\*\*\* ......3 **SPCH 1311** Introduction to Speech Communication.....3 Elective<sup>3</sup> Accounting Specialty.....3 Business/Technical .....3 Elective<sup>1</sup> SEMESTER IV **ECON 2302** Principles of Economics II ......3 **ENGL 1302** Composition II......3 Elective<sup>3</sup> Accounting Specialty......3

Humanities/Fine Arts.....3

Any Non-ACCT Course .....3

Minimum Hours Required ...... 60-62

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

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

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

\*ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

\*\*Any student demonstrating proficiency may substitute a course from the Elective<sup>1</sup> (Business/Technical) list.

\*\*\*MATH 1332 may be substituted.

Elective 1—The Business/Technical elective must be selected from the following fields/courses:

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

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

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

Elective<sup>3</sup>—The Accounting Specialty elective must be selected from the following accounting courses:

ACCT	1372	Computerized Elementary Accounting
ACCT	2372	Income Tax Accounting
ACCT	2375	Business Finance
ACCT	2376	Cost Accounting
ACCT	2377	Managerial Accounting
ACCT	2378	Intermediate Accounting I
ACCT	2379	Intermediate Accounting II

Elective 4--The Humanities/Fine Arts elective must be selected from the following fields:

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

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

#### **ACCOUNTING ASSISTANT**

Offered at all seven campuses

(Certificate)

Degree Plan Number X53877

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

CREDIT

	CKEDIT
	HOURS
SEMESTER I	
<b>ACCT 2301</b>	Principles of Accounting I *OR3
<b>ACCT 2401</b>	Principles of Accounting I* (4)
<b>ACCT 2370</b>	Computerized Accounting
	Applications3
<b>OFCT 1372</b>	Office Calculating Machines**3
OFCT 1379	Word Processing I**3
Elective <sup>1</sup>	Business/Technical3
	15-16
SEMESTER II	
<b>ACCT 2302</b>	Principles of Accounting II OR3
<b>ACCT 2402</b>	Principles of Accounting II(4)
ENGL 1301	Composition I3
Elective <sup>1</sup>	Business/Technical3
Elective <sup>1</sup>	Business/Technical3
Elective <sup>2</sup>	Social/Behavioral Science3
	15-16
Minimum Hours	Required 30-32

<sup>\*</sup>ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

Elective 1--The Business/Technical elective must be selected from the following fields/courses:

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

Elective<sup>2</sup>.--The Social/Behavioral Science elective must be selected from the following fields/courses:

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

<sup>\*\*</sup>Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective<sup>1</sup> (Business/Technical) list.

#### **ACCOUNTING CLERK**

#### Offered at all seven campuses

(Certificate)

#### Degree Plan Number X53887

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

	· · · · · · · · · · · · · · · · · · ·	PKEDII
		HOURS
SEMESTER I		
ACCT 2301	Principles of Accounting I *OR	3
<b>ACCT 2401</b>	Principles of Accounting I*	(4)
<b>ACCT 2370</b>	Computerized Accounting	
	Applications	3
<b>OFCT 1372</b>	Office Calculating Machines**.	3
<b>OFCT 1379</b>	Word Processing I**	3
Elective <sup>1</sup>	Business/Technical	<u>3</u>
		15-16
Minimum Hour	s Required	15-16

Elective 1--The Business/Technical elective must be selected from the following fields/courses:

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

<sup>\*</sup>ACCT 1371 is recommended prior to ACCT 2301 or ACCT 2401 for a student with no accounting background. ACCT 1371 is included as an Elective<sup>1</sup> (Business/Technical) in this program.

<sup>\*\*</sup>Any student demonstrating proficiency by previous training, experience, or placement tests may substitute a course from the Elective<sup>1</sup> (Business/Technical) list.

#### **BUSINESS ADMINISTRATION**

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43657

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

SEMESTER   MGMT 1370		CREDIT
MGMT 1370   Principles of Management   3	CEMERTER	HOURS
BUSI 1301		Delegation of Management 0
SEMESTER II   MRKT 2370		
Mathematics* +Elective         3-4           +Elective         15           SEMESTER II         MRKT 2370         Principles of Marketing         3           ACCT 2301         Principles of Accounting I** OR         3           ACCT 2401         Principles of Accounting I** OR         3           CISC 1470         Introduction to Computer Concepts and Applications         4           +Elective         3         16           SEMESTER III         ACCT 2302         Principles of Accounting II OR         3           ACCT 2402         Principles of Accounting II OR         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           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-		
#Elective		
SEMESTER II  MRKT 2370		
SEMESTER II  MRKT 2370	+Elective	
ACCT 2301 Principles of Accounting I** OR	SEMESTER II	
ACCT 2401 Principles of Accounting I**	MRKT 2370	Principles of Marketing3
ACCT 2401 Principles of Accounting I**	ACCT 2301	Principles of Accounting I** OR3
ENGL 1302 Composition II	ACCT 2401	Principles of Accounting I** (4)
CISC 1470 Introduction to Computer Concepts and Applications	ENGL 1302	Composition II3
and Applications	CISC 1470	
+Elective         3           SEMESTER III         ACCT 2302         Principles of Accounting II OR		
SEMESTER III  ACCT 2302 Principles of Accounting II OR	+Elective	
ACCT 2302 Principles of Accounting II OR		
ACCT 2402 Principles of Accounting II	SEMESTER III	
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  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	ACCT 2302	Principles of Accounting II OR3
Principles of Economics I	ACCT 2402	Principles of Accounting II (4)
PSYC 1370 Applied Psychology and Human Relations	BUSI 2301	Business Law3
PSYC 1370 Applied Psychology and Human Relations	ECON 2301	Principles of Economics I3
Human Relations 3  SPCH 1311 Introduction to Speech Communication 3  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	PSYC 1370	Applied Psychology and
SPCH 1311 Introduction to Speech Communication		
Communication	SPCH 1311	
SEMESTER IV  MGMT 2374 Human Resources Management3 MGMT 2373 Organizational Behavior		
MGMT 2374 Human Resources Management3 MGMT 2373 Organizational Behavior		
MGMT 2373 Organizational Behavior	SEMESTER IV	
MGMT 2373 Organizational Behavior	MGMT 2374	Human Resources Management3
Principles of Economics II	MGMT 2373	
OFCT 2370 Business Communications	ECON 2302	
++Elective Humanities/Fine Arts3 Elective Any Non-MGMT Course3  18	OFCT 2370	
Elective Any Non-MGMT Course3 18		
18		
Minimum Hours Required	<del></del>	
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+Electivesmay	be selected from	the following:
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	_	•
IBTR	2370	Introduction to International Business and Trade3
IBTR	2371	International Marketing Management3
IBTR	2377	International Comparative Management3
IBTR	2378	International Finance3
IBTR	2379	International Business Law3
MGMT	1371	Introduction to Total Quality Management3
MGMT	1371	Small Business Management3
	1374	Introduction to Comparision
MGMT MGMT	2370	Introduction to Supervision3 Small Business Capitalization , Acquisition, and
		Finance3
MGMT	2371	Small Business Operations3
MGMT	2170	Special Problems in Business1
MGMT	2372	Special Problems in Management3
MGMT	7371	Cooperative Work Experience3
MGMT	7372	Cooperative Work Experience3
MGMT	8381	Cooperative Work Experience3
MRKT	1370	Principles of Retailing3
MRKT	2373	Salesmanship3
MRKT	2374	Advertising and Sales Promotion3
OFCT	1372	Office Calculating Machines3
OFCT	1375	Beginning Keyboarding3
++Electiv	/emust be	e selected from the following:
ARTS	1301	Art Appreciation3
DRAM	1310	Introduction to the Theatre3
<b>ENGL</b>	2322	British Literature3
ENGL	2323	British Literature3
ENGL	2332	World Literature3
ENGL	2333	World Literature3
ENGL	2327	American Literature3
ENGL	2328	American Literature3
HUMA	1301	Introduction to the Humanities3
MUSI	1306	Music Appreciation3
PHIL	1301	Introduction to Philosophy3
		or American Sign Language4
i oreign i	unguage (	Trinorout oigh Euriguago
*Mathem	atics must	be selected from the following:
MATH	1314	College Algebra OR3
MATH	1470	College Algebra4
MATH	1324	Mathematics for Business and Economics I3
MATH	1342	Introductory Statistics3
MATH	1371	Business Mathematics3
IAN-Z I LJ	1371	MATH 1371 MUST BE ACCOMPANIED
		BY A COURSE IN NATURAL SCIENCE.
		DI A COURSE IN NATURAL SCIENCE.

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

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

# COMPUTER INFORMATION SYSTEMS -- BUSINESS COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

#### Degree Plan Number X42277

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

	CREDIT HOURS
SEMESTER I	
CISC 1470	Introduction to Computer Concepts and Applications4
<b>CISC 1471</b>	Problem Solving with the Computer .4
<b>BUSI 1301</b>	Introduction to Business OR
MGMT 1370	Principles of Management3
ENGL 1301	Composition I3
MATH 1324	Mathematics for Business and
	Economics I <u>3</u>
SEMESTER II	
CISC 1372	Data Communications and Operating Systems3
CISC 1476	Programming I4
ACCT 2301	Principles of Accounting I OR3
ACCT 2401	Principles of Accounting I(4)
MATH 1325	Mathematics for Business and
	Economics II3
SPCH 1311	Introduction to Speech
	Communication <u>3</u>
SEMESTER III	
CISC 1477	Programming II OR
CISC 1480	UNIX Operating System I4
ACCT 2302	Principles of Accounting II OR3
ACCT 2402	Principles of Accounting II(4)
ECON 2301	Principles of Economics I3
+Elective	3-4
Elective	Humanities/Fine Arts3
_,,,,,,,,	16-17

CISC 2474 CISC 2490 CISC 7271 ECON 2302 Elective Elective	Microcomputer Assembly Language OR C Programming OR UNIX Operating Systems II
Minimum Hours	Required64
+Elective-Any CISC 7371 or CISC 7471	course including but not limited to CISC 7271, CISC
NOTE: Students ma of the pairs of course	y obtain credit toward a degree for only one of each s listed below:
CISC 1373 or COSC CISC 2473 or COSC	

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

## COMPUTER INFORMATION SYSTEMS -- BUSINESS SOFTWARE PROGRAMMER/DEVELOPER

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X42667

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

	CRE	DIT
	HOU	<u>IRS</u>
SEMESTER I		
CISC 1470	Introduction to Computer Concepts	
	and Applications	4
<b>CISC 1471</b>	Problem Solving with the Compute	r .4
BUSI 1301	Introduction to Business OR	
MGMT 1370	Principles of Management	3
<b>ENGL</b> 1301	Composition I	3
MATH 1332	Composition I  College Mathematics I 1	3
Ö.	•	17
SEMESTER II		
CISC 1372	Data Communications and	
	Operating Systems	3
CISC 1476	Programming I	4
CISC 2470	Control Language and	
	Operating Environments OR	
CISC 2478	PC Operating Systems and	
	Utilities OR	
CISC 1480	UNIX Operating Systems	. 4
PSYC 1370	Applied Psychology and Human	
	Relations <sup>2</sup>	3
SPCH 1311	Introduction to Speech	
Ç. C	Communication	3
		17
SEMESTER III		
CISC 2481	Database Applications OR	
CISC 2482		Á
CISC XXXX	Database Systems CISC Programming Course 3	3-4
CISC 2375	User Documentation and Training	3
ACCT 2301	Principles of Accounting I OR	
ACCT 2401	Principles of Accounting I	(4)
Elective	Humanities/Fine Arts	(4)
-1000146	Humanides/Fille Alts	<u>.</u>

SEMESTER IV CISC 2479 CISC XXXX CISC XXXX Elective +Elective	Systems Analysis and Design
Minimum Hours	Required66
+ElectiveAny CISC 7271, CISC 7371, CI	or COSC course including but not limited to CISC SC 7471
NOTE: Students may of the pairs of course	y obtain credit toward a degree for only one of each s listed below:
CISC 1373 or COSC CISC 2473 or COSC	
<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 CISC 2490.	e programming language series or CISC 1477 or
	rrse programming language series or any CISC if CISC 1477 or CISC 2490 is completed

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

institution of their choice.

# COMPUTER INFORMATION SYSTEMS -- LOCAL AREA NETWORK ADMINISTRATOR

Eastfield, North Lake and Richland only; Brookhaven\*

(Associate Degree)

Degree Plan Number X43197

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

	CREDIT HOURS
SEMESTER I	
CISC 1470	Introduction to Computer Concepts and Applications4
CISC 1471	Problem Solving with the Computer .4
<b>ENGL 1301</b>	Composition I3
MATH 1324	Mathematics for Business and Economics I
PSYC 1370	Applied Psychology and Human
PSYC 2301	Introduction to Psychology3
SEMESTER II	•
<b>CISC 1474</b>	Text Processing Applications4
CISC 1372	Data Communications
	and Operating Systems3
MGMT 1370	Principles of Management3
SPCH 1311	Introduction to Speech
	Communication3
Elective	Humanities/Fine Arts3
	16

<sup>\*</sup>Pending approval for Brookhaven College, Fall 1997

CISC CISC +Elec ++Ele	STER I 2370 2471 2478 ctives ectives	Fundamentals of Networking
	STER I 2480	PC Hardware4
	2375	User Documentation and Training 3
CISC	2488	Network Hardware4
CISC	2485	Network Problems and Applications . 4
Elect	ive	Any non-CISC course3
		18
+Elective		rs Required
++Electi	vemust t	be selected from the following:
	• • • • • • • • • • • • • • • • • • • •	, o co, o co c
CISC	1476	COBOL Programming I4
CISC	1476 1479	COBOL Programming I4 Application Development Tools4
CISC	1476 1479 1373	COBOL Programming I
CISC CISC CISC	1476 1479 1373 1480	COBOL Programming I
CISC CISC CISC	1476 1479 1373 1480 2476	COBOL Programming I
CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481	COBOL Programming I
CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374	COBOL Programming I
CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490	COBOL Programming I       4         Application Development Tools       4         BASIC Programming       3         UNIX Operating System I       4         Spreadsheet Applications       4         Database Applications       4         Advanced BASIC Techniques       3         UNIX Operating System II       4
CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491	COBOL Programming I       4         Application Development Tools       4         BASIC Programming       3         UNIX Operating System I       4         Spreadsheet Applications       4         Database Applications       4         Advanced BASIC Techniques       3         UNIX Operating System II       4         UNIX System Administration       4
CISC CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491 7271	COBOL Programming I       4         Application Development Tools       4         BASIC Programming       3         UNIX Operating System I       4         Spreadsheet Applications       4         Database Applications       4         Advanced BASIC Techniques       3         UNIX Operating System II       4         UNIX System Administration       4         Cooperative Work Experience       2
CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491	COBOL Programming I         4           Application Development Tools         4           BASIC Programming         3           UNIX Operating System I         4           Spreadsheet Applications         4           Database Applications         3           UNIX Operating System II         4           UNIX System Administration         4           Cooperative Work Experience         2           Cooperative Work Experience         3
CISC CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491 7271 7371	COBOL Programming I       4         Application Development Tools       4         BASIC Programming       3         UNIX Operating System I       4         Spreadsheet Applications       4         Database Applications       4         Advanced BASIC Techniques       3         UNIX Operating System II       4         UNIX System Administration       4         Cooperative Work Experience       2
CISC CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491 7271 7371 7471	COBOL Programming I         4           Application Development Tools         4           BASIC Programming         3           UNIX Operating System I         4           Spreadsheet Applications         4           Database Applications         4           Advanced BASIC Techniques         3           UNIX Operating System II         4           UNIX System Administration         4           Cooperative Work Experience         2           Cooperative Work Experience         3           Cooperative Work Experience         4           Cooperative Work Experience         2           Cooperative Work Experience         2           Cooperative Work Experience         3
CISC CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491 7271 7371 7471 7272	COBOL Programming I         4           Application Development Tools         4           BASIC Programming         3           UNIX Operating System I         4           Spreadsheet Applications         4           Database Applications         4           Advanced BASIC Techniques         3           UNIX Operating System II         4           UNIX System Administration         4           Cooperative Work Experience         2           Cooperative Work Experience         3           Cooperative Work Experience         2           Cooperative Work Experience         2           Cooperative Work Experience         3           Cooperative Work Experience         3           Cooperative Work Experience         3           Cooperative Work Experience         4
CISC CISC CISC CISC CISC CISC CISC CISC	1476 1479 1373 1480 2476 2481 2374 2490 2491 7271 7371 7471 7272 7372	COBOL Programming I         4           Application Development Tools         4           BASIC Programming         3           UNIX Operating System I         4           Spreadsheet Applications         4           Database Applications         4           Advanced BASIC Techniques         3           UNIX Operating System II         4           UNIX System Administration         4           Cooperative Work Experience         2           Cooperative Work Experience         3           Cooperative Work Experience         4           Cooperative Work Experience         2           Cooperative Work Experience         2           Cooperative Work Experience         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; Brookhaven\*

(Certificate)

Degree Plan Number X53337

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

	CREDIT
	HOURS
SUMMER SEM	ESTER
CISC 1470	Introduction to Computer
	Concepts and Applications4
ENGL 1301	Composition I3
	7
FALL SEMEST	'FR
CISC 1471	Problem Solving with the Computer .4
CISC 1474	Text Processing Applications4
CISC 1372	Data Communications and Operating
	Systems3
SPCH 1311	Introduction to Speech
	Communication3
	14
SPRING SEME	STER III
CISC 2370	
CISC 2471	Network Software4
CISC 2478	PC Operating Systems and
	Utilities4
CISC 2375	User Documentation and Training3
	$1\overline{4}$
	. ••
Minimum Hours	s Required35

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

<sup>\*</sup>Pending approval for Brookhaven College, Fall 1997.

# COMPUTER INFORMATION SYSTEMS -- PERSONAL COMPUTER SUPPORT

Eastfield, El Centro, Mountain View, and Richland only

(Associate Degree)

Degree Plan Number X42797

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

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

	CREDIT
	HOURS
SEMESTER I	
CISC 1470	Introduction to Computer
	Concepts and Applications4
CISC 1471	Problem Solving with the Computer .4
BUSI 1301	Introduction to Business OR
<b>MGMT 1370</b>	Principles of Management3
<b>ENGL 1301</b>	Composition I3
MATH 1332	Composition I
SEMESTER II	
CISC 1474	Text Processing Applications4
CISC 1372	Data Communications and Operating
	Systems3
CISC 2476	Spreadsheet Applications4
<b>ACCT 1371</b>	Elementary Accounting <sup>2</sup> 3
SPCH 1311	Introduction to Speech
	Communication3
	17
SEMESTER III	
CISC 2478	PC Operating Systems and Utilities4
CISC 2480	PC Hardware4
<b>PSYC 1370</b>	Applied Psychology and Human
	Relations <sup>3</sup> 3
Elective	Humanities/Fine Arts3
+Electives	<u>3-4</u>
	17-18

SEMESTER IV CISC 2370 CISC 2481 CISC 2375 CISC 7371 CISC 7471 Elective	Fundamentals of Networking	
Minimum Hours Required67		
+ElectiveAny CISC course including but not limited to CISC 7271, CISC 7371, or CISC 7471.		
NOTE: Students may obtain credit toward a degree for only one of each pair of courses below:		
CISC 1373 or COSC 1310 CISC 2473 or COSC 2325		
<sup>1</sup> MATH 1324 may be substituted for MATH 1332.		
<sup>2</sup> ACCT 2301 or ACCT 2401 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.

#### COMPUTER NETWORKING

Richland only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 843707

This program will provide training and education for individuals interested in developing their knowledge and skills as networking professionals.

The program also provides preparatory training for those wishing to take CNE-3 and CNE-4 certification examinations.

TAGITIMI GUOTO.	CREDIT
	HOURS
SEMESTER I	
CISC 1470	Introduction to Computer Concepts and Applications4
CISC 1471	Problem Solving with the Computer4
ENGL 1301	Composition3
MATH 1324	Mathematics for Business and
DOVO 4070	Economics I
PSYC 1370	Applied Psychology and Human Relations OR
PSYC 2301	Introduction to Psychology3
SEMESTER II	
CISC 1380	Networking Technologies3
MGMT 1372	Small Business Management3
SPCH 1311	Introduction to Speech
	Communications
Elective	Humanities/Fine Arts*3
Elective	Any CISC Course 3-4
	15-16
SEMESTER III	
CISC 2493	NetWare 3 Administration4
CISC 2494	NetWare 3 Installation, Configuration
0100 00-	and Advanced Administration4
CISC 2377	Printing with Netware3
CISC 2480	PC Hardware4
Elective	Any non-CISC course <u>3</u>
SEMESTER IV	
© CISC 2495	NetWare 4 Administration4
CISC 2496	NetWare 4 Installation, Configuration and Advanced Administration4
CISC 2497	Network Service and Support4
CISC 2497	NDS Design and Implementation3
CISC 2376 CISC 7171	
CISC /   /	Cooperative Work Experience1
Minimum Hours Required 66	

<sup>\*</sup>Select Humanities/Fine Arts course from Art, Dance Drama, Music, Humanities, Philosophy, Religion, Foreign Languages, Literature or Cultural Geography.

# TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Computer Networking Associate Degree and provide the student advanced skills required by the industry to specialize in Infrastructure and Advanced Access or Network Management.

## MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

Richland only

Degree Plan Number 837307		
	CREDIT HOURS	
SEMESTER I		
CISC 2371	Fundamentals of Networking Management	
CISC 2379	Fundamentals of Internetworking 3	
CISC 2381	Internetworking with Netware	
	Multiprotocol Router 3	
CISC 2382	Netware TCP/IP Transport 3 12	
Minimum Hours Required12		
MASTER CNE IN NETWORK MANAGEMENT Richland only		
Degree Plan Number 837297		
· ·	CREDIT HOURS	
SEMESTER I		
CISC 2371	Fundamentals of Networking Management3	
CISC 2379	Fundamentals of Internetworking3	
CISC 2380	Netware Management using Netware Managewise3	
Minimum Hours Required9		

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

#### **COMPUTER NETWORKING--CNE-3**

Richland only

(Certificate)

Degree Plan Number 853717

This certificate will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with emphasis on preparation for those wishing to take CNE-3 certification examinations.

	CREDIT
	HOURS
SEMESTER I	
<b>ENGL 1301</b>	Composition I3
<b>CISC 1380</b>	Networking Technologies3
SPCH 1311	Introduction to Speech
	Communications OR
<b>MATH 1324</b>	Mathematics for Business and
	Economics I3
CISC 2493	NetWare 3 Administration4
CISC 2494	NetWare 3 Installation, Configuration
	& Advanced Administration4
CISC 2377	Printing with Netware3
CISC 2495	NetWare 4 Administration4
CISC 2496	NetWare 4 Installation, Configuration
	and Advanced Administration4
<b>CISC 2497</b>	Network Service & Support4
	32
Minimum Hours	Required32

### **COMPUTER NETWORKING--CNE-4**

Richland only

(Certificate)

Degree Plan Number 853727

This certificate will provide training and education for individuals interested in developing their knowledge and skills as networking professionals with emphasis on preparation for those wishing to take CNE-4 certification examinations.

	CREDIT HOURS
SEMESTER I	
<b>ENGL 1301</b>	Composition I 3
CISC 1380	Networking Technologies3
SPCH 1311	Introduction to Speech Communications OR
MATH 1324	Mathematics for Business and Economics I
<b>CISC 2377</b>	Printing with Netware3
CISC 2495	NetWare 4 Administration 4
CISC 2496	NetWare 4 Installation, Configuration and Advanced Administration 4
CISC 2497	Network Service and Support 4
CISC 2378	NDS Design and Implementation 3 27
Minimum Hours	Required27

### COMPUTER NETWORKING--MASTER CNE IN NETWORK MANAGEMENT

Richland only

(Certificate)

Degree Plan Number 853737

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of network management.

The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Network Management.

#### CREDIT **HOURS** SEMESTER I **ENGL 1301** Composition I ......3 **CISC 2378** NDS Design and Implementation .....3 **Fundamentals of Network CISC 2371** Management.....3 Fundamentals of Internetworking......3 **CISC 2379 Network Management Using Netware CISC 2380** ManageWise.....3 **CISC 2377** Printing with Netware ......3 **SPCH 1311** Introduction to Speech **Communications OR MATH 1324** Mathematics for Business and Economics I .....3 Minimum Hours Required ......21

## COMPUTER NETWORKING--MASTER CNE IN INFRASTRUCTURE AND ADVANCED ACCESS

Richland only

(Certificate)

Degree Plan Number 853747

This certificate will provide advanced training and education for CNEs and graduates of the Computer Networking Associate degree program who wish to enhance their networking skills and knowledge in the area of infrastructure and advanced access. The certificate also provides preparatory training for those wishing to take certification examinations for Master CNE in Infrastructure and Advanced Access.

	CRED	IJТ
	HOUR	RS
SEMESTER I		
<b>CISC 2378</b>	NDS Design & Implementation	. 3
CISC 2371	Fundamentals of Network	
	Management	. 3
CISC 2379	Fundamentals of Internetworking	
CISC 2381	Internetworking w/Netware	
	Multi-Protocol Router	. 3
CISC 2382	Netware TCP/IP Transport	. 3
<b>ENGL 1301</b>	Composition I	. 3
SPCH 1311	Introduction to Speech	
	Communications OR	
MATH 1324	Mathematics for Business and	
	Economics I	. <u>3</u>
		21
Minimum Hours	Required	21

#### **EDUCATIONAL PERSONNEL**

Richland only

(Associate Degree)

#### Degree Plan Number 842887

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
SEMESTER I	
<b>EDUC 1370</b>	Language Skills for
	Educational Personnel3
<b>EDUC 1371</b>	Introduction to Educational
	Processes I3
SPCH 1311	Introduction to Speech
	Communication3
Elective	Any Non-EDUC Course3
HIST 1301	History of the United States OR
+Elective	Social/Behavioral Science3
	15
SEMESTER II	
EDUC 1375	Principles and Practices of
	Multi-Cultural Communications3
EDUC 2370	Computer Instruction for Educators3
ENGL 1301	Composition I3
HIST 1302	History of the United States3
Elective	3
FICCLIAC	15
SEMESTER III	13
EDUC 2373	The Exceptional Child
EDUC 7271	The Exceptional Child
EDUC 7371	Cooperative Work Experience*OR2
	Cooperative Work Experience*OR (3)
EDUC 7471	Cooperative Work Experience(4)
ENGL 1302	Composition II3
GOVT 2301	American Government OR
Elective	3
++Elective	Humanities/Fine Arts3
	14-16

SEME	STER IV	<b>,</b>
EDU	C 7272	Cooperative Work Experience* OR 2
EDUC 7372		Cooperative Work Experience* OR(3)
EDUC 7372		
	T 2302	American Government OR
Elect	ive	3
MAT	H 1314	College Algebra OR 3
MA	TH 1470	<u> </u>
	TH 1335	
IAIV	111 1000	Mathematics for Elementary
_		Teachers
+++E	Elective	<u>4-6</u>
		12-16
Minim	ım Hour	s Required60
Flectives	should be	e selected in consultation with the Educational
		Coordinator.
	•	
+Elective	-must be	selected from the following:
PSYC	2301	Introduction to Psychology3
PSYC	2314	Developmental Psychology3
SOCI	1301	Introduction to Sociology3
SOCI	1306	Social Problems3
SOCI	2319	American Minorities3
++Electiv	/emust be	selected from the following:
ARTS	1301	Art Appreciation3
DRAM	1310	Introduction to the Theatre3
HUMA MUSI	1301 1306	Introduction to the Humanities3
PHIL	1300	Music Appreciation3 Introduction to Philosophy
FRIL	1301	introduction to Philosophy
+++Elect	livemust b	be selected from the following:
BIOL	1408	Biological Science4
BIOL	1409	Biological Science4
CHEM	1470	Chemical Sciences4
CHEM	1471	Chemical Sciences4
OFCT	1375	Beginning Keyboarding3
OFCT	1376	Intermediate Keyboarding3
PHYS	1311	Descriptive Astronomy3
PHYS	1312	General Astronomy3
*If less th	nan 4 hours	of Cooperative Work Experience are taken, student

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

## EDUCATIONAL PERSONNEL -- BILINGUAL/ESL OPTION

Richland only

(Associate Degree)

Degree Plan Number 842897

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
SEMESTER I	
EDUC 1371	Introduction to Educational Processes I
EDUC 1375	Principles & Practices of Multicultural Communications3
ENGL 1301	Composition I3
HIST 1301	History of the United States3
SPAN 1411	Beginning Spanish4
SEMESTER II	
EDUC 1370	Language Skills for Educational Personnel3
ENGL 1302	Composition II3
HIST 1302	History of the United States3
MATH 1335	Fundamental Concepts of Mathematics for Elementary Teachers OR
MATH 1314	College Algebra OR3
MATH 1470	College Algebra(4)
SPAN 1412	Beginning Spanish4  16-17
SEMESTER III	
<b>EDUC 1377</b>	Bilingual Education: Philosophy, Techniques, Materials3
EDUC 2370	Computer Instruction for Educators
PSYC 2301	Introduction to Psychology3
SPCH 1311	Introduction to Speech Communication
+Elective	Humanities/Fine Arts3
Elective	Any Non-EDUC Course3

SEMES	TER IV		
EDUC 2371 Techniques for Teaching English to Non-Native Speakers			
EDUC	2373	Exceptional Child	
	7271	Cooperative Work Experience OR(2)	
	JC 7371	Cooperative Work Experience OR.(3)	
	OUC 7371 Cooperative Work Experience OR.(s)		
	C 2301	American Government	
++Ele			
TTEIE	cuve	<u>3-4</u> 1 <b>4-</b> 17	
		14-17	
Minimu	m Hours	s Required64	
+Elective-	-must be s	selected from the following:	
ARTS	1301	Art Appreciation3	
HUMA	1301	Introduction to the Humanities3	
MUSI	1306	Music Appreciation3	
++Elective	-must be	selected from the following:	
BUSI	1301	Introduction to Business3	
BIOL	1406	General Biology OR	
BIOL	1408	Biological Science4	
OFCT	1375	Beginning Keyboarding3	
PHYS	1415	Physical Science4	
NOTE:	Studer	nts enrolling in this program who plan to	
transfer		four-year institution should consult an	
Hansiel	to a	iour-year montunon 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 +Technical Electives--must be selected from the following: (Certificate) 1370 COMM Applied Communications ......3 **EDUC** 1372 Introduction to Educational Processes II ......3 **EDUC** 1373 Introduction to Media ......3 Degree Plan Number 852907 Computer Instruction for Educators ......3 **EDUC** 2370 Diversified Studies .....1 **EDUC** 2170 **CREDIT EDUC** 2270 Diversified Studies .....2 **HOURS EDUC** 2372 Diversified Studies ......3 SEMESTER I **EDUC** 7271 Cooperative Work Experience .....2 **EDUC** 7371 Cooperative Work Experience ......3 **EDUC 1371** Introduction to Educational **EDUC** 7471 Cooperative Work Experience .....4 Processes I ......3 **EDUC** 7272 Cooperative Work Experience .....2 Any EDUC Course ......3 EDUC XXXX Cooperative Work Experience ......3 **EDUC** 7372 **SPCH 1311 EDUC** 7472 Cooperative Work Experience .....4 Introduction to Speech **ENGL** 1301 Composition I ......3 Communication OR Beginning Sign Language ......4 **EITP** 1470 College Algebra OR .....3 **MATH 1314** EITP 1471 Intermediate Sign Language .....4 College Algebra OR .....(4) **MATH 1470 ENGL** 1302 Composition II ......3 **ENGL** (2000 Level Literature Course) ......3 **MATH 1335 Fundamental Concepts of HDEV** 1370 Educational and Career Planning ......3 **Mathematics for Elementary MATH** 1335 Fundamental Concepts of Mathematics Teachers .....(3) for Elementary Teachers OR +Technical Electives .....6 Mathematics Elective ......3 15-16 **OFCT** 1375 Beginning Keyboarding ......3 Intermediate Keyboarding ......3 **OFCT** 1376 SEMESTER II **PHED** 1304 Fundamentals of Health ......3 Language Skills for **EDUC 1370** Introduction to Physical Education ......3 PHED 1301 Educational Personnel ......3 **PHED** 1306 Advanced First Aid and Emergency Care ......3 **EDUC 1375** Principles and Practices of **PSYC** 2301 Introduction to Psychology ......3 **PSYC** 2314 Developmental Psychology ......3 Multicultural Communications ......3 SOCI 1301 Introduction to Sociology ......3 **EDUC 2373** The Exceptional Child ......3 SOCI 1306 Social Problems ......3 **ENGL 1301** Composition I ......3 SOCI 2301 Marriage and Family ......3 +Technical Elective ......3 SOCI 2319 American Minorities ......3 SPCH Fundamentals of Public Speaking ......3 1315 SPCH 1342 Voice and Articulation ......3 Art or music as appropriate and approved by EDUC instructor. Other courses occupationally appropriate and approved by the EDUC instructor.

#### **ENGINEERING TECHNOLOGY --COMPUTER AIDED DESIGN OPTION**

Richland only

(Associate Degree)

Degree Plan Number 843777

While other programs teach CAD principles, this program progresses like building blocks in a seamless coherent way that allows the student to become comfortable with each topic as knowledge builds and relationships become evident from one design level to another. With Computer-Aided Design, you not only learn CAD software, but you also learn the practical aspects of design such as Design for Assembly, Design for Manufacturability and CAD/CAM. This program reflects the skills required for an entry level CAD position, and a knowledge base which establishes potential for advancement.

	CREDIT HOURS
SEMESTER I	
<b>ENGT 1471</b>	Fluid Power Systems4
ENGT 1371	Manufacturing Processes3
CADD 1270	CAD Computer Operations2
<b>ELET 1470</b>	DC Circuits and Electrical
	Measurements4
MATH 1374	Technical Mathematics I OR
MATH 1314	College Algebra OR3
MATH 1470	College Algebra(4)
<b>ENGT 1270</b>	Introduction to CAD-2D2
	18
SEMESTER II	
<b>ENGT 1271</b>	Introduction to Quality Control2
<b>ENGT 1272</b>	3D CAD Visualization OR2
<b>ENGT 2372</b>	Special Topics in ENGT (3)
<b>ENGT 1274</b>	Solids and Design Analysis2
<b>COMM 1370</b>	Applied Communications OR
<b>ENGL 1301</b>	Composition I3
<b>ELET 1471</b>	AC Circuits4
<b>MATH 1375</b>	Technical Mathematics II OR
MATH 1316	Plane Trigonometry3
	16-17
SEMESTER III	
<b>ENGT 1372</b>	CAD for Production OR
<b>ENGR 1304</b>	Engineering Design Graphics3
MATH 2370	Technical Mathematics III OR3
MATH 2513	Calculus I (5)
PHYS 1401	Introductory General Physics4
Elective	Humanities/Fine Arts *3
	13-15

SEMESTER IV ENGT 2270 ENGT 2271 ENGT 2272 ENGT 7371 PHYS 1402 SPCH 1311 Elective	CAD/CAM Interfacing
Minimum Hours	Required 63-68
	ine Arts-course from Art, Dance, Drama, Music, hy, Religion, Foreign Language, Literature or Cultural

Geography

\*\*Select Social/Behavioral Science course from Anthropology, Government, History, Human Development, Psychology or Sociology.

## **ENGINEERING TECHNOLOGY -- CAD/CAM CERTIFICATE**

#### Richland only

(Certificate)

#### Degree Plan Number 853787

This certificate has been developed to provide skills for entry level CAD positions as well as the manufacturing specialists who requires training necessary for the integration of CAD and the CNC machines.

		CREDIT
		<b>HOURS</b>
SEMESTER I		
<b>ENGT 1270</b>	Introduction to CAD-2D	2
<b>ENGT 1271</b>	<b>Introduction to Quality Control</b>	2
<b>ENGT 1371</b>	Manufacturing Processes	
CADD 1270	CAD Operations	
MATH 1374	Technical Mathematics I OR	
MATH 1314	College Algebra OR	3
MATH 1470	College Algebra	(4)
OFCT 1173	Keyboarding for Speed and Accuracy	
	Accuracy	<u>1</u>
		13
SEMESTER II		
<b>ENGT 1272</b>	3D CAD Visualization	2
<b>ENGT 1372</b>	CAD for Production	3
<b>ENGT 1274</b>	Solids and Design Analysis OF	₹2
<b>ENGT 7371</b>	Cooperative Work Experience	e (3)
<b>ENGT 2270</b>	CAD/CAM Interfacing	
<b>ENGT 2271</b>	Design for Manufacturing G.D.	.&T2
MATH 1375	Technical Mathematics II OR	
MATH 1316	Plane Trigonometry	3
SPCH 1311	Introduction to Speech	
	Communication	<u>3</u>
		17-18
Minimum Hours	Required	30-31

## **ENGINEERING TECHNOLOGY -- ELECTRONICS TECHNOLOGY**

Richland only

(Associate Degree)

Degree Plan Number 843797

To meet the needs of the rapidly changing and expanding field of industrial electronics, this program stresses electronic principles and hands-on experience that can be applied to many aspects of advanced electronics. The Electronics core is complemented by Engineering Technology instruction in areas such as CAD, Fluid Power, Mechanics and Manufacturing. This program prepares individuals for technician level employment in electronics and related industries.

	CREDIT HOURS
SEMESTER I	
ENGT 1270	Introduction to CAD-2D2
ENGT 1271	Introduction to Quality Control2
<b>ENGT 1371</b>	Manufacturing Processes3
ELET 1470	DC Circuits & Electrical
	Measurements4
MATH 1374	Technical Mathematics I OR
MATH 1314	College Algebra OR3
MATH 1470	College Algebra(4)
Elective	Social/Behavioral Science**3
	17
SEMESTER II	
ENGT 1472	Computer-Aided Instrumentation
2.1.01	and Testing4
ELET 1471	AC Circuits4
ELET 1472	Active Devices4
COMM 1370	Applied Communications OR
ENGL 1301	Composition I3
MATH 1375	Technical Mathematics II OR
MATH 1316	Plane Trigonometry3
	18
SEMESTER III	
ENGT 1471	Fluid Powers Systems4
ENGT 1471	Technical Programming4
ENGT 2471	Digital Circuits and Machine
ENG1 24/1	Control OR
ENGT 2470	Operational Amplifiers***4
PHYS 1401	Introductory General Physics4
SPCH 1311	Introduction to Speech
	Communication3
	19

SEMESTER IV		
<b>ENGT 2475</b>	Principles and Applications of	
	Microprocessors	4
Elective	Humanities/Fine Arts *	3
PHYS 1402	Introductory General Physics	4
MATH 2370	Technical Mathematics III OR	3
MATH 2513	Calculus I	(5)
		14-16
Minimum Hours	Required	68-70
	ine Arts course from Art, Dance, Drama, l hy, Religion, Foreign Language, Literature	
	vioral Science course from Anthropology, Human Development, Psychology or Soc	iology.
*** Engineering Tech	nology 7471 may be substituted.	
	ts enrolling in this program who	-

engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.

#### ENGINEERING TECHNOLOGY --ELECTRONICS TECHNOLOGY CERTIFICATE

Richland only

(Certificate)

Degree Plan Number 853807

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 Technology associate degree.

		CREDIT HOURS
SEMESTER I		
<b>ENGT 1270</b>	Introduction to CAD -2D	2
<b>ENGT 1371</b>	Manufacturing Processes	3
	Technical Programming	
<b>ELET 1470</b>	DC Circuits and Electrical	
	Measurements	4
MATH 1374	Technical Mathematics I OR	
MATH 1314	College Algebra OR	3
<b>MATH 1470</b>	College Algebra	(4)
		16
SEMESTER II		
ENGT 1472	Computer-Aided Instrumentation and Testing	
ENGT 2471	Digital Circuits and Machine	
2.101 2111	Control	
ELET 1471	AC Circuits	
	Active Devices	
		16
SEMESTER III		
SPCH 1311	Introduction to Speech	
•	Communication	3
	Technical Mathematics II OR	
MATH 1316	Plane Trigonometry	
		6
Minimum Hours	Required	38

## **ENGINEERING TECHNOLOGY -- AUTOMATED SYSTEMS OPTION**

Richland only

(Associate Degree)

Degree Plan Number 843817

Today all levels and aspects of industry are being automated. This has created and increasing demand for individuals with the knowledge and skills required to integrate and program machines in an automated environment. This program has been designed to provide the knowledge necessary for the integration of programmable machinery and computers in automated systems utilized in materials handling, warehousing and manufacturing. This program option prepares individuals for technician level employment in the high-tech automated systems environment.

		CREDIT HOURS
SEMESTER I		
<b>ENGT 1270</b>	Introduction to CAD-2D	2
<b>ENGT 1271</b>	<b>Introduction to Quality Control</b>	2
<b>ENGT 1371</b>	Manufacturing Processes	3
<b>ENGT 1471</b>	Fluid Power Systems	4
<b>ELET 1470</b>	DC Circuits and Electrical	
	Measurements	4
MATH 1374	Technical Mathematics I OR	
MATH 1314	College Algebra OR	3
MATH 1470	College Algebra	<u>(4)</u>
• ' :		18
SEMESTER II		
COMM 1370	Applied Communications OR	
ENGL 1301	Composition I	
ENGT 1473	Technical Programming	
ELET 1471	AC Circuits	4
ENGT 2370	Robotics I	3
MATH 1375	Technical Mathematics II OR	
MATH 1316	Plane Trigonometry	<u>3</u>
		17
SEMESTER III		1
PHYS 1401	Introductory General Physics .	4
ENGT 2371	Robotics II	3
SPCH 1311	Introduction to Speech	
	Communication	
Elective	Humanities/Fine Arts *	
+Elective	Technical Elective	
		15-17

ENG1 MATH	5 1402 7 2473 1 2370 FH 2513 ve	Introductory General Physics	
Minimu	m Hours	14-16 Required64-68	
+Technic	al Elective-	-must be selected from the following:	
ENGT ENGT ENGT ELET	2270 2372 7371 1472	CAD/CAM Interfacing	
*Select Humanities/Fine Arts course from Art, Dance, Drama, Music, Humanities, Philosophy, Religion, Foreign Language, Literature or Cultural Geography.			
**Select Social/Behavioral science course from Government, History, Sociology, Anthropology, Psychology or Human Development.			
NOTE: Students enrolling in this program who plan to transfer to a four-year institution should consult an engineering technology faculty member regarding transfer requirements and the transferability of these courses to the four-year institution of their choice.			

**SEMESTER IV** 

## **ENGINEERING TECHNOLOGY -- ROBOTICS**

Richland only

(Certificate)

#### Degree Plan Number 853437

This one-year program 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 Engineering Technology Automated Systems Associate Degree.

		CREDIT
		HOURS
SEMESTER I		
ENGT 1270	Introduction to CAD-2D	2
<b>ENGT 1471</b>	Fluid Power Systems	4
<b>ENGT 2370</b>	Robotics I	
ELET 1470	DC Circuits and Electrical	
	Measurements	4
MATH 1374	Technical Mathematics I OR	
MATH 1314	College Algebra OR	
MATH 1470	College Algebra	(4)
WICH 1470	Concge Algebia	<u>(+/</u> 16
		.0
SEMESTER II		
<b>ENGT 1371</b>	Manufacturing Processes	3
<b>ENGT 1473</b>	Technical Programming	
ENGT 2371	Robotics II	
ELET 1471	AC Circuits	
SPCH 1311	Introduction to Speech	••••••
01 011 1011	Communications	2
MATH 1375	Technical Mathematics II OR	
MATH 1316	Plane Trigonometry	<u>s</u>
		20
Minimum House	Required	26
amminimin Unni2	Negulieu	

## HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS TECHNICIAN

Mountain View and Richland only

(Associate Degree)

Degree Plan Number X43597

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, management. utilization assessment and research; abstract and code clinical data using appropriate classification systems; and analyze health records according to standards. medical record technician may be responsible for functional supervision of the various components of the health information system.

· · · · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	CREDIT HOURS
SEMESTER I		
HIMT 1370	Medical Records I	3
HIMT 2470	Medical Terminology	
ENGL 1301	Composition I	
MATH 1314	College Algebra OR	
MATH 1470	College Algebra	(4)
<b>BIOL 1470</b>	Introduction to Human	
	Anatomy and Physiology I.	4
	Anatomy and Physiology I .	17
65145655B		
SEMESTER II		_
HIMT 1270	Clinical Practice I	
HIMT 2370	Medical Records II	3
BIOL 1472	Introduction to Human	
	Anatomy and Physiology II	4
MGMT 1370	Principles of Management	3
CISC 1470	Introduction to Computer	
	Concepts & Applications	
		16
SEMESTER III		
HIMT 1371	Pathophysiology	3
HIMT 1372	Health Information Quality	
	Standards & Procedures	3
HIMT 1470	Disease Classification &	
	Nomenclatures I	4
SPCH 1311	Introduction to Speech	••••••
<b>-</b>	Communication	3
+Elective	Humanities/Fine Arts	
2.000.70		16

SEME	STER IV		
НІМТ	2270	Advanced Topics in Health	
		Information Management	2
НІМТ	2272	Clinical Practice II	
	2471	Disease Classification &	
, ,,,,,,,,		Nomenclatures II	4
CISC	1372	Data Communications and	•
CISC	1312		2
		Operating Systems	ა
PSY	C 1370	Applied Psychology and	
		Human Relations	<u>3</u>
			14
	STER V 2271	Clinical Practice III	<u>2</u> 2
Minimu	ım Hour	Required	.65
+Human	ities/Fine A	rts Elective—must be selected from the following:	
ARTS	1301	Art Appreciation	3
DRAM	1310	Introduction to Theatre	3
ENGL		(2000 Level Literature Course)	3
HUMA	1301	Introduction to the Humanities	3
MUSI	1306	Music Appreciation	3
PHIL	1301	Introduction to Philosophy	
Foreign i	Foreign Language4		

## HEALTH INFORMATION MANAGEMENT -- MEDICAL RECORDS CODING SPECIALIST

Mountain View and Richland only

(Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

#### Degree Plan Number X53607

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
Medical Records I	3
Introduction to Computer	
Concepts & Applications	4
Introduction to Human	
Anatomy and Physiology I	4
	18
•	
Clinical Practice I	2
Pathophysiology	3
Diagram Olassification 0	
Nomenclatures I	4
Introduction to Speech	
Communication	3
Introduction to Human	
Anatomy and Physiology II	4
	16
Disease Classification &	•
Nomenclatures II	4
	4
	•
Clinical Practice II	2
	2
	_
rs Required	40
	Anatomy and Physiology I  Clinical Practice I

#### INTERNATIONAL BUSINESS AND TRADE

Richland only

(Associate Degree)

Degree Plan Number 843107

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
SEMESTER I	<u>HOURS</u>
IBTR 2370	Introduction to International Business
IDTR 2370	and Trade3
IBTR 2373	International Information
10111 2010	Systems OR3
CISC 1470	Introduction to Computer
	Concepts and Applications(4)
MGMT 1370	Principles of Management3
MRKT 2370	Principles of Marketing3
<b>ECON 2301</b>	Principles of Economics I3
ENGL 1301	Composition I <u>3</u>
	15
SEMESTER II	
IBTR 2372	Export/Import Documentation,
	Logistics, and Transportation3
IBTR 2371	International Marketing
	Management3
ECON 2302	Principles of Economics II3
MATH 1324	Mathematics for Business
	and Economics I OR
MATH 1332	College Mathematics I OR
MATH 1342	Introductory Statistics3
SPCH 1311	Introduction to Speech
	Communication3
	18-19
SUMMER	
BUSI 2301	Business Law3
+Elective	Social/Behavioral Science3
	6

SEMESTER III IBTR 2377  ACCT 2301 ACCT 2401 MGMT 2373 FREN 1411 SPAN 1411 ++Elective  SEMESTER IV IBTR 2378 IBTR 2379 ACCT 2302 ACCT 2402 FREN 1412 SPAN 1412 Elective		International Comparative  Management
		16-17
Minimu	ım Hours	Required71
+Elective	s-must be	selected from the following:
ANTH GOVT GEOG GEOG HIST HIST PSYC SOCI	2351 2371 2312 1302 2321 2322 2301 1301	Cultural Anthropology
++Electives—must be selected from the following:		
BUSI ECON IBTR IBTR IBTR IBTR IBTR MGMT MGMT MGMT MGMT MGMT MRKT MRKT MRKT SPAN SPAN	1307 2311 2374 2375 2380 2381 7471 1372 1374 2170 2374 2375 1370 2373 2374 2371 2372	Personal Finance
*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.

<sup>\*\*</sup>International topics may be offered through this special problems course.

## INTERNATIONAL BUSINESS AND TRADE CERTIFICATE

Richland only

(Certificate)

Degree Plan Number 853117

				CREDIT
				<b>HOURS</b>
S	EMES	STERI		
	IBTR	2370	Introduction to International	
		2010	Business and Trade	2
		0070	Dusiliess and Trade	
	IBTR	23/2		
			Logistics, and Transportation	3
	<b>IBTR</b>	2377	International Comparative	
			Management	3
	<b>IBTR</b>	2373	International Information	
		20.0	Systems OR	2
	0100	4 4 9 4	Systems OK	<b>.</b>
	CISC	1470	introduction to Computer	
			Concepts and Applications	(4)
	<b>ENGL</b>	_ 1301	Composition I	3
	+Elec	tive	Business-related	3
	_,_,			18-19
				10-13
_				
S		STER II		
	<b>IBTR</b>	2371	International Marketing	
			Management	3
	<b>IBTR</b>	2378	International Finance	3
	IBTR		International Business Law	
			Business-related	
	+Elec			
	+Elec		Business-related	3
	SPCH	1 1311	Introduction to Speech	
			Communication	<u>3</u>
				18-19
				,,,,,,
	linimu	Hair	s Required	26
IV	IIIIIIII	iii noui	s Required	30
	F1 45		A A A Company of the state of t	
+1	Elective	emust b	e selected from the following courses:	
0	USI	2301	Business Law	2
_	CON	2301	Principles of Economics I	دع
_	CON	2302	Principles of Economics II	
_	CON	2311	Economics of Global Issues	
_	TR	2374	International Purchasing	
	TR	2375	Import Customs Regulations	
	TR	2380	Export/import Trade Finance	
	TR	2381	International Human Resource Manager	nent 3
	TR	7471	Cooperative Work Experience	4
	GMT	1370	Principles of Management	
	GMT	2373	Organizational Behavior	3
M	RKT	2370	Principles of Marketing	3

#### MANAGEMENT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X43667

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

	CRI	EDIT
	HOL	<b>URS</b>
SEMESTER I		
<b>MGMT 1370</b>	Principles of Management	3
MGMT 1374	Introduction to Supervision	
MGMT 7371	Cooperative Work Experience	
BUSI 1301	Introduction to Business	
<b>ENGL 1301</b>	Composition I	3
SPCH 1311	Introduction to Speech	
	Communication	3
		18
SEMESTER II		
MGMT 2374	Human Resources Management .	3
MGMT 7372	Cooperative Work Experience	
CISC 1470	Introduction to Computer Concepts	
0.00 1110	and Applications	
Mathematics*		
ENGL 1302	Composition II	
2,102,1002		16
SEMESTER III		
MGMT 2373	Organizational Behavior	3
MGMT 8381	Cooperative Work Experience	
ACCT 2301	Principles of Accounting I** OR	
ACCT 2401	Principles of Accounting I**	
ECON 2301	Principles of Economics I OR	. (+)
ECON 1303	Economics of Contemporary Social Issues	2
	Social issues	<u>3</u> 12
		12

SEMES	TER IV	
MGMT 2375		Problem Solving and Decision
		Making3
MGM	T 8382	Cooperative Work Experience3
+Elec		Humanities/Fine Arts3
Electi		Any Non-MGMT Course3
Electi	ve	<u>3</u>
		15
Minimu	m Hour	s Required61
+Elective-	-must be	selected from the following:
ARTS	1301	Art Appreciation3
DRAM	1310	Introduction to the Theatre3
HUMA	1301	Introduction to the Humanities3
ENGL	2322	British Literature3
ENGL	2323	British Literature3
ENGL	2332	World Literature3
ENGL	2333	World Literature3
ENGL	2327	American Literature3
ENGL	2328	American Literature3
MUSI	1306	Music Appreciation3
PHIL	1301	Introduction to Philosophy3
Foreign La	anguage o	r American Sign Language4
*Mathema	itics must	be selected from the following:
MATH	1314	College Algebra OR3
MATH	1470	College Algebra4
MATH	1324	Mathematics for Business and Economics I3
MATH	1342	Introductory Statistics3
MATH	1371	Business Mathematics3
		MATH 1371 MUST BE ACCOMPANIED
		BY A COURSE IN NATURAL SCIENCE.

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

#### **MANAGEMENT**

Offered at all seven colleges

(Certificate)

Degree Plan Number X53467

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

	CREDIT HOURS
SEMESTER I	HOOKS
MGMT 1374	Introduction to Supervision3
MGMT 7371	Cooperative Work Experience3
ENGL 1301	Composition I <u>3</u>
SEMESTER II	•
<b>MGMT 2374</b>	Human Resources Management3
<b>MGMT 7372</b>	Cooperative Work Experience3
SPCH 1311	Introduction to Speech
	Communication <u>3</u>
SEMESTER III	
<b>MGMT 2373</b>	Organizational Behavior3
MGMT 8381	Cooperative Work Experience3
SEMESTER IV	
MGMT 2375	Problem Solving and Decision
	Making3
MGMT 8382	Cooperative Work Experience3
Minimum Hours	Required30

#### **MULTIMEDIA TECHNOLOGY**

Richland College only

(Certificate)

Degree Plan Number 853827

The Multimedia Technology Certificate program is designed to develop the skills, attitudes, and experiences to enable students to participate as productive members of a multimedia development team. Upon successful completion of this program, the student will be experienced in cross-platform development of graphics, audio, video, and animation for multimedia communications and training materials.

	CREDIT HOURS
SEMESTER I	
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment3
<b>MULT 1371</b>	Video and Audio Techniques3
<b>MULT 1372</b>	Multimedia Project Management3
SPCH 1311	Introduction to Speech Communication OR
<b>ENGL 1301</b>	Composition I OR
MATH 1371	Business Mathematics <u>3</u> 12
SEMESTER II	
<b>MULT 1373</b>	Multimedia Authoring I3
PHOT 2325	Introduction to Digital Imaging3
SPCH 1311	Introduction to Speech Communication OR
<b>ENGL 1301</b>	Composition I OR
MATH 1371	Business Mathematics3
+Elective	<u>3-4</u>
	12-13
SEMESTER III	
<b>MULT XXXX</b>	Specialization Course AND3
MULT XXXX	Specialization Course3
MULT 1379 +Elective	Multimedia Project Design3
	12-13
Minimum Hours	Required36

#### +Elective--student must select from the following: Technical Writing

**FNGI 2311** 

L110L 2011	1 CONTINUE ALICH &	
MGMT 1372	Small Business Management	3
MUSI 1372	Digital Music Production	3
Any ARTS, CI	SC, COSC, HUMA, JOUR, MULT, or PHOT	
SPECIALIZAT	ION COURSES:	
Visual Design		
MULT 1375	Computer Illustration	3
<b>MULT 1376</b>	2D Animation	3
Multimedia A		*.
MULT 1374	Multimedia Authoring II	3
MULT 1376	2D Animation	
Internet Com		
MULT 1377	Internet Communcations Design	3
MILI T 1378	Advanced Internet Communications	

#### **MULTIMEDIA TECHNOLOGY**

Richland College only

(Advanced Certificate)

(Students pursuing this certificate program are required to take the TASP test.)

Degree Plan Number 853837

The Multimedia Technology Certificate program is designed to develop the skills, attitudes, and experiences to enable students to participate as productive members of a multimedia development team. Upon successful completion of this program, the student will have advanced experience in cross-platform development of graphics, audio, video, and animation for multimedia communications and training materials.

	CREDIT HOURS
SEMESTER I	
MULT 1370	Introduction to Multimedia in a Cross-Platform Environment3
MULT 1371	Video and Audio Techniques3
MULT 1372	Multimedia Project Management3
SPCH 1311	Introduction to Speech
	Communication OR
<b>ENGL 1301</b>	Composition I OR
MATH 1371	Business Mathematics3
SEMESTER II	
<b>MULT 1373</b>	Multimedia Authoring I3
PHOT 2325	Introduction to Digital Imaging3
SPCH 1311	Introduction to Speech
0. 0	Communication OR
ENGL 1301	Composition I OR
MATH 1371	Business Mathematics3
+Elective	3-4
TEIGCHVE	12-13
SEMESTER III	
MULT XXXX	Specialization Course AND
	Specialization Course AND
MULT XXXX	Specialization Course
MULT 1379	Multimedia Project Design3
+Elective	3-4
	12-13
	· · · · · · · · · · · · · · · · · · ·
SEMESTER IV	
MULT 1380	Multimedia Portfolio3
MULT 7371	Cooperative Work Experience
	/Multimedia Production Team3
+Elective	3-4
+Elective	<u>3-4</u>
	12-14
Minimum Hours	Required48

#### ENGL 2311 Technical Writing..... Small Business Management......3 MGMT 1372 Digital Music Production ......3 MUSI 1372 Any ARTS, CISC, COSC, HUMA, JOUR, MULT, or PHOT course . .3-4 **SPECIALIZATION COURSES:** Visual Design Computer Illustration ......3 **MULT 1375 MULT 1376** 2D Animation......3 **Multimedia Authoring MULT 1374** Multimedia Authoring II......3 **MULT 1376** 2D Animation.....3 **Internet Communications MULT 1377** Internet Communcations Design......3

+Elective--student must select from the following:

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.

Advanced Internet Communications......3

**MULT 1378** 

#### OFFICE TECHNOLOGY --ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

(Associate Degree)

Degree Plan Number X42077

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

Skills ill addition	to basic office skills.
	CREDIT
	HOURS
SEMESTER I	
<b>OFCT 1372</b>	Office Calculating Machines3
<b>OFCT 1375</b>	Beginning Keyboarding <sup>1</sup> OR
<b>OFCT 1376</b>	Intermediate Keyboarding3
<b>OFCT 1377</b>	Office Systems and Applications3
<b>ENGL 1301</b>	Composition I3
SPCH 1311	Introduction to Speech
	Communication3
	15
SEMESTER II	4.
<b>OFCT 1373</b>	Office Procedures <sup>2</sup> 3
<b>OFCT 1376</b>	Intermediate Keyboarding <sup>1</sup> OR
OFCT 1379	Word Processing I3
OFCT 1379	Word Processing I OR
OFCT 1380	Business Software Applications 13
<b>MATH 1371</b>	Business Math3 Natural Science <sup>3</sup> 3
Elective	Natural Science <sup>3</sup> 3
	15
	,
SEMESTER III	
OFCT 1371	Automated Filing3
<b>OFCT 1378</b>	Text Processing Transcription 43
OFCT 2370	Business Communications3
OFCT 2372	Word Processing II OR
<b>OFCT 2373</b>	Business Software Applications II3
++Elective	Social/Behavioral Science3
Elective <sup>5</sup>	3
	18

Business Software Applications I OR Business Software Applications II OR Business Software Applications III 3 Cooperative Work Experience OR 3 Cooperative Work Experience OR 3 Cooperative Work Experience OR 3 Elementary Accounting OR Principles of Accounting I OR 3 Principles of Accounting I (4) Humanities/Fine Arts 3 Any Non-OFCT Course 3
rs Required63
e placed in keyboarding courses based on proficiency y previous training, experience and/or placement tests. out, any OFCT course may be taken to supplement the quired.
is, OFCT 2371 (Legal Secretarial Procedures) may be
ing Natural Science courses may be taken:
General Biology
e taken from the following:
Contemporary Topics in Office Technology

++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.

## 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:

<b>OFCT 1377</b>	Office Systems and Applications	3
<b>OFCT 1378</b>	Text Processing Transcription	3
OFCT 1379	Word Processing I	3
OFCT 1380	Business Software Applications I	3
OFCT 1373	Office Procedures	3
OFCT 1376	Intermediate Keyboarding	3
OFCT 2370	Business Communications	3

## OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

Offered at all seven campuses

(Certificate)

Degree Plan Number X52097

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

		CREDIT
		HOURS
SEME	STERI	
	T 1372	Office Calculating Machines 3
	T 1375	Paginning Kayboomling 1 OP
		beginning Reyboarding OR
	CT 1376	Intermediate Keyboarding 1
	T 1377	Office Systems and Applications 3
	L 1301	Composition I3
	H 1371	Business Mathematics <sup>2</sup> OR
SP	CH 1311	Introduction to Speech3
SEME	STER II	
OFC	T 1373	Office Procedures3
	T 1376	Intermediate Keyboarding OR
	CT 1379	Word Processing I 1
	T 1378	Text Processing Transcription 3
	T 1379	Word Processing I OR
OF	CT 1380	Business Software Applications I 3
		12
SEME	STER III	
OFC	T 1371	Automated Filing Procedures 3
	T 1380	Business Software Applications I OR
	CT 2373	Business Software Applications II 3
	T 2370	Business Communications
	T 1371	Elementary Accounting OR
	CT 2301	Principles of Accounting I OR 3
AC	CT 2401	Principles of Accounting 1 (4)
		12
Minim	um Hour	s Required39
1 Studen	te may he r	laced in keyboarding courses based on proficiency
		previous training, experience and/or placement tests.
If studen	its place out	, any OFCT course may be taken to supplement the
		Jired
2 04	4I	During an Mathematica (MARTH 4074) mount of a
		Business Mathematics (MATH 1371) must also owing Natural Science courses:
		•
BIOL	1406	General Biology4
ECOL	1305	People and Their Environment3
GEOL	1403	Physical Geology4
PHYS	1311	Descriptive Astronomy
PHYS PHYS	1401 1415	Introductory General Physics 4 Physical Science 4
rn13	1413	Filvarial Suitike4

## OFFICE TECHNOLOGY -- RECEPTIONIST

All seven colleges

(Certificate)

Degree Plan Number X53547

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

	HOURS
SEMESTER I	
<b>OFCT 1372</b>	Office Calculating Machines3
OFCT 1376	Intermediate Keyboarding <sup>1</sup> OR
OFCT 1379	Word Processing I3
OFCT 1379	Word Processing I OR
OFCT 1380	<b>Business Software Applications 13</b>
ENGL 1301	Composition I3
	12
SEMESTER II	
<b>OFCT 1373</b>	Office Procedures3
<b>OFCT 1380</b>	Business Software Applications i OR
<b>OFCT 2372</b>	Word Processing II OR
<b>OFCT 2373</b>	<b>Business Software Applications II3</b>
SPCH 1311	Introduction to Speech
	Communication3
Minimum Hours	Required21

<sup>&</sup>lt;sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

All seven colleges

(Certificate)

**CREDIT** 

Degree Plan Number X53557

This certificate provides word processing skills necessary to produce documents from rough draft copy and voice recordings.

	CREDIT HOURS	
SEMESTER I		
<b>OFCT 1376</b>	Intermediate Keyboarding <sup>1</sup> OR	
OFCT 1379	Word Processing I 3	
<b>OFCT 1377</b>	Office Systems and Applications 3	
<b>OFCT 1379</b>	Word Processing I OR	
OFCT 1380	Business Software Applications I 3	
<b>ENGL 1301</b>	Composition i3	
	12	
SEMESTER II		
<b>OFCT 1378</b>	Text Processing Transcription 3	
OFCT 1380	Business Software Applications I OR	
OFCT 2372	Word Processing II OR	
OFCT 2373	Business Software Applications II 3	
OFCT 2370	Business Communications 3	
SPCH 1311	Introduction to Speech	
	Communication <u>3</u> 12	
Minimum Hours Required24		

<sup>&</sup>lt;sup>1</sup> Prerequisite: OFCT 1375 or demonstrated competency.

#### ORNAMENTAL HORTICULTURE TECHNOLOGY -- GREENHOUSE FLORIST OPTION

Richland only

(Associate Degree)

Degree Plan Number 841077

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.

		CREDII
SEMESTER I		
HORT 1470	Horticulture Science	4
<b>HORT 1270</b>	Landscape Trees	2
HORT 1471	Floral Design	4
<b>BIOL 1411</b>	Introductory Botany* OR	
<b>BIOL 1408</b>	Biological Science	4
ENGL 1301	Composition I* OR	
COMM 1370	Applied Communications	<u>3</u>
		17
SEMESTER II		
HORT 1271	Landscape Shrubs, Vines and Cover	
<b>HORT 1370</b>	Herbaceous and Exotic Plants	3
ARTS 1311	Racic Design LOP	
ARTS 1316	Drawing I	3
CISC 1470	Introduction to Computer Conc and Applications	epts
MATH 1324	Mathematics for Business and	
WATT 1524	Economics I* OR	
MATH 1371	Business Mathematics	3
PSYC 2301	Introduction to Psychology* Of	
PSYC 1370	Applied Psychology and Hum Relations	an 3
	(Clationo	18
SEMESTER III		
HORT 1272	Interior Plant Identification	2
HORT 2470	Greenhouse Horticulture	
<b>HORT 2376</b>	Flower Shop Management	3
MRKT 2370	Principles of Marketing* OR	
MRKT 1370	Principles of Retailing	3
SPCH 1311	Introduction to Speech	
	Communication	
Elective	Any Non-HORT Course	
		4 0

SEMESIEK IV	
HORT 1372	Fundamentals of Landscape Planning
<b>HORT 2374</b>	Foliage Plants and Interiorscaping 3
<b>HORT 2373</b>	Advanced Floral Design3
<b>HORT 7371</b>	Cooperative Work Experience OR
HORT 2372	Problems and Practices in
	Industry 3
ACCT 2301	Principles of Accounting I* OR 3
ACCT 2401	Principles of Accounting I* OR (4)
ACCT 1371	Elementary Accounting(3)
Minimum Hours	Required68

\*Indicates the preferred class in transferring to four-year institutions.

#### ORNAMENTAL HORTICULTURE --INTERIORSCAPE OPTION

Richland only

(Associate Degree)

Degree Plan Number 843297

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 propogation techniques. Hands-on experience is emphasized in the coursework in addition to cooperative work experience.

	CREDIT
AFMEATER !	HOURS
SEMESTER I	
HORT 1470	Horticulture Science4
HORT 1270	Landscape Trees2
HORT 1471	Floral Design4
<b>HORT 1371</b>	Landscape Development I3
HORT 1372	Fundamentals of Landscape Planning3
BIOL 1411	Introductory Botany* OR
BIOL 1408	Biological Science4
DIOL 1400	20
	20
SEMESTER II	
HORT 1271	Landagana Christa Mines and County
HORT 12/1	Landscape Shrubs, Vines and Ground
HODT 4070	Cover2
HORT 1370	Herbaceous and Exotic Plants3
HORT 1373	Landscape Development II3
ENGL 1301	Composition I* OR
COMM 1370	Applied Communications3
PSYC 2301	Introduction to Psychology* OR
PSYC 1370	Applied Psychology and Human
	Relations3
SPCH 1311	Introduction to Speech
	Communication3
	17
	•••
SEMESTER III	
HORT 1272	Interior Plant Identification2
HORT 2470	Greenhouse Horticulture4
HORT 2471	Landscape Design4
MATH 1324	Mathematics for Business and
10/11/11/19/24	Economics I* OR
MATH 1371	
	Business Mathematics3
ARTS 1311	Design I OR
ARTS 1316	Drawing I3
	16

SEMESTER IV	
<b>HORT 2371</b>	Landscape Management 3
<b>HORT 7371</b>	Cooperative Work Experience OR
HORT 2372	Problems and Practices in
	Industry 3
HORT 2374	Foliage Plants and Interiorscaping 3
CISC 1470	Introduction to Computer Concepts
	and Applications4
Elective	Any Non-HORT Course 3
	16
•	
Minimum Hours	Required69
*Indicates the preferr	ed class in transferring to 4-year institutions

Indicates the preferred class in transferring to 4-year institutions.

## ORNAMENTAL HORTICULTURE -- INTERIORSCAPE

Richland only

(Certificate)

Degree Plan Number 853307

		CKEDII
		<b>HOURS</b>
SEMESTER I		
<b>HORT 1272</b>	Interior Plant Identification	2
<b>HORT 1371</b>	Landscape Development I	3
HORT 1372	Fundamentals of Landscape Planning	3
HORT 1470	Horticulture Science	
HORT 1471	Floral Design	
MATH 1324	Mathematics for Business and Economics I* OR	
MATH 1371	Business Mathematics	<u>3</u> 19
SEMESTER II	•	
<b>HORT 1370</b>	Herbaceous and Exotic Plants	3
<b>HORT 1373</b>	Landscape Development II	3
<b>HORT 2374</b>	Foliage Plants and Interiorscap	
<b>HORT 7371</b>	Cooperative Work Experience	
Elective	Any non-HORT course	
	·	15
Minimum Hours	Required	34

<sup>\*</sup>Indicates the preferred class in transferring to 4-year institutions.

## ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE MANAGEMENT OPTION

Richland only

(Associate Degree)

Degree Plan Number 842427

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 omamental 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
SEMESTER I	
<b>HORT 1270</b>	Landscape Trees2
<b>HORT 1371</b>	Landscape Development I3
HORT 1372	Fundamentals of Landscape
HORT 1470	Planning3 Horticulture Science4
BIOL 1411	Introductory Botany* OR
BIOL 1408	Biological Science4
ENGL 1301	Composition I* OR
COMM 1370	Applied Communications3
SEMESTER II	•
HORT 1271	Landscape Shrubs, Vines and Ground Cover2
HORT 1370	Herbaceous and Exotic3
<b>HORT 1373</b>	Landscape Development II3
CISC 1470	Introduction to Computer Concepts and Applications4
MATH 1324	Mathematics for Business and Economics I* OR
<b>MATH 1371</b>	Business Mathematics3
SPCH 1311	Introduction to Speech
	Communication3
	18

SEMESTER III	
<b>HORT 1272</b>	Interior Plant Identification2
HORT 7371	Cooperative Work Experience OR
HORT 2372	Problems and Practices in Industry. 3
HORT 2471	Landscape Design4
ACCT 2301	Principles of Accounting I* OR 3
ACCT 2401	Principles of Accounting I* OR (4)
ACCT 1371	Elementary Accounting(3)
PSYC 2301	Introduction to Psychology* OR
PSYC 1370	Applied Psychology and Human
	Relations3
Elective	Any Non-HORT Course3
	18
SEMESTER IV	
<b>HORT 2371</b>	Landscape Management3
<b>HORT 2374</b>	Foliage Plants and Interiorscaping 3
<b>HORT 2375</b>	Advanced Landscape Planning 3
<b>HORT 7372</b>	Cooperative Work Experience 3
<b>ARTS 1311</b>	Design I OR
<b>ARTS 1316</b>	Drawing I3
	15
<b>Minimum Hours</b>	Required70
	•

\*Indicates the preferred class in transferring to four-year institutions.

#### ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE NURSERY OPTION

Richland only

(Associate Degree)

Degree Plan Number 842437

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
SEMESTER I	HOURS
HORT 1470	Horticulture Science
HORT 1270	Landscape Trees
HORT 1371	Landscape Development I
HORT 1372	Fundamentals of Landscape
	Planning
BIOL 1411	Planning
BIOL 1408	Introductory Botany* OR Biological Science
ENGL 1301	Composition I* OR
COMM 1370	Applied Communications
	19
SEMESTER II	
<b>HORT 1271</b>	Landscape Shrubs, Vines and Ground
	Cover2
<b>HORT 1370</b>	Herbaceous and Exotic Plants3
<b>HORT 1373</b>	Landscape Development II3
CISC 1470	Introduction to Computer Concepts
	and Applications4
MATH 1324	Mathematics for Business and
	Economics I* OR
MATH 1371	Business Mathematics
SPCH 1311	Introduction to Speech
	Communication3
	18
SEMESTER III	
HORT 2270	Propagation of Woody Ornamental
	Plants
HORT 2370	Nursery Operations
HORT 2470	Greenhouse Horticulture4
HORT 2471	Landscape Design4
ARTS 1311	Design I OR
ARTS 1316	Drawing I
PSYC 2301	Introduction to Psychology* OR
PSYC 1370	Applied Psychology and Human
	Relations3
	19

SEMESTER IV	
<b>HORT 2371</b>	Landscape Management 3
<b>HORT 7371</b>	Cooperative Work Experience OR
<b>HORT 2372</b>	Problems and Practices in Industry. 3
<b>HORT 2374</b>	Foliage Plants and Interiorscaping 3
<b>HORT 2375</b>	Advanced Landscape Planning 3
Elective	Any Non-HORT Course3
	15

\*Indicates the preferred class in transferring to four-year institutions.

Minimum Hours Required ......71

#### ORNAMENTAL HORTICULTURE TECHNOLOGY -- FLORIST CERTIFICATE

Richland only

(Certificate)

Degree Plan Number 851167

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		
SEMESTER I			
<b>HORT 1471</b>	Floral Design4		
ACCT 2301	Principles of Accounting I* OR3		
ACCT 2401	Principles of Accounting I* OR (4)		
ACCT 1371	Elementary Accounting(3)		
ARTS 1311	Design I OR		
ARTS 1316	Drawing 13		
MATH 1371	Business Mathematics3		
PSYC 2301	Introduction to Psychology* OR		
PSYC 1370	Applied Psychology and Human		
	Relations <u>3</u>		
	16		
SEMESTER II			
<b>HORT 1271</b>	Landscape Shrubs, Vines and Ground		
	Cover2		
<b>HORT 1272</b>	Interior Plant Identification2		
<b>HORT 1370</b>	Herbaceous and Exotic Plants3		
<b>HORT 2373</b>	Advanced Floral Design3		
HORT 2376	Flower Shop Management3		
HORT 7371	Cooperative Work Experience3		
	16		
Minimum Hours	Minimum Hours Required32		

<sup>\*</sup>Indicates the preferred class in transferring to four-year institutions.

#### ORNAMENTAL HORTICULTURE TECHNOLOGY -- LANDSCAPE GARDENER CERTIFICATE

Richland only

(Certificate)

Degree Plan Number 851177

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
SEMESTER I	
HORT 1270	Landscape Trees 2
HORT 1372	Fundamentals of Landscape
	Planning 3
HORT 1470	Horticulture Science4
PSYC 2301	Introduction to Psychology* OR
PSYC 1370	Applied Psychology and Human
	Relations3
MATH 1324	Mathematics for Business and
	Economics I* OR
MATH 1371	Business Mathematics3
	15
SEMESTER II	
HORT 1271	Landscape Shrubs, Vines and Ground
	Cover
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	
	16
Minimum Hours	Required31
	•

<sup>\*</sup>Indicates the preferred class in transferring to four-year institutions.

#### **REAL ESTATE**

Cedar Valley, North Lake and Richland only

(Associate Degree)

Degree Plan Number X40887

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
SEMESTER I	
<b>REAL 1370</b>	Real Estate Principles3
<b>REAL 1379</b>	Law of Agency3
BUSI 1301	Introduction to Business3
<b>ENGL 1301</b>	Composition I
MATH 1324	Composition I
	Economics OR3
<b>REAL 1378</b>	Real Estate Math AND(3)
ECOL 1305	People and Their Environment (3)
	15-18
SEMESTER II	
<b>REAL 1372</b>	Real Estate Marketing3
<b>REAL 1375</b>	Real Estate Law3
SPCH 1311	Introduction to Speech
	Communication3
PSYC 1370	Applied Psychology and Human
	Relations3
<b>REAL 1371</b>	Real Estate Finance3
	15
SEMESTER III	
<b>REAL 1376</b>	Promulgated Contract Forms3
<b>REAL 7471</b>	Cooperative Work Experience4
<b>REAL 1373</b>	Real Estate Appraisal-
	Commercial OR
<b>REAL 1374</b>	Real Estate Appraisal-Residential3
ECON 2301	Principles of Economics I OR
ECON 1303	Economics of Contemporary Social
	Issues3
CISC 1470	Introduction to Computer Applications
	and Concepts <u>4</u>
	17
SEMESTER IV	
++Elective	12
+Elective	Humanities/Fine Arts3
	15
	_
Minimum Hours	Required 62-65

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

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

#### ++Recommended Electives:

MRKT	2373	Salesmanship	3
REAL	2270	Special Problems in Real Estate	
REAL	2370	Real Estate Office Management Brokerage	
REAL	2371	Commercial and Investment Real Estate	3
REAL	2372	Property Management	3
REAL	2373	Residential Inspection for Real Estate Agents	3
REAL	2170	Special Problems in Real Estate	1
REAL	2374	Special Problems in Real Estate	3
DEAL	7472	Cooperative Work Experience II	A

#### **REAL ESTATE -- SPECIALIST**

Cedar Valley, North Lake and Richland Only

(Skills Achievement Award)

Degree Plan Number X37157

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
		<b>HOURS</b>
<b>REAL 1379</b>	Law of Agency	3
<b>REAL 1370</b>	Real Estate Principles	3
REAL XXXX	Select from Below	3
REAL XXXX	Select from Below	3
REAL XXXX	Select from Below	<u>3</u>
		15
Minimum Hours	Required	15
Select three fro	om the following:	
<b>REAL 1371</b>	Real Estate Finance	3
<b>REAL 1372</b>	Real Estate Marketing	3
<b>REAL 1373</b>	Real Estate Appraisal-	
	Commercial	3
<b>REAL 1374</b>	Real Estate Appraisal-	
	Residential	3
<b>REAL 1375</b>	Real Estate Law	3
<b>REAL 1376</b>	Promulgated Contract Forms	
<b>REAL 1378</b>	Real Estate Mathematics	
<b>REAL 2170</b>	Special Problems in Real Esta	
<b>REAL 2270</b>	Special Problems in Real Esta	te2
<b>REAL 2370</b>	Real Estate Office	
	Management/Brokerage	3
<b>REAL 2371</b>	Commercial and Investment	
	Real Estate	3
<b>REAL 2372</b>	Property Management	3
<b>REAL 2373</b>	Residential Inspection	
	for Real Estate	3
<b>REAL 2374</b>	Special Problems in	
	Real Estate	3
<b>REAL 7471</b>	Cooperative Work Experience.	4

## SEMICONDUCTOR MANUFACTURING--EQUIPMENT TECHNICIAN

Richland College only

(Associate Degree)

Degree Plan Number 843847

Richland College has partnered with Collin County Community College and industry to develop this program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. The increasing demand semiconductor products challenges the industry to find the highly skilled and knowledgeable technicians needed in semiconductor manufacturing. This program has been designed to provide the student with the skills to perform technical duties associated with the installation, repair, maintenance and calibration of equipment used for the manufacture and test of semiconductor products.

	•	CREDIT
		<b>HOURS</b>
SEMESTER I		
<b>ENGL 1301</b>	Composition I	3
MATH 1314	College Algebra OR	3
MATH 1470	College Algebra OR	
MATH 1374	Technical Mathematics I	3
<b>ENGT 1471</b>	Fluid Power Systems	
<b>ELET 1470</b>	DC Circuits and Electrical	
	Measurements	4
SEMI 1370	Semiconductor Manufacturing.	3
		17
SEMESTER II		
<b>PSYC 1370</b>	<b>Applied Psychology and Huma</b>	n
	Relations	
<b>MATH 1375</b>	Technical Mathematics II	3
PHYS 1407	Concepts in Physics	
<b>ELET 1471</b>	AC Circuits	
		14
SEMESTER III		
SEMI 7371	Cooperative Education I	3
CHEM 1470	Chemical Science	4
		7
SEMESTER IV		
<b>ENGT 1472</b>	Computer Aided Instrumentation	on
	and Testing	
<b>ELET 1472</b>	Active Devices	
SEMI 1470	Digital IC Analysis	
SPCH 1311	Introduction to Speech	
	Communications	3
Elective	Humanities/Fine Arts	<u>3</u>
		18

SEMESTER V	
SEMI 2371	Digital II 3
SEMI 1471	Industrial Automation Controllers 4
SEMI 2470	Active Devices II 4
SEMI 2370	Semiconductor Manufacturing II OR
SEMI 7372	Cooperative Education II3
Minimum Hours	Required70
NOTE: Ouden	to assessing in this program who play to

## SEMICONDUCTOR MANUFACTURING--OPERATOR

Richland College only

(Certificate)

Degree Plan Number 853857

Richland College has partnered with Collin County Community College and industry to develop this certificate program for students who are interested in working for companies who use the latest equipment and the latest technological developments in the field of semiconductors. This program has been designed to provide the student with the skills to operate equipment used in the semiconductor manufacturing process.

		CREDIT HOURS
SEMESTER I		100110
<b>ENGL 1301</b>	Composition I	3
MATH 1314	College Algebra OR	
MATH 1470	College Algebra OR	
MATH 1374	Technical Mathematics I	
<b>ENGT 1471</b>	Fluid Power Systems	4
<b>ELET 1470</b>	DC Circuits and Electrical	
	Measurements	4
SEMI 1370	Semiconductor Manufacturing.	<u>3</u>
		17
SEMESTER II		
PSYC 1370	Applied Psychology and Huma	
MATH 1375	Relations	
PHYS 1407	Technical Mathematics II	
ELET 1471	Concepts in Physics	
ELE! 14/1	AC Circuits	<u>4</u> 14
	hemical Science poperative Education I	
	Required	7

# TRAVEL AND TOURISM MANAGEMENT WITH SPECIALIZATIONS IN EXPOSITION MANAGEMENT AND MEETING MANAGEMENT

Richland only

(Associate Degree, Tech Prep Enhanced Skills Certificate)

Degree Plan Number 843477

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 Enhanced Skills Certificate need to consult with their advisor.

to consult with the	ion davisor:
	CREDIT
	HOURS
SEMESTER I	
ENGL 1301	Composition I3
TRAV 1370	Introduction to Travel and
N .	Tourism3
<b>TRAV 1170</b>	Introduction to Meeting and
	Convention Management3
<b>TRAV 1376</b>	Travel Destinations I3
<b>TRAV 1373</b>	Industry Automation I3
OFCT 1171	Keyboarding <u>1</u>
	16
SEMESTER II	
MATH 1371	Business Mathematics AND3
<b>ECOL 1305</b>	People and the Environment OR
MATH 1332	College Mathematics I3
<b>TRAV 1372</b>	Exposition and Trade Show
	Management3
SOCI 1301	Introduction to Sociology OR
<b>PSYC 2301</b>	Introduction to Psychology3
<b>TRAV 1270</b>	Travel and Tourism Law and
	Ethics2
TRAV XXXX	Specialization Course3
	17

SEME	STER III	
	H 1311	Introduction to Speech
0, 0,		Communication
CISC	2372	Contemporary Topics in Computer
		Information Systems OR
CIS	C 1470	Introduction to Computer Concepts
		and Applications3
	/ 1371	Travel and Tourism Marketing 3
	/ 2372	Travel Destinations II
TRAV	/ XXXX	Specialization Elective3
CEME	eten IV	15 <u>/</u>
+ Ele	STER IV	Humanities/Fine Arts
	L 1302	Composition II
	T XXXX	Management Elective *
	/ XXXX	Travel Elective
	/ XXXX	Specialization Course 3
		15
SEMES	STER V	
TRA	/ 7371	Cooperative Work Experience 3
A dimina.		Descripted
Minimu	ım mours	Required66
		ts elective must be selected from the following:
ARTS ENGL	1301 2332	Art Appreciation3  World Literature
HIST	2332	World Civilizations
HIST	2322	World Civilizations
HUMA	1301	Introduction to the Humanities3
MUSI	1306	Music Appreciation3
PHIL	1370	Critical Thinking3
*Manage	ment electiv	e must be selected from the following:
MGMT	1370	Principles of Management3
MGMT	1372	Small Business Management3
MGMT	2373	Organizational Behavior3
SPECIAL	IZATION (	COURSES:
		ention Management
TRAV	1375	Principles of Association and
TRAV	2373	Corporate Meeting Management
TRAV	2374	International Meeting Management3
Eum!4!	am/Tuada C	· ·
TRAV	on/ i racie s 2375	how Management Exposition Service Contracting3
TRAV	2376	Exposition and Trade Show Operations3
TRAV	XXXX	Specialization Elective3
Travel M	anagemen	ıt.
TRAV	2370	Travel Industry Operations3
TRAV	2371	Industry Automation II3
TRAV	XXXX	Specialization Elective3
Students	: mav sele	ct one course from this group:
TRAV	1171	Contemporary Topics1
TRAV	1272	Contemporary Topics2
TRAV	1374	Contemporary Topics3
NOTE:	Studen	ts enrolling in this program who plan to
		four-year institution should consult an
		selor regarding transfer requirements and
		its of these secures to the ferre year

the transferability of these courses to the four-year

(continued on next page)

institution of their choice.

## TECH PREP ENHANCED SKILLS CERTIFICATES

These Enhanced Skills Certificates are attached to the Travel and Tourism Associate Degree and provides the student advanced skills required by the industry to specialize in Meeting and Convention Management, Exposition/Trade Show Management, and Travel Management.

### MEETING AND CONVENTION MANAGEMENT

Richland only

Degree Plan Number 837477

	CREDIT
	HOURS
SEMESTER I	
TRAV 1375	Principles of Association and Corporate Meeting Management3
<b>TRAV 2373</b>	Advanced Meeting Management3
TRAV 2374	International Meeting Management
Minimum Hour	s Required

#### **EXPOSITION/TRADE SHOW MANAGEMENT**

Richland only

Degree Plan Number 837487

	CF	REDIT
	HC	DURS
SEMESTER I		
<b>TRAV 2375</b>	<b>Exposition Service Contracting</b>	3
<b>TRAV 2376</b>	Exposition and Trade Show	
	Operations	3
TRAV XXXX	Specialization Elective	<u>3</u>
,		9
Minimum Hours	Required	9

#### TRAVEL MANAGEMENT

Richland only

Degree Plan Number 837497

		CREDIT HOURS
SEMESTER I		HOURS
<b>TRAV 2370</b>	Travel Industry Operations	3
<b>TRAV 2371</b>	Industry Automation II	
TRAV XXXX	Specialization Elective	<u>3</u> 9
Minimum Hours	Required	9

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

## TRAVEL AND TOURISM MANAGEMENT

Richland only

(Certificate)

#### Degree Plan Number 853487

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
		<b>HOURS</b>
SEMESTER I		
MATH 1332	College Mathematics I	3
<b>TRAV 1370</b>	Introduction to Travel and	
	Tourism	3
<b>TRAV 1371</b>	Travel & Tourism Marketing	3
<b>TRAV 1376</b>	Travel Destinations I	3
<b>TRAV 1373</b>	Industry Automation I	<u>3</u>
	•	15
SEMESTER II		
<b>ENGL 1301</b>	Composition I	3
Elective	***************************************	3
<b>TRAV 2370</b>	Travel Industry Operations	
TRAV 2371	Industry Automation II	3
<b>TRAV 2372</b>	Travel Destinations II	<u>3</u>
		15
CEMECTED III		
SEMESTER III	Occasionally a Marie Francisco	
TRAV 7371	Cooperative Work Experience	e <u>3</u> 3
		3
Minimum Hours	Required	33
	•	

#### **ACCOUNTING**

ACCT 1371 Elementary Accounting (3)

(Former course prefix/number ACC 131)

Prerequisite: None. The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on procedural aspects of the accounting cycle, including journalizing, posting, trial balances, work sheets, financial statements, and adjusting and closing. Cash, payroll, and various other accounting topics may be covered. A practice set covering the entire business cycle is completed. Accounting 1371 is recommended for students with no previous accounting background prior to enrolling in Accounting 2301 or Accounting 2401. (3 Lec.)

ACCT 1372 Computerized Elementary Accounting (3)

(Former course prefix/number ACC 132)

Prerequisites: Accounting 1371 or Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting systems. Specialized software is used, and computerized procedures required to complete the basic accounting cycle are included. Software and topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. (3 Lec.)

ACCT 2301 is a 3 credit hour lecture course. ACCT 2401 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2301 Principles Of Accounting 1 (3) (This is a common course number. Former course prefix/number ACC 201)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. (3 Lec.)

ACCT 2302 is a 3 credit hour lecture course. ACCT 2402 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

ACCT 2302 Principles Of Accounting II (3) (This is a common course number. Former course prefix/number

ACC 2021

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. (3 Lec.)

ACCT 2370 Computerized Accounting Applications (3)

(Former course prefix/number ACC 250)

Prerequisites: Accounting 2301 or Accounting 2401 or concurrent enrollment. This course is designed to provide students with an introduction to computerized accounting applications. Specialized software is used, and accounting applications using spreadsheets are included. Software topics may vary each semester to address current developments. This course may be repeated for credit when coverage varies. Laboratory fee. (2 Lec., 2 Lab.)

ACCT 2372 Income Tax Accounting (3)

(Former course prefix/number ACC 239)

Prerequisite: Accounting 2301 or Accounting 2401 or instructor approval. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, and capital gains and losses. Emphasis is on common tax problems. (3 Lec.)

ACCT 2375 Business Finance (3) (Former course prefix/number ACC 205)

Prerequisites: Accounting 2301 or Accounting 2401 and Economics 2301 or Economics 2302. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

#### **ACCT 2376 Cost Accounting (3)**

(Former course prefix/number ACC 238)

Prerequisite: Accounting 2302 or Accounting 2402. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

#### **ACCT 2377 Managerial Accounting (3)**

(Former course prefix/number ACC 204)

Prerequisite: Accounting 2302 or Accounting 2402. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

#### **ACCT 2378 Intermediate Accounting I (3)**

(Former course prefix/number ACC 203)

Prerequisite: Accounting 2302 or Accounting 2402. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

#### **ACCT 2379 Intermediate Accounting II (3)**

(Former course prefix/number ACC 207)

Prerequisite: Accounting 2378 or instructor approval. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

ACCT 2401 is a 4 credit hour lecture and laboratory course. ACCT 2301 is a 3 credit hour lecture course. Either course will meet degree requirements.

#### ACCT 2401 Principles Of Accounting I (4)

(This is a common course number. Former course prefix/number ACC 208)

Prerequisite: None. This course covers the theory and practice of measuring and interpreting financial data for business units. Basic concepts, principles, and procedures are applied to the following topics: operating cycle, accruals and deferrals, financial statements, internal controls, receivables, inventory, fixed assets, and liabilities. Laboratory fee. (3 Lec., 2 Lab.)

ACCT 2402 is a 4 credit hour lecture and laboratory course. ACCT 2302 is a 3 credit hour lecture course. Either course will meet degree requirements.

### ACCT 2402 Principles Of Accounting II (4) (This is a common course number. Former course prefix/number

Prerequisite: Accounting 2301 or Accounting 2401. This course is a continuation of Accounting 2301 or Accounting 2401. This course covers the theory and practice of measuring and interpreting financial data for business units, with emphasis on corporations and managerial applications. Basic concepts, principles, and procedures are applied to the following topics: preparation and analysis of financial statements, budgeting, cash flow, cost systems, responsibility accounting, and cost-volume-profit analysis. Laboratory fee. (3 Lec., 2 Lab.)

#### ACCT 7371 Cooperative Work Experience (3)

(Former course prefix/number ACC 703)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

#### ACCT 7372 Cooperative Work Experience (3) (Former course prefix/number ACC 713)

Prerequisites: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

### ACCT 7471 Cooperative Work Experience (4)

(Former course prefix/number ACC 704)

Prerequisites: Accounting 2302 or Accounting 2402 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

# ACCT 7472 Cooperative Work Experience (4) (Former course prefix/number ACC 714)

Prerequisite: Accounting 7371 or Accounting 7471. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

### **ANTHROPOLOGY**

# ANTH 1370 American Indian Culture (3) (Former course prefix/number ANT 104)

Native Americans are studied from three perspectives: Native American history and prehistory; traditional Indian cultures; and native Americans today. The latter theme stresses current topics such as discrimination, poverty, employment, reservations, The Bureau of Indian Affairs, self-determination, health care, etc. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### ANTH 1371 The Heritage Of Mexico (3)

(Former course prefix/number ANT 110)

This course (cross-listed as History 2380) is taught in two parts each semester. The first part of the course deals with the archeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371 but may receive credit for only one of the two. (3 Lec.) (Coordinating Board Academic Approval Number 4511015342)

#### ANTH 2302 Introduction To Archeology (3)

(This is a common course number. Former course prefix/number ANT 231)

This course is an anthropological approach to archeology. Topics include an introduction to the study of humanity's past. How archeologist retrieve, process, analyze and interpret surviving prehistoric materials is covered, as well as a survey of world prehistory through Neolithic times. (3 Lec.)

(Coordinating Board Academic Approval Number 4503015142)

### ANTH 2346 Introduction To Anthropology (3)

(This is a common course number. Former course prefix/number ANT 100)

This course surveys the origin of mankind involving the processes of physical and cultural evolution, ancient man, and preliterate man. Attention is centered on fossil evidence, physiology and family/group roles and status. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015142)

#### **ANTH 2351 Cultural Anthropology (3)**

(This is a common course number. Former course prefix/number ANT 101)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multi-cultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

### **ART**

# ARTS 1170 Problems In Contemporary Art (1) (Former course prefix/number ART 199)

Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.) (Coordinating Board Academic Approval Number 5007035330)

#### ARTS 1301 Art Appreciation (3)

(This is a common course number. Former course prefix/number ART 104)

Films, lectures, slides, and discussions focus on the theoretical, cultural, and historical aspects of the visual arts. Emphasis is on the development of visual and aesthetic awareness. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

#### ARTS 1303 Survey Of Art History (3)

(This is a common course number. Former course prefix/number ART 105)

This course covers the history of western art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

#### ARTS 1304 Survey Of Art History (3)

(This is a common course number. Former course prefix/number ART 106)

This course covers the history of art from the Renaissance through the present. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

#### ARTS 1311 Design I (3)

(This is a common course number. Former course prefix/number ART 110)

Basic concepts of design with two-dimensional materials are explored. The use of line, color, illusion of space or mass, texture, value, shape, and size in composition is considered. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

#### ARTS 1312 Design II (3)

(This is a common course number. Former course prefix/number ART 111)

Basic concepts of design with three-dimensional materials are explored. The use of mass, space, movement, and texture, line, plane, volume, color, and scale is considered. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5004015330)

#### ARTS 1316 Drawing I (3)

(This is a common course number. Former course prefix/number ART 114)

This beginning course investigates various media, techniques, and subjects. It explores perceptual and descriptive possibilities and considers drawing as a developmental process as well as an end in itself. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

#### ARTS 1317 Drawing II (3)

(This is a common course number. Former course prefix/number ARTS 115)

Prerequisite: Arts 1316. This course is an expansion of Arts 1316. It stresses the expressive and conceptual aspects of drawing, including advanced composition arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

# ARTS 1370 Creative Photography For The Artist I (3) (Former course prefix/number ART 118)

Prerequisites: Arts 1311, Arts 1316, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5006057130)

# ARTS 1371 Creative Photography For The Artist II (3)

(Former course prefix/number ART 119)

Prerequisite: Arts 1370 or demonstrated competence approved by the instructor. This course is a continuation of Arts 1370. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

#### ARTS 2311 Design III (3)

(This is a common course number. Former course prefix/number ART 227)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

#### ARTS 2312 Design IV (3)

(This is a common course number. Former course prefix/number ART 229)

Prerequisite: Arts 2311. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5004015330)

#### ARTS 2313 Computer Graphics Design I (3)

(This is a common course number. Former course prefix/number ART 223.)

Prerequisites: Arts 1311 or Arts 1316 and computer experience or demonstrated competence approved by instructor. Introduction to the computer as an art tool with emphasis on design principles and visual communication or ideas. Course will include exposure to basic computer graphic technology including computer illustration and electronic imaging techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015130)

#### ARTS 2314 Computer Graphics Design II (3)

(This is a common course number. Former course prefix/number ART 224.)

Prerequisites: Arts 2313. This course is a continuation of Computer Graphics Design I. Students will further explore advanced design problems through continued experimentation with computer graphics techniques. (2 Lec., 4 Lab).

(Coordinating Board Academic Approval Number 5004015130)

#### ARTS 2316 Painting I (3)

(This is a common course number. Former course prefix/number ART 205)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

#### ARTS 2317 Painting II (3)

(This is a common course number. Former course prefix/number ART 206)

Prerequisite: Arts 2316. This course continues Arts 2316. Emphasis is on individual expression. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085230)

#### ARTS 2323 Drawing III (3)

(This is a common course number. Former course prefix/number ART 201)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055330)

#### ARTS 2324 Drawing IV (3)

(This is a common course number. Former course prefix/number ART 202)

Prerequisites: Arts 2323, sophomore standing, or demonstrated competence approved by the instructor. This course continues Arts 2323. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5007055330)

#### ARTS 2326 Sculpture I (3)

(This is a common course number. Former course prefix/number ART 208)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

#### ARTS 2327 Sculpture II (3)

(This is a common course number. Former course prefix/number ART 209)

Prerequisite: Arts 2326. This course continues Arts 2326. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007095130)

#### ARTS 2333 Printmaking I (3)

(This is a common course number. Former course prefix/number ART 220)

Prerequisites: Arts 1311, Arts 1312, Arts 1317, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

#### ARTS 2334 Printmaking II (3)

(This is a common course number. Former course prefix/number ART 222)

Prerequisite: Arts 2333. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)
(Coordinating Board Academic Approval Number 5007 105 130)

#### ARTS 2336 Fibers I (3)

(This is a common course number. Former course prefix/number ART 232)

Prerequisites: Arts 1311, Arts 1312, Arts 1316, and Arts 1317. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007125130)

#### ARTS 2337 Fibers II (3)

(This is a common course number. Former course prefix/number ART 233)

Prerequisite: Arts 2336. This course is a continuation of Arts 2336. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007125130)

### ARTS 2341 Jewelry Design And Construction (3) (This is a common course number. Former course prefix/number

(This is a common course number. Former course prefix/numbe ART 116)

This course explores the uses of metal in design, basic fabrication techniques in metal, bezel setting of stones, and simple casting. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

# ARTS 2342 Advanced Jewelry Design And Construction (3)

(This is a common course number. Former course prefix/number ART 117)

Prerequisite: Arts 2341. This course continues Arts 2341. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

#### ARTS 2346 Ceramics 1 (3)

(This is a common course number. Former course prefix/number ART 215)

Prerequisites: Arts 1311, Arts 1312, Arts 1317 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5007115130)

#### ARTS 2347 Ceramics II (3)

(This is a common course number. Former course prefix/number ART 216)

Prerequisite: Arts 2346 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5007115130)

#### ARTS 2366 Watercolor I (3)

(This is a common course number. Former course prefix/number ART 217)

Prerequisites: Arts 1311, Arts 1312, and Arts 1317 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

#### ARTS 2367 Watercolor II (3)

(This is a common course number. Former course prefix/number ART 218)

Prerequisite: Arts 2366. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

#### ARTS 2370 Arts History (3)

(Former course prefix/number ART 203)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

#### ARTS 2371 Arts History (3)

(Former course prefix/number ART 204)

Prerequisites: Arts 1303 and Arts 1304. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

#### ARTS 2372 Commercial Arts I (3)

(Former course prefix/number ART 210)

Prerequisites: Arts 1311, Arts 1312, Arts 1317 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4802037129)

#### **ASTRONOMY**

(See Physics)

#### **BIOLOGY**

#### **BIOL 1406 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 101)

This course is the first of a two semester sequence designed for students majoring or minoring in biology and related disciplines. Topics include but are not limited to the scientific method, general and biological chemistry, cell structure and function, cell reproduction, and molecular genetics. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2601015124)

### **BIOL 1407 General Biology (4)**

(This is a common course number. Former course prefix/number BIO 102)

Prerequisite: Biology 1406 General Biology. This course is a continuation of Biology 1406 and is intended for students majoring or minoring in biology and related disciplines. Topics include but are not limited to development, evolution, ecology, population genetics, and a review of the diversity of life. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

#### **BIOL 1408 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 115)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include chemistry and biochemistry, the cell, respiration, photosynthesis, cell reproduction, genetics, and reproduction and development. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

#### **BIOL 1409 Biological Science (4)**

(This is a common course number. Former course prefix/number BIO 116)

This course is designed for all majors except science. Selected topics in biological science are presented to students not majoring in the sciences to promote their understanding of biological concepts and to enable them to use these concepts in their daily lives. Topics include plant and animal systems, diversity of life and population dynamics, taxonomy, evolution, and ecology. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2601015124)

#### **BIOL 1411 Introductory Botany (4)**

(This is a common course number. Former course prefix/number BIO 110)

This course introduces plant form and function. Topics ranging from the cell through organs are included. Emphasis is on the vascular plants, including the taxonomy and life cycles of major plant divisions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2603015124)

# BIOL 1470 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 120)

Prerequisite: Prior enrollment in Biology 1408 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)
(Coordinating Board Academic Approval Number 2607065124)

# BIOL 1472 Introduction To Human Anatomy And Physiology (4)

(Former course prefix/number BIO 121)

Prerequisite: Biology 1470. This course is a continuation of Biology 1470. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2607065124)

### BIOL 1473 Applied Anatomy And Physiology (4) (Former course prefix/number BIO 123)

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

#### **BIOL 2306 Environmental Biology (3)**

(This is a common course number. Former course prefix/number BIO 223)

The principles of aquatic and terrestrial communities are presented. Emphasis is on the relationship of these principles to the problems facing people in a modern technological society. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 0301025124)

#### **BIOL 2370 Field Biology (3)**

(Former course prefix/number BIO 218)

Local plant and animal life are surveyed in relationship to the environment. Aquatic and terrestrial communities are studied with reference to basic ecological principles and techniques. Emphasis is upon classification, identification, and collection of specimens in the field. This course may be repeated for credit. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 0301025124)

#### **BIOL 2401 Anatomy And Physiology I (4)**

(This is a common course number. Former course prefix/number BIO 221)

Prerequisite: Biology 1407 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2607065124)

#### **BIOL 2402 Anatomy And Physiology II (4)**

(This is a common course number. Former course prefix/number BIO 222)

Prerequisite: Biology 2401 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the interrelationships of these systems. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2607065124)

#### BIOL 2416 Genetics (4)

(This is a common course number. Former course prefix/number BIO 226)

This course focuses on genetics. Topics include Mendelian inheritance, recombinant genetics, the biochemical theory of genetic material, and mutation theory. Plant and animal materials are used to study population genetics, linkage, gene structure and function, and other concepts of heredity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2606135124)

#### **BIOL 2418 Invertebrate Zoology (4)**

(This is a common course number. Former course prefix/number BIO 211)

Prerequisite: Eight hours of biological science. This course surveys the major groups of animals below the level of chordates. Consideration is given to phylogeny, taxonomy, morphology, physiology, and biology of the various groups. Relationships and importance to higher animals and humans are stressed. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

#### **BIOL 2420 General Microbiology (4)**

(This is a common course number. Former course prefix/number BiO 216)

Prerequisite: Biology 1407 or Biology 1472 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of micro-organisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

# BIOL 2428 Comparative Anatomy Of The Vertebrates (4)

(This is a common course number. Former course prefix/number BIO 235)

Prerequisites: Biology 1406 and Biology 1407. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

#### **BIOL 2470 Intermediate Botany (4)**

(Former course prefix/number BIO 203)

Prerequisites: Biology 1406 and 1407. The major plant groups are surveyed. Emphasis is on morphology, physiology, classification, and life cycles. Evolutionary relationships of plants to each other and their economic importance to humans are also covered. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 2603015124)

#### **BIOL 2471 Mammalian Physiology (4)**

(Former course prefix/number BIO 230)

Prerequisite: Twelve hours of biology, eight hours of inorganic chemistry or concurrent registration in organic chemistry and demonstrated competence approved by the instructor. This course is a study of the function of various mammalian systems. Emphasis is on interrelationships. Instruments are used to measure various physiological features. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

#### **BUSINESS**

#### **BUSI 1301 Introduction To Business (3)**

(This is a common course number. Former course prefix/number BUS 105)

This course provides an introduction to business operations. Topics include: the business system, legal forms of business, organization and management, business functions (production, marketing, finance, risk management, information systems, accounting) and the environments affecting business (the economy, labor, government regulation, social responsibility, law, international business, and technology). (3 Lec.) (Coordinating Board Academic Approval Number 5201015125)

#### **BUSI 1307 Personal Finance (3)**

(This is a common course number. Former course prefix/number BUS 143)

Personal financial issues are explored. Topics include financial planning, insurance, budgeting, credit use, home ownership, savings, investment, and tax problems. (3 Lec.)

(Coordinating Board Academic Approval Number 1904015125)

#### **BUSI 2301 Business Law (3)**

(This is a common course number. Former course prefix/number BUS 234)

This course presents the legal principles affecting business decisions. The law of contracts, agency, sales, negotiable instruments, and secured transactions are specifically covered. (3 Lec.)

(Coordinating Board Academic Approval Number 2201015125)

#### **CHEMISTRY**

#### **CHEM 1207 Chemical Calculations (2)**

(This is a common course number. Former course prefix/number CHM 205)

Prerequisite: Chemistry 1412. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025239)

#### CHEM 1411 General Chemistry (4)

(This is a common course number. Former course prefix/number CHM 101)

Prerequisites: Developmental Mathematics 0093 or equivalent and any one of the following: high school chemistry, Chemistry 1470, or the equivalent. This course is for science and science- related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

#### CHEM 1412 General Chemistry (4)

(This is a common course number. Former course prefix/number CHM 102)

Prerequisite: Chemistry 1411. This course is for science and science-related majors. It is a continuation of Chemistry 1411. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### CHEM 1470 Chemical Science (4)

(Former course prefix/number CHM 115)

Prerequisite: Developmental Mathematics 0091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### CHEM 1471 Chemical Science (4)

(Former course prefix/number CHM 116)

Prerequisite: Chemistry 1470 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

#### CHEM 2401 Quantitative Analysis (4)

(This is a common course number. Former course prefix/number CHM 203)

Prerequisite: Chemistry 1412, Mathematics 1314 or Mathematics 1470. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.) (Coordinating Board Academic Approval Number 4005025139)

#### CHEM 2402 Instrumental Analysis (4)

(This is a common course number. Former course prefix/number CHM 234)

Prerequisite: Chemistry 2401 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025139)

#### CHEM 2423 Organic Chemistry I (4)

(This is a common course number. Former course prefix/number CHM 201)

Prerequisite: Chemistry 1412. This course is for science science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereo-chemistry. nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

#### CHEM 2425 Organic Chemistry II (4)

(This is a common course number. Former course prefix/number CHM 202)

Prerequisite: Chemistry 2423. This course is for science and science-related majors. It is a continuation of Chemistry 2423. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

#### **CHINESE**

#### CHIN 1411 Beginning Chinese I (4)

(This is a common course number. Former 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. Former 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. Former 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. Former 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 1336 Television Production I (3)

(This is a common course number. Former course prefix/number RTV 210)

Prerequisite: Journalism 1307 or demonstrated competence approved by the instructor. This course introduces the student to station organization, studio operation, and the use of studio equipment. Topics include continuity, camera operation, sound, lighting, and videotape recording. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

#### **COMM 1337 Television Production II (3)**

(This is a common course number. Former course prefix/number RTV 211)

Prerequisite: Communications 1336. This course is a continuation of Communications 1336. Emphasis is on the concept and technique of production of television broadcasts in practical situations. (2 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 1001046226)

### **COMM 1370 Applied Communications (3)**

(Former course prefix/number COM 131)

Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student

(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 AIDED DESIGN & DRAFTING

### CADD 1270 CAD Operations (2)

(Former course prefix/number CAD 101)

This course provides instruction in hardware selection, setup and use of a CAD station. Emphasis is placed on control of the operating system, file management and keyboarding. Other topics include software installation, hardware installation and configuration, such as mouse, tablet, printers, plotters, graphics adapters, and other configurable items such as communication ports, and serial ports. An introduction to word processing and spread sheets is included. Laboratory fee. (1 Lec., 2 Lab.)

#### CADD 1372 CAD/Graphic Processes (3)

(Former course prefix/number CAD 134)

Equipment, media and processes used to print, plot and reproduce multiple copies of technical drawings and art are studied. Topics include preparing drawings to be offset printed in multiple colors; techniques of shading and varying line weights for laser printers; sizing and inserting art into files created by word processors. Laboratory fee. (2 Lec., 4 Lab.)

### **COMPUTER INFORMATION SYSTEMS**

# CISC 1371 Data Entry Applications And Concepts (3)

(Former course prefix/number CIS 111)

Prerequisite: One semester of high school or college-level typing or keyboarding or demonstrated competence approved by the instructor. This course provides hands-on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

# CISC 1372 Data Communications And Operating Systems (3)

(Former course prefix/number CIS 160)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course provides a survey of operating environments and data communications, including vocabulary, concepts, and uses. Topics include connectivity, operating system functions, data communications hardware, software, networks, and protocols. (3 Lec.)

# CISC 1373 BASIC Programming (3) (Former course prefix/number CIS 172)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development. input/output operations, interactive concepts and techniques, selection and iteration, arrays, string handling. and file processing. Laboratory fee. (2 Lec., 2 Lab.)

# CISC 1374 Pascal Programming For Business (3) (Former 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 1380 Networking Technologies (3) (Former course prefix/number CIS 112)

This course provides an introduction to the terms and basic concepts of computer networking. Conceptual generalities are explained through a discussion of contemporary network services, transmission media and protocols. Although this course is not designed to cover specific network products, it does provide prerequisite information for many network product courses. (3 Lec.)

# CISC 1470 Introduction to Computer Concepts And Applications (4)

(Former course prefix/number CIS 101)

This course introduces the use of computers in business organizations, professional activities and personal life. Topics include terminology, hardware components, systems and application software, systems development of applications, and use of contemporary software application packages (such as word processing, spreadsheet, database, and graphics). Laboratory fee. (3 Lec., 3 Lab.)

# CISC 1471 Problem Solving With The Computer (4) (Former course prefix/number CIS 106)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course explores the methods of providing computerized solutions to business problems. Analysis and design methods and tools are studied and applied to practical situations involving various business functions. Topics include problem solving skills, logic structures, and programming. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 1472 Database Programming I (4)

(Former course prefix/number CIS 109)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course develops structured programming skills using a database language. Topics include input/output, comparisons, control breaks, array concepts and report forms. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

# CISC 1473 Systems Management/Operations I (4) (Former course prefix/number CIS 116)

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware and software are covered. Topics include tasks associated with systems management and computer operations; peripheral device fundamentals; physical file concepts; using job documentation, standards, operating procedures, control language; and analyzing output and audit logs. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 1474 Text Processing Applications (4) (Former course prefix/number CIS 121)

Prerequisite: Computer Information Systems 1470 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry 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 publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 1475 Systems Management/Operations II (4) (Former course prefix/number CIS 126)

Prerequisites: Computer Information Systems 1470, Computer Information Systems 1471, and Computer Information Systems 1473 or demonstrated competence approved by the instructor. Management theories and multi-user operating system concepts are covered. Topics include physical and logical files; system commands and control language programming: interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory (3 Lec., 4 Lab.)

#### CISC 1476 Programming I (4) (Former course prefix/number CIS 162)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. develops programming skills. **Topics** include input/output, comparisons, introductory concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 1477 Programming II (4) (Former course prefix/number CIS 164)

Prerequisites: Computer Information Systems 1471 and Computer Information Systems 1476 or demonstrated competence approved by the instructor. This course continues the development of programming skills. Topics include advanced concepts. organization. maintenance, and debugging techniques. This course may be repeated for credit when programming language differs. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 1478 RPG Programming (4)

(Former course prefix/number CIS 171)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing and introduction to interactive processing applications. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 1479 Application Development Tools (4) (Former course prefix/number CIS 169)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces application development tools and their relationship to software productivity. Topics include survey and definition of available products and their uses, current functions, evaluation standards, selection and implementation. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 1480 UNIX Operating System I (4) (Former course prefix/number CIS 192)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, both the C and Bourne shells, standard editor (vi), and an introduction to shell programming. (3 Lec., 4 Lab.)

### CISC 2170 Contemporary Topics In Computer Information Systems (1)

(Former course prefix/number CIS 260)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

### CISC 2370 Fundamentals Of Networking (3)

(Former course prefix/number CIS 200)

Prerequisite: Computer Information Systems 1372 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer Topics include network planning, cost evaluation, design, and implementation. Laboratory fee. (3 Lec., 1 Lab.)

### CISC 2371 Fundamentals of Network

Management (3)

(Former course prefix/number CIS 213)

This course provides fundamental information concerning managing an internetwork. The course reviews network management protocols and concepts for Local Area Network (LAN), Metropolitan Area Network (MAN) and Wide Area Network (WAN) links. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2372 Contemporary Topics In Computer Information Systems (3)

(Former course prefix/number CIS 262)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

# CISC 2373 Special Topics In Computer Information Systems (3)

(Former course prefix/number CIS 263)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

### CISC 2374 Advanced BASIC Techniques (3)

(Former course prefix/number CiS 272)

Prerequisite: Computer Information Systems 1373 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

# CISC 2375 User Documentation And Training (3) (Former course prefix/number CIS 275)

Prerequisites: Speech Communication 1311, Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. Laboratory fee. (3 Lec., 1 Lab.)

#### CISC 2377 Printing With Netware (3)

(Former course prefix/number CIS 203)

This course is designed to teach the skills necessary to manage a NetWare printing environment effectively. The course begins with an overview of printing on a local level and then explores NetWare workstation printing configuration, print job customization, print server and print queue configuration and management, and remote printers. Participants are given hands-on experience with installing and configuring print servers, remote printers, emerging technology capabilities, and MS Windows printing. Additional topics include performance considerations, alternative and enhanced network printing installing and configuring ATPS, Ipd and Ipr, troubleshooting common problems, and printing with Macintosh and UNIX systems. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2378 Netware 4 Directory Services (NDS) Design And Implementation (3)

(Former course prefix/number CIS 208)

The purpose of this course is to teach the skills of creating a NetWare 4 design and implementation strategy. The student will learn a process that shows the sequence of skills and tasks that enable a solid design using proven methods from Novell Consulting Services. The student will complete a NetWare 4 design strategy and implementation schedule with templates that can be used for creating a design in their environment. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2379 Fundamentals of Internetworking (3) (Former course prefix/number CIS 214)

This course will provide students with fundamental information concerning the challenges of designing, implementing internetwork and managing an infrastructure. It will take an unbiased look at internetworking technologies and describe implementation techniques from LAN protocols. intermediate devices (repeaters, bridges, routers and MAN/WAN gateways). links and management. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2380 Netware Management Using Netware Managewise (3)

(Former course prefix/number CIS 216)

This course is for NetWare Management System for Windows (NDS) 2.0 users. It leads participants through the installation and configuration of NMS and teaches them how to manage, monitor and troubleshoot networks and internetworks. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2381 Internetworking With Netware Multiprotocol Router (3)

(Former course prefix/ number CIS 217)

This course provides instructional background material and hands-on experience with the installation, confirmation, operation and management of Multiprotocol router (MPR) 2.1 and MPR Plus 2.1. Laboratory exercises explore the ability of the MPR product to connect to different LAN types and to support multiple protocols.

The first phase of the course covers the installation of the software and local routing of IPX, IP, AppleTalk and ISO data packets over a LAN configuration. The second phase of the course concentrates on the remote routing of IPS, IP and AppleTalk data packets between two LANs over PPP and X.25 WAN links. The third phase of the course illustrates local and remote source route bridging between token ring LANs using a demonstration lab setup. Exercises require the use of the INETCFG program for configuration tasks and appropriate console programs to view data traffic statistics. Laboratory fee. (3 Lec., 1 Lab.)

### CISC 2382 Netware TCP/IP Transport (3)

(Former course prefix/number CIS 219)

In this course, students will become familiar with many of the protocols that make up the TCP/IP protocol suite and learn how to configure the transport on a NetWare 4 server. Students will learn how to use common TCP/IP applications such as Telnet and FTP. Students will also become familiar with IP routing protocols supported by the NetWare server and learn how to route IPX packets over and IP internetwork. Laboratory fee. (3 Lec., 1 Lab.)

# CISC 2470 Control Language and Operating Environments (4)

(Former course prefix/number CIS 205)

Prerequisite: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course introduces operating systems concepts, terminology, control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2471 Network Software (4)

(Former course prefix/number CIS 207)

Credit or concurrent enrollment in Prerequisite: Computer Information Systems 2370 and credit or concurrent enrollment in Computer Information Systems 2478, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, LAN protocols, network utilities, NETBIOS, network security and control, the log-in process, application software in the network environment, and licensing agreements. Students will learn to use commercially available LAN software. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2472 Database Programming II (4)

(Former course prefix/number CIS 209)

Prerequisites: Computer Information Systems 1472 or demonstrated competence approved by the instructor. This course continues programming skills in a database language. Topics include advanced array concepts, subroutine concepts, advanced screen handling techniques, index techniques, and integrated system development and organization. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2473 Assembly Language I (4)

(Former course prefix/number CIS 210)

Prerequisite: Minimum of three credit hours in a programming language or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2474 C Programming (4)

(Former course prefix/number CIS 212)

Prerequisite: A minimum of 3 credit hours in a programming language or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2475 Microcomputer Assembly Language (4) (Former course prefix/number CIS 215)

Prerequisite: Minimum of three credit hours in programming language courses or demonstrated competence approved by the instructor. elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2476 Spreadsheet Applications (4) (Former course prefix/number CIS 218)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features. statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2478 PC Operating Systems And Utilities (4) (Former course prefix/number CIS 221)

Prerequisites: Computer Information Systems 1470 and Computer Information Systems 1471 or demonstrated competence approved by the instructor. This course covers operating system concepts and includes data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

#### CISC 2479 Systems Analysis And Design (4) (Former course prefix/number CIS 225)

Prerequisite: Minimum of six hours of programming language courses or demonstrated approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2480 PC Hardware (4)

(Former course prefix/number CIS 226)

Credit or concurrent enrollment in Prerequisite: Computer Information Systems 2478 or demonstrated competence approved by the instructor. This course presents a functional systems-level review of PC hardware and the organization of components and devices into architectural configurations. Students will learn how to prepare and evaluate system specifications, trouble-shoot minor hardware problems, configure and install hardware, manage memory, modify and use diagnostic software. Laboratory fee. (3 Lec., 3 Lab.)

### CISC 2481 Database Applications (4)

(Former course prefix/number CIS 228)

Prerequisites: Minimum of nine credit hours in Computer Information Systems courses or demonstrated This course competence approved by the instructor. database management concepts usina commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2482 Data Base Systems (4)

(Former course prefix/number CIS 254)

Prerequisite: Minimum of nine credit hours in Computer demonstrated Information Systems courses or competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2483 Interactive Programming (4)

(Former course prefix/number CIS 258)

Minimum of six credit hours of Prerequisites: programming language courses or demonstrated competence approved by the instructor. This course introduces the concepts required to program on-line applications. Topics include on-line applications design. program coding techniques, testing methods, and file handling. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2484 Special Topics In Computer Information Systems (4)

(Former course prefix/number CIS 265)

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2485 Network Problems And Applications (4) (Former course prefix/number CIS 287)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2488, or demonstrated competence approved by the instructor. This course presents networking problems and applications associated with local area networks. Topics include integration of network resources, network/application interaction, hardware and software conflicts, technical documentation, LAN management, archiving and backup, and common network problems. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2486 Advanced C Programming (4)

(Former course prefix/number CIS 268)

Prerequisite: Computer Information Systems 2474 or demonstrated competence approved by the instructor. This course continues a study of the C Programming language. Topics include lists, linked lists, searching, tables, sorting, recursion, binary trees and graphs. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2487 Object Oriented Programming (4)

(Former course prefix/number CIS 270)

Prerequisites: Minimum of three credit hours in programming courses or demonstrated competence approved by the instructor. This course presents the basic elements of object oriented design and development and object oriented programming. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2488 Network Hardware (4) (Former course prefix/number CIS 277)

Prerequisites: Computer Information Systems 2471 and credit or concurrent enrollment in Computer Information Systems 2480, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include IEEE 802 standards for LANS, LAN cabling, work stations, network interface cards, servers, bridges, gateways, routers, uninterruptible power supplies, surge and sag devices, and troubleshooting. Students will learn how to install, operate, maintain, and troubleshoot LAN hardware. Laboratory fee. (3 Lec., 4 Lab.)

# CISC 2490 UNIX Operating System II (4) (Former course prefix/number CIS 292)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course continues the development of UNIX concepts and tools. Topics include advanced file system management, additional editors, text formatting, multi-tasking support and advanced shell programming. Laboratory fee. (3 Lec., 4 Lab.)

# CISC 2491 UNIX System Administration (4) (Former course prefix/number CIS 295)

Prerequisites: Computer Information Systems 1480 or demonstrated competence approved by the instructor. This course provides students with an introduction to UNIX systems administration. Topics include the administration of data communications, file systems, processes, operations, security and resources. In addition, system configuration and generation will be explored. Some network considerations will also be addressed. Laboratory fee. (3 Lec., 4 Lab.)

# CISC 2492 RPG Interactive Subfile Processing (4) (Former course prefix/number CIS 271)

Prerequisites: Computer Information Systems 1473, Computer Information Systems 1475, and Computer Information Systems 1478 or demonstrated competence approved by the instructor. The course continues the study of RPG/400. Topics include interactive processing using SDA with add, update and delete; subfile inquiry and update using READC; parameter passing, calling programs and LDA; programmer commands including FILE and DEBUG; INFDS, SDA, record locking, QCMDEXEC, message files and data structures. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2493 Netware 3.1X Administration (4) (Former course prefix/number CIS 201)

The course is designed to provide students with the necessary knowledge and skills to perform competently in the role of network administrator or system manager. Students completing this course will be able to accomplish basic and fundamental network management tasks in a NetWare 3 network. Laboratory fee. (3 Lec., 4 Lab.)

# CISC 2494 Netware 3.1X Installation, Configuration and Advanced Administration (4)

(Former course prefix/number CIS 202)

Part A: This course provides NetWare 3 administrators with information that enhances their network managing and monitoring skills and includes topics that are related to server and client management and performance. Participants work with these concepts through lectures and demonstrations, discussions and many hands-on activities.

Part B: The course also is designed to provide students with the opportunity to apply skills learned in administration. Participants completing this course will be able to install and configure NetWare 3.1X operating systems, upgrade servers from NetWare 3.11 to NetWare 3.12 and install DOS client software. The focus of the training is NetWare 3.11 and NetWare 3.12. Optional activities for NetWare 2.2 server and client installation as well as other upgrades to NetWare 3.12 are included. Laboratory fee. (3 Lec., 4 Lab.)

### CISC 2495 Netware 4 Administration (4)

(Former course prefix/number CIS 204)

This course teaches the knowledge and skills needed to perform NetWare 4 network administration system management tasks effectively. Participants who complete this course will be able to accomplish basic and fundamental network management tasks in a NetWare 4 network. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2496 Netware 4 Installation, Configuration and Advanced Administration (4)

(Former course prefix/number CIS 211)

Part A: This course is designed to provide experienced network administrators with the skills and knowledge to manage a heterogeneous NetWare 4 networking environment. It provides students who have passed NetWare 4 Administration with a more advanced skill set. Students who complete this course will be able to accomplish advanced network management tasks of a NetWare 4.1 network including: configuring the server for diverse clients, integrating NetWare 3 and NetWare 4 network resources, merging directory partitions and multiple directory trees, configuring time synchronization, adding security to the directory tree, replicating the NetWare Directory Services (NDS) database, enabling network auditing, configuring WANs and filtering, managing protocols, and optimizing the network and NetWare server.

This course also provide participants with Part B: additional hands-on experience with the NetWare 4 network operating system. Administration tasks covered in the course include installing NetWare 4 servers, performing basic workstation skills, configuring basic network resources in NetWare Directory Services (NDS), managing large networks involving multiple servers, creating an effective security system, setting up network printing and creating workstation automation. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 2497 Netware Service and Support (4) (Former course prefix/number CIS 206)

This hands-on laboratory course focuses on the prevention, diagnosis and resolution of hardware-related problems encountered with working with the NetWare network operating system. While the course is taught in a NetWare 3.1X environment, the skills taught are also valuable when optimizing and maintaining systems using many other Novell products.

Participants explore in detail a number research tools that will assist them in acquiring the information needed to solve "real-world" problems. The course includes six extensive hands-on labs which make up approximately 60 percent of class time. The course materials are designed to provide a reference participants can continue to use on the job. Laboratory fee. (3 Lec., 4 Lab.)

#### CISC 7171 Cooperative Work Experience (1) (Former 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) (Former course prefix/number CIS 702)

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 10 Lab.)

### CISC 7272 Cooperative Work Experience (2)

(Former course prefix/number CIS 712)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

### CISC 7371 Cooperative Work Experience (3)

(Former course prefix/number CIS 703)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

#### CISC 7372 Cooperative Work Experience (3) (Former course prefix/number CIS 713)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

#### CISC 7471 Cooperative Work Experience (4) (Former course prefix/number CIS 704)

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)

### CISC 7472 Cooperative Work Experience (4)

(Former course prefix/number CIS 714)

Prerequisite: Completion of one course in Computer Information Systems 7171, Computer Information Systems 7271, Computer Information Systems 7371, or Computer Information Systems 7471. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

#### COMPUTER SCIENCE

### **COSC 1306 Introduction To Computer**

Organization (3)

(This is a common course number. Former course prefix/number

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. Former course prefix/number CS 122)

Math 0093 Prerequisite: Developmental 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. Former course prefix/number CS 113)

Prerequisite: Two years of high school algebra or Developmental Math 0093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. This course will focus on problem-solving using modular design techniques implemented with structured programming in Pascal. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

# COSC 1317 Introduction To FORTRAN Programming (3)

(This is a common course number. Former course prefix/number CS 121)

Prerequisite: Math 1316 or demonstrated competence approved by the instructor. This course is intended primarily for students pursuing a degree in an engineering, science, or related field which requires a one-semester course in FORTRAN programming. Emphasis is on the use of the FORTRAN language in technical applications. Topics include input/output, structures, and formatting. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015227)

# COSC 1333 Introduction To PL/I Programming (3) (This is a common course number. Former course prefix/number CS 123)

Prerequisites: Developmental Math 0093 and Computer Science 1315 or Computer Information Systems 1470 or demonstrated competence approved by the instructor. This course is an introduction to the PL/I programming language. Emphasis is placed upon the structured approach to program design using both mathematical and business applications. Topics include string processing, simple data structures, internal search/sort techniques, and sequential file processing. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1102015127)

# COSC 2315 Introduction To File Processing (3) (This is a common course number. Former 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. Former course prefix/number CS 114)

Prerequisites: Computer Science 1315 and Mathematics 1314 or Mathematics 1470 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 1315 and is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a continuation of Pascal programming, structured problem-solving, elementary data structures including arrays, records, files, and the use of pointer variables. Laboratory fee. (3 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number 1102015327)

#### COSC 2325 Assembly Language (4)

(This is a common course number. Former course prefix/number CS 212)

Prerequisite: Computer Science 2318 or demonstrated competence approved by the instructor. This course is designed to meet the requirements for a degree in computer science or a related field. Topics covered include a study of assembly language programming, machine representation of data and instructions, and addressing techniques. Laboratory fee. (3 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 1102015427)

#### DANCE

### DANC 1101 Introduction to Composition I (1) (This is a common course number. Former course prefix/numl

(This is a common course number. Former course prefix/number DAN 234)

Prerequisite: Demonstrated competence approved by the instructor. Development of basic principles and theories involved in composition are studied. Emphasis is placed on movement principles, group and structural forms. This course may be repeated for credit. (2 Lab.) (Coordinating Board Academic Approval Number 5003015530)

# DANC 1102 Introduction to Composition II (1) (This is a common course number. Former course prefix/number DAN 235)

Prerequisites: Dance 1101 and demonstrated competence approved by the instructor. This course is a continuation of Dance 1101. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015530)

#### DANC 1112 Coaching and Repertoire (1)

(This is a common course number. Former course prefix/number DAN 252)

Prerequisite: Demonstrated competence approved by the instructor. Variations (male and female) and pas de deux from standard ballet repertoire are studied and notated. The dancer is given individual coaching, with special attention given to the correction of problems. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### DANC 1113 Improvisation (1)

(This is a common course number. Former course prefix/number DAN 253)

Prerequisite: Dance 1148 or Dance 1242. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### **DANC 1147 Jazz I (1)**

(This is a common course number. Former course prefix/number DAN 155)

The basic skills of jazz dance are introduced. Emphasis is on technique and development, rhythm awareness, jazz styles, and rhythmic combinations of movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### **DANC 1148 Jazz II (1)**

(This is a common course number. Former course prefix/number DAN 156)

Prerequisite: Dance 1147 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### DANC 1151 Rehearsal and Performance (1)

(This is a common course number. Former course prefix/number DAN 116)

This course supplements beginning dance technique classes. Basic concepts of approaching work on the concert stage--stage directions, stage areas, and the craft involved in rehearsing and performing are emphasized. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### DANC 1152 Rehearsal and Performance (1)

(This is a common course number. Former 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. Former course prefix/number DAN 161)

This course explores basic ballet structure and terminology. Included are posture. balance. coordination, rhythm, and flow of physical energy through Instruction in beginning adagio, petit the art form. allegro, grand allegro, inside and outside turns and studied. various jumps are Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

#### DANC 1242 Beginning Ballet II (2)

(This is a common course number. Former course prefix/number DAN 163)

Prerequisite: Dance 1241. This course is a continuation of Dance 1241. Emphasis is on body directions and stamina. More complex combinations using advanced patterning will be studied. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

# DANC 1245 Beginning Contemporary Dance 1 (2) (This is a common course number. Former course prefix/number DAN 165)

This course explores basic contemporary techniques. Emphasis is on technique development, and familiarity with contemporary meters and rhythms. An awareness of major influences on concert dance is developed. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

# DANC 1246 Beginning Contemporary Dance II (2) (This is a common course number. Former 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. Former 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. Former 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. Former 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. Former 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. Former 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. Former course prefix/number DAN 260)

Prerequisite: Dance 2241. Individual proficiency, artistry 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. Former 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. Former 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. Former course prefix/number DAN 160)

The cultural, historical and aesthetic qualities of dance are presented through lectures, films, videos, demonstrations and dance productions. Primitive, classical and contemporary dance forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015430)

# DEVELOPMENTAL COLLEGE LEARNING SKILLS

### DCLS 0100 College Learning Skills (1)

(Former course prefix/number CLS 100)

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. TASP remediation and/or preparation may be included. Students may enroll in up to three different sections of CLS during one semester. (1 Lec.)

(Coordinating Board Academic Approval Number 3201015235)

# DEVELOPMENTAL COMMUNICATIONS

### DCOM 0095 Communication Skills (3)

(Former course prefix/number DC 095)

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.) (Coordinating Board Academic Approval Number 320108511371)

#### DCOM 0120 Communication Skills (3)

(Former course prefix/number DC 120)

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 320108511371)

#### **DEVELOPMENTAL LEARNING**

### DLEA 0094 Learning Skills Improvement (1)

(Former course prefix/number DL 094)

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 320101521371)

#### **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 0093 satisfies prerequisites for Mathematics 1314, 1470, 1324, 1332, 1333 and 1335. Developmental Mathematics 0091 satisfies prerequisites for Mathematics 1371 and 1374.

### DMAT 0060 Basic Mathematics I (1)

(Former course prefix/number DM 060)

This course is designed to give an understanding of fundamental operations. Selected topics include whole numbers, decimals, and ratio and proportions. (1 Lec.) (Coordinating Board Academic Approval Number 3201045137)

### DMAT 0061 Basic Mathematics II (1)

(Former course prefix/number DM 061)

This course is designed to give an understanding of fractions. Selected topics include primes, factors, least common multiples, percents, and basic operations with fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### DMAT 0062 Pre Business (1)

(Former course prefix/number DM 062)

This course is designed to introduce students to business mathematics. Selected topics include discounts and commissions, interest, metric and English measuring systems, areas, and volumes. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0063 Pre Algebra (1)

(Former course prefix/number DM 063)

This course is designed to introduce students to the language of algebra with such topics as integers, metrics, equations, and properties of counting numbers. (1 Lec.) (Coordinating Board Academic Approval Number 3201045137)

### DMAT 0064 Mathematics For Nursing I (1)

(Former course prefix/number DM 064)

This course is designed to develop an understanding of the measurements and terminology in medicine and calculations involving conversions of applicable systems of measurement. It is designed primarily for students in all nursing programs. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0065 Mathematics For Nursing II (1)**

(Former course prefix/number DM 065)

Prerequisite: Developmental Mathematics 0064. This course includes medical calculations used in problems dealing with solutions and dosages. It is designed primarily for students in the nursing programs. (1 Lec.) (Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0070 Elementary Algebra I (1)

(Former course prefix/number DM 070)

Prerequisites: Developmental Mathematics 0090, Developmental Mathematics 0063, or equivalent. This course is an introduction to algebra and includes selected topics such as basic principles and operations of sets, counting numbers, and integers. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0071 Elementary Algebra II (1)

(Former course prefix/number DM 071)

Prerequisite: Developmental Mathematics 0070 or equivalent. This course includes selected topics such as rational numbers, algebraic polynomials, factoring, and algebraic fractions. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0072 Elementary Algebra III (1)

(Former course prefix/number DM 072)

Prerequisite: Developmental Mathematics 0071 or equivalent. This course includes selected topics such as fractional and quadratic equations, quadratic equations with irrational solutions, and systems of equations involving two variables. (1 Lec.)
(Coordinating Board Academic Approval Number 3201045137)

#### **DMAT 0073 Introduction To Geometry (1)**

(Former course prefix/number DM 073)

This course introduces principles of geometry. Axioms, theorems, axiom systems, models of such systems, and methods of proof are stressed. (1 Lec.) (Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0080 Intermediate Algebra I (1)

(Former course prefix/number DM 080)

Prerequisites: Developmental Mathematics 0072, Developmental Mathematics 0091 or equivalent. This course includes selected topics such as systems of rational numbers, real numbers, and complex numbers. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0081 Intermediate Algebra II (1)**

(Former course prefix/number DM 081)

Prerequisite: Developmental Mathematics 0080 or equivalent. This course includes selected topics such as sets, relations, functions, inequalities, and absolute values. (1 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0082 Intermediate Algebra III (1)

(Former course prefix/number DM 082)

Prerequisite: Developmental Mathematics 0081 or equivalent. This course includes selected topics such as graphing, exponents, and factoring. (1 Lec.) (Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0090 Pre Algebra Mathematics (3)

(Former course prefix/number DM 090)

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.) (Coordinating Board Academic Approval Number 3201045137)

### **DMAT 0091 Elementary Algebra (3)**

(Former course prefix/number DM 091)

Prerequisite: Developmental Mathematics 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0093 Intermediate Algebra (3)

(Former course prefix/number DM 093)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0096 Essential Math (3)

(Former course prefix/number DM 096)

This course is designed primarily for students who need to review basic mathematical processes. Students will develop an understanding of fundamental operations using fractions, decimals, and percentages to strengthen basic skills in mathematics. This is a first course in the developmental mathematics sequence. (3 Lec.) (Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0097 Algebra Fundamentals I (3)

(Former course prefix/number DM 097)

Prerequisite: Developmental Mathematics 0096 or 0090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, and linear equations. Also covered are graphs, systems of linear equations and simple exponents. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0098 Algebra Fundamentals II (3)

(Former course prefix/number DM 098)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0097 or Developmental Mathematics 0091. This course is a course in introductory algebra which includes rational expressions, inequalities, roots, radicals and quadriatic equations. Also included are properties of real numbers, the straight line, absolute value equations and advanced factoring. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

#### DMAT 0099 Algebra Fundamentals III (3)

(Former course prefix/number DM 099)

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0098. This is a course in intermediate algebra which further develops rational expressions, roots, exponents and radicals. Also covered are quadratic inequalities, relations functions and graphs and system of non-linear equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045237)

#### **DEVELOPMENTAL READING**

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

### DREA 0090 Developmental Reading (3)

(Former course prefix/number DR 090)

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

#### DREA 0091 Developmental Reading (3)

(Former course prefix DR 091)

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 320108521371)

### DREA 0093 Developmental Reading (3)

(Former course prefix DR 093)

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.) (Coordinating Board Academic Approval Number 320108521371)

#### **DEVELOPMENTAL WRITING**

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

#### **DWRI 0090 Developmental Writing (3)**

(Former course prefix/number DW 090)

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

#### **DWRI 0091 Developmental Writing (3)**

(Former course prefix/number DW 091)

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

#### **DWRI 0093 Developmental Writing (3)**

(Former course prefix/number DW 093)

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 320108531371)

#### DRAMA

#### (Formerly Theatre)

#### DRAM 1120 Rehearsal And Performance I (1)

(This is a common course number. Former course prefix/number THE 114)

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

#### DRAM 1170 Demonstration Lab (1)

(Former course prefix/number THE 199)

Scenes studied in various theatre classes are demonstrated to show contrast and different styles. This course may be repeated for credit. (1 Lab.) (Coordinating Board Academic Approval Number 5005015130)

#### DRAM 1221 Rehearsal And Performance II (2)

(This is a common course number. Former course prefix/number THE 210)  $\,$ 

Participation in the class may include any phase of rehearsal and performance of the current theatrical presentation. This course may be repeated for credit. (6 Lab.)

(Coordinating Board Academic Approval Number 5005015230)

#### DRAM 1310 Introduction To The Theatre (3)

(This is a common course number. Former course prefix/number THE 101)

The various aspects of theatre are surveyed. Topics include plays, playwrights, directing, acting, theatres, artists, and technicians. (3 Lec.)

(Coordinating Board Academic Approval Number 5005015130)

#### DRAM 1323 Theatre Workshop (3)

(This is a common course number. Former 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. Former course prefix/number THE 103)

The technical aspects of play production are studied. Topics include shop procedures, the planning and fabrication of scenic elements, and backstage operations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005025130)

#### DRAM 1341 Make-Up For The Stage (3)

(This is a common course number. Former course prefix/number THE 105)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.) (Coordinating Board Academic Approval Number 5005025230)

#### **DRAM 1351 Acting I (3)**

(This is a common course number. Former course prefix/number THE 106)

The theory of acting and various exercises are presented. Body control, voice, interpretation, characterization, and stage movement are included. Both individual and group activities are used. Specific roles are analyzed and studied. (2 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 5005035130)

#### **DRAM 1352 Acting II (3)**

(This is a common course number. Former course prefix/number THE 107)

Prerequisite: Drama 1351 or demonstrated competence approved by the instructor. This course is a continuation of Drama 1351. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

### DRAM 1370 Contemporary Theatre (3) (Former 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. Former course prefix/number THE 104)

Prerequisite: Drama 1330 or demonstrated competence approved by the instructor. Emphasis is placed on the design process and individual projects. (2 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 5005025130)

#### DRAM 2336 Voice And Articulation (3)

(This is a common course number. Former course prefix/number THE 109)

Students may register for either Speech 1342 or Drama 2336 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

#### DRAM 2351 Scene Study I (3)

(This is a common course number. Common Course Number THE 205)

Prerequisites: Drama 1351 and 1352. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 5005035130)

#### DRAM 2352 Scene Study II (3)

(This is a common course number. Former course prefix/number THE 207)

Prerequisite: Drama 2351. This course is a continuation of Drama 2351. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

#### DRAM 2361 History Of Theatre I (3)

(This is a common course number. Former 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. Former 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)

(Former 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)

(Former 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) (Former 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)

(Former course prefix/number THE 209)

The design and techniques of lighting are covered. Topics include instrumentation, electricity, control and practical experience. (2 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 5005025130)

### DRAM 2375 Broadcasting Communications 1 (3)

(Former course prefix/number THE 211)

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

# DRAM 2376 Broadcasting Communications II (3) (Former course prefix/number THE 212)

Prerequisite: Drama 2375 or demonstrated competence approved by the instructor. This course is a continuation of Drama 2375. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

#### **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) (Former course prefix/number ECY 291. The common course number is GEOL 1305.)

Environmental awareness and knowledge are emphasized. Topics include pollution, erosion, land use, energy resource depletion, overpopulation, and the effects of unguided technological development. Proper planning of societal and individual action in order to protect the natural environment is stressed. (3 Lec.) (Coordinating Board Academic Approval Number 0301025339)

#### **ECONOMICS**

# ECON 1303 Economics Of Contemporary Social Issues (3)

(This is a common course number. Former course prefix/number ECO 105)

This course is a study of the economics of current social issues and public policy, including such matters as antitrust policy, business deregulation, social security, wage and price controls, budget deficits, economic growth, medical care, nuclear power, farm policy, labor unions, foreign trade, and economic stabilization. This course is a credit course that can serve as a transfer elective and/or introductory course for the Principles sequence (Economics 2301 or 2302). This course, however, will not replace either Economics 2301 or 2302 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

#### ECON 2301 Principles Of Economics I (3)

(This is a common course number. Former course prefix/number ECO 201)

Sophomore standing is recommended. An introduction to principles of macroeconomics is presented. Economic principles studied within the framework of classical, Keynesian, monetarist and alternative models. Emphasis given national income determination, money and banking, and the role of monetary and fiscal policy in economic stabilization and growth. Other topics include international trade and finance. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

#### **ECON 2302 Principles Of Economics II (3)**

(This is a common course number. Former course prefix/number ECO 202)

Prerequisite: Sophomore standing is recommended. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.) (Coordinating Board Academic Approval Number 4506015142)

#### ECON 2311 Economics of Global Issues (3)

(This is a common course number. Former course prefix/number ECO 203)

Prerequisite: Economics 2301 or demonstrated competence approved by the instructor. This course is an analytical study of global economic relationships with historical development of various production and distribution activities. The interaction of social and political factors as well as physical and monetary resources in determining the location, and relocation, of particular economic activities will be investigated. This course will emphasize critical inquiry into the major issues currently affecting the global economy at large as well as the diverse individual cultures within its spread. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

#### **EDUCATIONAL PERSONNEL**

# EDUC 1370 Language Skills For Educational Personnel (3)

(Former 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)

(Former 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)

(Former 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)**

(Former 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)

(Former 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) (Former 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) (Former 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)

(Former 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)

(Former 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)**

(Former course prefix/number EP 246)

This course provides for specialized study by educational Possible areas for study are special education, bilingualism, child development, educational media, library, physical education, counseling, and health 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) (Former 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)

(Former course prefix/number EP 241)

This course is a practical application of second language learning theory as it relates to the non-English speaking The process, contents and management of student. language teaching will be discussed, second demonstrated and practiced. (3 Lec.)

#### **EDUC 2372 Diversified Studies (3)** (Former course prefix/number EP 247)

This course provides for specialized study by educational 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) (Former 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)** (Former course prefix/number EP 702)

Completion of two courses in the Prerequisites: 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)** (Former course prefix/number EP 712)

Completion of two courses in the Prerequisites: 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 effective resume writing upward mobility, interpersonal communication skills. (1 Lec., 10 Lab.)

#### **EDUC 7371 Cooperative Work Experience (3)** (Former 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 writing competency-based learning objectives, job-related problem solving, improving one's chances for advancement, interpersonal communication 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)**

(Former 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) (Former 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 writing competency-based learning objectives. job-related problem solving, improving one's chances for advancement, interpersonal communication 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) (Former course prefix/number EP 714)

Completion of two courses in the Prerequisites: 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 resume mobility. effective writing interpersonal communication skills. (1 Lec., 20 Lab.)

### **ELECTRONICS TECHNOLOGY**

# ELET 1470 DC Circuits And Electrical Measurements (4)

(Former course prefix/number ET 190)

The mathematical theory of direct current circuits is presented in combination with laboratory fundamentals. Emphasis is on elementary principles of magnetism, electric concepts and units, diagrams, and resistance. Electromagnetism, series and parallel circuits, simple meter circuits, conductors, and insulators are also stressed. Laboratory fee. (3 Lec., 3 Lab.)

### ELET 1471 AC Circuits (4)

(Former course prefix/number ET 191)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Mathematics 1374 or the equivalent. This course covers the fundamental theories of alternating current. The theories are applied in various circuits. Included are laboratory experiments on power factor, sine wave analysis, resonant circuits, capacitance, inductance, Q of coils, magnetism, and resistance. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 1472 Active Devices (4) (Former course prefix/number ET 193)

Prerequisites: Electronics Technology 1470 and credit or concurrent enrollment in Electronics Technology 1471. Semiconductors (active devices) are the focus of this course. Topics include composition, parameters, linear and nonlinear characteristics, in-circuit action, amplifiers, rectifiers, and switching. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2484 Digital Data Communications (4) (Former course prefix/number ET 248)

Prerequisite: Credit or concurrent enrollment in Electronics Technology 2483 or demonstrated competence approved by the instructor. This course is an introduction to digital data communications with an emphasis on asynchronus data communications and microcomputer local area networks. Telephone switching systems are studied as well as techniques for the installation and maintenance of modems and local area networks. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2485 Principles Of Electronic Integrated Circuits (4)

(Former course prefix/number ET 250)

Prerequisites: Electronics Technology 1470 and concurrent enrollment in Computer Aided Design 2377. This is a survey course of solid state devices and their associated circuitry. This course is intended to teach the student fundamentals of common electronic circuits which contain integrated circuits and to teach elements of solid state devices from the principle of the PN junction through the function of integrated circuits. Laboratory fee. (3 Lec., 2 Lab.)

#### **ELET 2486 Sinusoidal Circuits (4)**

(Former course prefix/number ET 260)

Prerequisites: Electronics Technology 1471 and 1472. Power supply circuits are presented. Included are full wave rectification, filtering, and regulation. Amplifier circuits involving large and small signal analysis, coupling, classes of operation and feedback techniques are also covered. Semiconductor devices considered include the Zener diode, SCR, TRIAC, MOSFET, JFET, CMOS, and unijunction transistors. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2487 Pulse And Switching Circuits (4) (Former course prefix/number ET 261)

Prerequisites: Electronics Technology 1471 and 1472. Thevenin's theorem and superposition are applied to AC and DC sources. Wave form analysis is studied characteristics including pulse and pulsetrain measurements of harmonic content. Other topics include RC and RL circuit response to step inputs, exponential forms, diode clipper and clamp circuits, and transistor action in digital circuits involving saturation and cutoff. Gate types of RTL, DTL, TTL, ECL, and MOS technologies are also included. The bistable. monostable, and astable types of multivibrator circuits are covered. Laboratory fee. (3 Lec., 3 Lab.)

### ELET 2488 Digital Computer Theory (4)

(Former course prefix/number ET 263)

Prerequisite: Electronics Technology 1471, 1473, and 1472. This course focuses on basic computer circuits. Included are flip- flops, shift registers, counters (sequential and nonsequential), operational amplifiers, and A to D converters. Analysis of specific current integrated circuits is also included. Laboratory fee. (3 Lec., 3 Lab.)

### ELET 2490 Digital Systems (4)

(Former course prefix/number ET 264)

Prerequisites: Electronics Technology 1473 and 2488 or concurrent enrollment in Electronics Technology 2488. The three major component systems of a digital computer are studied. The arithmetic-logic section covers arithmetic in binary, hexadecimal, counting, and number representation within a machine. The memory studies center around the operation of core and semiconductor memory assemblies which include addressing and data buffering. The control section deals with state, distributive, and ROM type of control circuits. Laboratory fee. (3 Lec., 3 Lab.)

#### **ELET 2491 Computer Applications (4)**

(Former course prefix/number ET 266)

Prerequisite: Electronics Technology 1473. Machine language and assembly language programming are the focus of this course. Emphasis is on problem solving for in-house computers. Laboratory fee. (3 Lec., 3 Lab.)

#### **ELET 2492 Microprocessors (4)**

(Former course prefix/number ET 267)

Prerequisites: Electronics Technology 1473 and 2491. This course is a study of microcomputers. Topics include architecture, software, interfacing, microprocessors, and microcomputer systems. Emphasis is on practical applications using in-house microcomputers. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2493 Microprocessor Trouble-Shooting and Interface (4)

(Former course prefix/number ET 268)

Prerequisite: Electronic Technology 2492. This course studies trouble-shooting techniques on microprocessor, disk controls, CRT controls and interfaces. Emphasis is on hardware trouble-shooting and peripheral interface. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2494 Computer-Aided Circuit Analysis and Design (4)

(Former course prefix/number ET 270)

This course utilizes the personal computer platform as a tool to enable the user to draw schematics, build net lists, compile and generate selected reports. The student will learn to use the PC to analyze, design, and layout the printed circuit board for passive and active circuit systems. Several software packages are employed to achieve the desired competencies. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2495 UNIX Tools For Circuit Analysis (4) (Former course prefix/number ET 271)

Prerequisite: Electronics Technology 2494. This course utilizes the personal computer to enable the student to develop skills in circuit design using the UNIX operating system. The students will enter schematics, simulate, and perform circuit board layouts to specifications. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2496 Introduction To Computer-Aided Testing (4)

(Former course prefix/number ET 272)

Prerequisite: Basic skills in computer operations and knowledge of stand alone electronics instruments. This course centers around the use of computer applications programs specifically designed for use in building computer aided testing (CAT) scenarios. This will use a windows-type environment. GBIP or virtual instrumentation type systems will be discussed and implemented. All students will gain experience with transferring data to and from the instruments via computer. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 2497 Advanced Computer-Aided Testing (4) (Former course prefix/number ET 273)

Prerequisite: Electronics Technology 2496. In this course the student will write and conduct test procedures on various circuits to be conducted under computer control. This course will focus on the following techniques: lab windows, high speed bus, virtual instruments or other modern methods as they are developed. Laboratory fee. (3 Lec., 3 Lab.)

# ELET 7471 Cooperative Work Experience (4) (Former course prefix/number ET 704)

Prerequisites: Completion of two courses in the Electronics Technology, Electronics/Computer Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. job interview. iob application procedures. iob site interpersonal relations, employer expectations of employees) or combinations of both. (1 Lec., 20 Lab.)

# ELET 7472 Cooperative Work Experience (4) (Former course prefix/number ET 714)

Prerequisites: Completion of two courses in the Electronics Technology, Electronics/Computer Technology, or Electronic Telecommunications Technology programs, or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences related to the electronics field. The seminar consists of group or individual meetings with the instructor, individualized plans for job-related or self improvement (i.e. preparation of resumes, changing jobs, supervising subordinates, building self-esteem), or combinations of both. (1 Lec., 20 Lab.)

#### **ENGINEERING**

#### **ENGR 1201 Engineering Analysis (2)**

(This is a common course number. Former course prefix/number EGR 101)

Two years of high school algebra or Prerequisite: 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, energy, Newton's laws. work. first law thermodynamics. information, dimensional analysis. modeling, physical compatibility. continuity. interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(Coordinating Board Academic Approval Number 1401015129)

# ENGR 1304 Engineering Design Graphics (3) (This is a common course number. Former course prefix/number EGR 106)

Prerequisite: Engineering 1201 or Mathematics 1316 or 1375 or demonstrated competence approved by the instructor. Graphic fundamentals are presented for engineering communications and engineering design. A rational engineering design procedure is taught and computer aided design is introduced. Graphical topics include geometric construction, geometric modeling, orthographic drawing system, auxiliaries, sections, dimensions and tolerances, graphical analysis, pictorial and working drawings. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 4801015129)

#### **ENGR 1305 Descriptive Geometry (3)**

(This is a common course number. Former course prefix/number EGR 106)

Prerequisite: Computer Aided Design 1470 or Engineering 1304. This course provides instruction in the visualization of three dimensional structures and computer transformations of geometric models. Emphasis is on accurately representing these structures in drawings by analyzing the true relationship between points, lines, and planes. Included are the generation and classification of lines, surfaces, intersections, development, auxiliaries, and revolutions. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4801015129)

ENGR 1307 Plane Surveying (3)

(This is a common course number. Former course prefix/number EGR 205)

Prerequisites: Mathematics 1316 or 1375 and Engineering 1304 or Computer Aided Design 1470. This course focuses on plane surveying. Topics include surveying instruments, basic measuring procedures, vertical and horizontal control, error analysis, and computations. Traverse, triangulation, route alignments, centerlines, profiles, mapping, route surveying, and land surveying are also included. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 1511025129)

ENGR 2105 Electrical Engineering Laboratory (1) (This is a common course number. Former course prefix/number EGR 206)

Prerequisite: Credit or concurrent enrollment in Engineering 2305. Various instruments are studied and used. These include the cathode ray oscilloscope, ammeters, voltmeters, ohmmeters, power supplies, signal generators, and bridges. Basic network laws, steady state and transient responses, and diode characteristics and applications are demonstrated. Computer simulation is introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

### ENGR 2270 Mechanics Of Structures (2) (Former course prefix/number EGR 290)

Prerequisite: Mathematics 1375. This is a basic course in engineering mechanics for technology students. It covers the principles of statics and strengths of materials. Topics include force systems, equilibrium, moments, centroids, elasticity, yield, stresses and strains. Methods analysis and design of bolted and welded joints, trusses, beams, and columns are introduced. Laboratory fee. (2 Lec., 2 Lab.)

#### ENGR 2301 Engineering Mechanics I (3)

(This is a common course number. Former course prefix/number EGR 107)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is a study of the statics of particles and rigid bodies with vector mathematics in three dimensional space. Topics include the equilibrium of forces and force systems, resultants, free body diagrams, friction, centroids and moments of inertia, virtual works, and potential energy. Distributed forces, centers of gravity, and analysis of structures, beams, and cables are also presented. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015229)

#### ENGR 2302 Engineering Mechanics II (3)

(This is a common course number. Former course prefix/number EGR 201)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. This is a study of dynamics. Particles and rigid bodies are examined as they interact with applied forces. Both constrained and general motions are included. Space, time, mass, velocity, acceleration, work and energy, impulse, and momentum are covered. (3 Lec.) (Coordinating Board Academic Approval Number 1411015329)

### ENGR 2305 Electrical Systems Analysis (3)

(This is a common course number. Former course prefix/number EGR 204)

Prerequisite: Credit or concurrent enrollment in Mathematics 2414. Electrical science is introduced. Included are fundamental electrical systems and signals. Basic concepts of electricity and magnetism with mathematical representation and computation are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 4008015339)

# ENGR 2332 Engineering Mechanics Of Materials (3) (This is a common course number. Former course prefix/number EGR 202)

Prerequisites: Engineering 2301 and credit or concurrent enrollment in Mathematics 2414. Simple structural elements are studied. Forces, deformation, material properties, the concepts of stress, strain, and elastic properties are presented. Analysis of thin walled vessels, members loaded in tension, torsion, bending and shear, combined loadings, and stability conditions are included. Behavioral phenomena such as fracture, fatigue, and creep are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 1411015129)

### ENGR 2370 Computer Methods In Engineering (3) (Former course prefix/number EGR 207)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513 and demonstrated ability to program in a computer language approved by the instructor. Fundamental methods of numerical analysis with computer programming applications are presented. Topics include computer programming, recursion formulas, successive approximations, error analysis, nonlinear equations, and systems of linear equations and matrix methods. Probabilistic models, interpolations, determination of parameters, numerical integration, and solution of ordinary differential equations are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 1102015127)

#### **ENGINEERING TECHNOLOGY**

#### ENGT 1270 Introduction To CAD-2D (2)

(Former course prefix/number CIM 102)

This is the first course in computer-aided design which can be used by electronics and mechanical technicians, architects and landscape architects or anyone who finds it necessary to learn to use a CAD system to produce graphics or interface with design software. Two dimensional multi-view drawings and three dimensional wireframe models will be produced. Logging on, setting up a drawing, creating geometry, inserting dimensions and plotting the drawing will be covered. Laboratory fee. (1 Lec., 4 Lab.)

# ENGT 1271 Introduction To Quality Control (2) (Former course prefix/number CIM 123)

Prerequisite: Credit or concurrent enrollment in Mathematics 1374. This course introduces some of the concepts and techniques currently being used by industry to prevent defective products from reaching the consumer. Included are reliability analysis, control charts, inspection and sampling plans. The language, terminology and organization of typical industry quality control functions are studied. Elementary probability and statistics concepts are presented as background. (2 Lec.)

#### ENGT 1272 3D CAD Visualization (2)

(Former course prefix/number CIM 189)

Prerequisites: Computer Aided Design and Drafting 1270 and Engineering Technology 1270. In this class, the computer will be used to create three-dimensional models to develop a design and document a completed design. Various types of three-dimensional models will be created. Students will take the resulting three-dimensional model and apply computer graphics visualization techniques, such as shading, shadows transparency and translucency. The three-dimensional model will then be used to create the production views necessary to describe the product or design. Laboratory fee. (1 Lec., 3 Lab.)

### ENGT 1274 Solids and Design Analysis (2)

(Former course prefix/number CIM 192)

Prerequisites: Engineering Technology 1272. Three-dimensional solid models will be created in this class and material specifications added to the solid. Students will be able to create, analyze and evaluate the solid model design using the graphics database. The students will evaluate the solid for physical properties such as strength, size, volume, center of gravity, and weight. Other analysis procedures such as mechanism analysis (motion and loads) market analysis, human factor analysis, and assembly analysis will be used by the student to evaluate the design. Laboratory fee. (1 Lec., 3 Lab.)

#### **ENGT 1371 Manufacturing Processes (3)**

(Former course prefix/number CIM 197)

This course introduces the student to the steps involved in manufacturing a product. A variety of machine tools are used in the laboratory. Emphasis is placed on automation, and programming and operation of CNC machines. Laboratory fee. (1 Lec., 6 Lab.)

#### **ENGT 1372 CAD For Production (3)**

(Former course prefix/number CIM 111)

Technology 1270 or Prerequisite: Engineering or demonstrated competence Engineering 1304 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 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., 4 Lab.)

#### **ENGT 1471 Fluid Power Systems (4)**

(Former course prefix/number CIM 145)

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.)

# ENGT 1472 Computer-Aided Instrumentation And Testing (4)

(Former course prefix/number ECT 146)

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.)

#### **ENGT 1473 Technical Programming (4)**

(Former course prefix/number ECT 147)

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.)

#### ENGT 2270 CAD/CAM Interfacing (2)

(Former course prefix/number CIM 259)

Prerequisites: Engineering Technology 1270 and Engineering Technology 1371 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.)

# ENGT 2271 Design for Manufacturing /G.D.&T. (2) (Former course prefix/number CIM 255)

Prerequisites: Engineering Technology 1371. Engineering Technology 1372, Mathematics 1375 or demonstrated competence approved by the instructor. In this class, students will use a design technique in which the design is developed by a team, and the focus is on simplicity and functionality. In this class, the manufacturability of a design will be determined using three-dimensional modeling software which allows the design of such parts to be tested for ease and effectiveness of assembly before they are ever manufactured. The student will study manufacturing from the view point of the designer who must determine critical dimensions. Geometric dimensioning and tolerancing will be used to provide tolerances which will allow economical manufacturing, proper assembly and function. (1 Lec., 4 Lab.)

### ENGT 2272 Materials and Analysis (2)

(Former course prefix/number CIM 292)

Prerequisites: Engineering Technology 2271. The students in this course will do design analysis of a proposed design. The analysis performed will vary according to the product and may include materials analysis, property analysis (strength, volume, center of gravity, weight, etc.), mechanism analysis (motions and loads), human factors analysis (physical and safety needs), market and financial analysis (needs of the consumer). Laboratory fee. (1 Lec., 3 Lab.)

# ENGT 2370 Robotics I (3) (Former course prefix/number CIM 257)

This course provides an introduction to robot technology. The basic components and systems used in industrial robots are studied. The set-up and operation of robots and associated automatic control systems are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

### ENGT 2371 Robotics II (3)

(Former course prefix/number CIM 256)

Prerequisite: Engineering Technology 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.)

# ENGT 2372 Special Topics in Engineering Technology (3)

(Former course prefix/number CIM 295)

Prerequisites: will vary based on topics covered and will be included in each semester's class schedule. Current developments in the rapidly changing fields of computeraided design and computer integrated manufacturing are studied. Laboratory fee. (1 Lec., 4 Lab.)

#### **ENGT 2470 Operational Amplifiers (4)**

(Former course prefix/number ECT 226)

Prerequisites: Electronics Technology 1472 or the equivalent. This course introduces analog circuits that sense, amplify, and condition signals using operational amplifiers and other linear integrated circuits for applications involving instrumentation, signal generation, filter, and control circuits. The laboratory emphasis is on the application and characteristics of these circuits. Computer-aided analysis of Op Amps is covered using computer-aided instructional materials and analysis programs. Laboratory fee. (3 Lec., 3 Lab.)

# ENGT 2471 Digital Circuits and Machine Control (4) (Former course prefix/number ECT 293)

This course introduces number systems, logic functions, binary arithmetic (octal and hexadecimal) and Boolean Logic gates, flip-flops, registers, encoders, decoders, counters, timing circuits, ALU's, and memory devices are included. Application of the knowledge is applied to computerized control systems of electrical machine control integrated with electromagnetic controls, solid state industrial controls, and programmable logic Control components, control and power controllers. controllers. circuit diagrams, manual controllers, and computerized control systems are introduced, compared, and contrasted. Laboratory fee. (3 Lec., 3 Lab.)

### ENGT 2473 Computer Integrated Manufacturing (4) (Former course prefix/number CIM 271)

Prerequisites: Engineering Technology 2371 or demonstrated competence approved by the instructor. This course introduces the concepts of Computer Integrated Manufacturing (CIM). Emphasis is placed in 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. Laboratory fee. (3 Lec., 3 Lab.)

# ENGT 2475 Principles and Application of Microprocessors (4)

(Former course prefix/number ECT 294)

Prerequisites: Engineering Technology 2471 or concurrent enrollment. This course covers basic hardware components (CPU & Memory) of a typical microcomputer and the software required for control. Assembly and machine language with development of programs in machine language are introduced. Basic machine cycles of the fetch decode, and execute operations for instruction in the instruction set are utilized. Interface hardware and software specifications standards are studied along driver/receiver modes, backplane interfaces, types of transmissions lines and line terminations and reflections are covered. Laboratory fee. (3 Lec., 3 Lab.)

# ENGT 2476 Special Topics In Engineering Technology (4)

(Former course prefix/number ECT 296)

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. Laboratory fee. (3 Lec., 3 Lab.)

# ENGT 7371 Cooperative Work Experience (3) (Former course prefix/number ECT 713)

Prerequisites: Completion of two courses in the Engineering 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 other 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. Laboratory fee. (1 Lec., 15 Lab.)

# ENGT 7471 Cooperative Work Experience (4) (Former course prefix/number ECT 714)

Prerequisites: Completion of two courses in the Engineering Technology program or instructor approval. This course combines productive work experience with academic study. The students, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. The seminar consists of discussions on the writing of effective competency-based learning objectives and other work related skills such as time management, resume writing and human relations. Laboratory fee. (1 Lec., 20 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. Former course prefix/number ENG 101)

Prerequisite: An appropriate assessment test score (ACT, DCCCD test, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking and introduces research skills. Students practice writing for a variety of audiences and purposes. (3 Lec.) (Coordinating Board Academic Approval Number 2304015135)

#### ENGL 1302 Composition II (3)

(This is a common course number. Former course prefix/number ENG 102)

Prerequisite: English 1301. In this course students refine the writing, research, and reading skills introduced in English 1301. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

#### **ENGL 2307 Creative Writing (3)**

(This is a common course number. Former course prefix/number ENG 209)

Prerequisite: English 1302. The writing of fiction is the focus of this course. Included are the short story, poetry, and short drama. (3 Lec.)

(Coordinating Board Academic Approval Number 2305015135)

#### **ENGL 2311 Technical Writing (3)**

(This is a common course number. Former course prefix/number ENG 210)

Prerequisite: English 1302. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

#### **English In The Sophomore Year**

English 2322, 2323, 2327, 2328, 2332, 2333, 2370, and 2371 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

#### ENGL 2322 British Literature (3)

(This is a common course number. Former course prefix/number ENG 201)

Prerequisite: English 1302. This course includes significant works of British writers from the Old English Period through the 18th century. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

#### **ENGL 2323 British Literature (3)**

(This is a common course number. Former course prefix/number ENG 202)

Prerequisite: English 1302. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

#### **ENGL 2327 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 205)

Prerequisite: English 1302. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.) (Coordinating Board Academic Approval Number 2307015135)

#### **ENGL 2328 American Literature (3)**

(This is a common course number. Former course prefix/number ENG 206)

Prerequisite: English 1302. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

#### **ENGL 2332 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 203)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the ancient world through the Renaissance. (3 Lec.) (Coordinating Board Academic Approval Number 2303015235)

#### **ENGL 2333 World Literature (3)**

(This is a common course number. Former course prefix/number ENG 204)

Prerequisite: English 1302. This course includes significant works representing a variety of cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

#### **ENGL 2370 Studies In Literature (3)**

(Former course prefix/number ENG 215)

Prerequisite: English 1302. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

#### **ENGL 2371 Studies In Literature (3)**

(Former 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 (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

#### ESOL 0031-0034 (Listening-Speaking)

These courses prepare students to communicate orally in both public and academic environments. Emphasis is placed on developing language functions, pronunciation, and listening skills, and improving social and intercultural communication skills. Activities range from one-on-one conversation and brief descriptions to formal oral presentations and debates.

#### **ESOL 0041-0044 (Reading)**

These courses engage students in reading material from daily experience and prepare them for college reading tasks. Each course instructs students in reading skills, vocabulary development, critical thinking skills, and the use of resources.

#### **ESOL 0051-0054 (Writing)**

These courses are designed to help students increase fluency and build confidence in writing. The courses focus on writing as a process. Through inventing, drafting, and revising, students write for specific audiences and purposes.

#### **ESOL 0061-0064 (Grammar)**

These courses are designed to complement the ESOL 0051-0054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

### **INGLES COMO SEGUNDO IDIOMA**

El programa de credito academico de Ingles Como Segundo Idioma ESL esta diseñado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en dieciseis cursos divididos en cuatro niveles de dominio y cuatro areas de habilidades (Escuchar/Hablar, Lectura, Escritura y Gramatica). El programa de credito academico esta disenado para complementar otros programas de ESL y con los estudios de desarrollo o programas de nivel universitario de cada campus. El estudiante comienza este programa al tomar un examen de clasificacion y despues de una entrevista individual con un asesor academico entrenado especialmente en ESL.

#### ESOL 0031-0034 (Escuchar y Conversar)

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

#### ESOL 0041-0044 (Lectura)

Estos cursos permiten a los estudiantes el acceso a material de lectura de la vida diaria y los prepara para tareas de lectura academica. Cada curso instruye a los estudiantes en habilidades de lectura, desarrollo de vocabulario, pensar en forma critica y el uso de los varios recursos disponibles en la institucion.

#### ESOL 0051, ESOL 0052, ESOL 0053, ESOL 0054

Estos cursos estan diseñados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produciran escritos para diferentes audiencias y con diversos propositos.

#### 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, así como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

#### **ENGLISH AS A SECOND LANGUAGE**

### ESOL 0031 ESL Listening/Speaking (3)

(Former course prefix/number ESL 031)

This course focuses on developing basic social and pre-academic listening and speaking skills. It includes skills such as describing, giving directions, and learning to understand explanations. Conversation conventions will be practiced as well as non-verbal communication skills. (Pronunciation is introduced through the study of basic phonetic segments and intonation patterns.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0032 ESL Listening/Speaking (3)

(Former course prefix/number ESL 032)

This course develops intermediate social and pre-academic listening and speaking skills through situational activities. Students will express ideas and opinions in small groups and learn to understand and react appropriately. Intercultural communication will be incorporated. (Pronunciation skills will be practiced through identifying phonetic correctness and applying concepts of stress and intonation.) (3 Lec.)
(Coordinating Board Academic Approval Number 3201085535)

# ESOL 0033 ESL Speaking (3) (Former course prefix/number ESL 033)

This course develops public/academic oral language skills through active participation in group projects and presentations. Rhetorical skills such as narration and description will be practiced, and improving cross-cultural communication skills will be emphasized. (Pronunciation skills, including stress and intonation, will be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESOL 0034 ESL Academic Speaking (3)

(Former course prefix/number ESL 034)

This course stresses academic speaking skills. Students learn formal presentation techniques as they defend a point of view and participate in seminars, panels, and debates. Formal rhetorical skills such as cause/effect, process, and summary will be practiced. The course will emphasize the value of cultural diversity. (Pronunciation skills, including stress and intonation, will continue to be refined with focused effort on areas of need through monitoring of oral production.) (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

#### ESOL 0041 ESL Reading (3)

(Former course prefix/number ESL 041)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

#### ESOL 0042 ESL Reading (3)

(Former course prefix/number ESL 042)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. (3 Lec.) (Coordinating Board Academic Approval Number 3201085635)

### ESOL 0043 ESL Reading (3)

(Former course prefix/number ESL 043)

This course includes specific reading comprehension skills, reading efficiency strategies, critical thinking skills, vocabulary expansion, and the use of campus resources such as labs and libraries. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESOL 0044 ESL Reading (3)

(Former course prefix/number ESL 044)

This course is designed to build on skills taught in previous reading classes but with a more academic emphasis. Students are taught reading skills and critical thinking skills as they relate to academic topics and to literature. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

#### ESOL 0051 ESL Writing (3)

(Former course prefix/number ESL 051)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. (3 Lec.) (Coordinating Board Academic Approval Number 3201085735)

### ESOL 0052 ESL Writing (3)

(Former course prefix/number ESL 052)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. (3 Lec.) (Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0053 ESL Writing (3)

(Former course prefix/number ESL 053)

This course stresses the process of paragraph writing and the characteristics of effective paragraph structure. It also introduces modes of discourse such as description, cause-effect, and comparison-contrast. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0054 ESL Writing (3)

(Former course prefix/number ESL 054)

This course emphasizes modes of discourse in expository writing for academic purposes. Particular attention is given to improving unity, coherence, transition, and style as students progress to multi-paragraph compositions. Paraphrasing and summarizing are also introduced. (3 Lec.) (Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0061 ESL Grammar (3)

(Former course prefix/number ESL 061)

This course introduces the basic aspects of English grammar needed to write simple and compound sentences. It includes the study of basic verb tenses, parts of speech, subject-verb agreement, and question formation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0062 ESL Grammar (3)

(Former course prefix/number ESL 062)

This course reviews basic elements of English grammar introduced in ESOL 0061 and introduces grammar points necessary for writing controlled paragraphs. It includes further study of verb tenses, parts of speech, and question formation and introduces two-word verbs, modals, gerunds, and infinitives. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0063 ESL Grammar (3)

(Former course prefix/number ESL 063)

This course reviews grammar points studied in ESOL 0061 and ESOL 0062 and introduces elements necessary for students to write effective one-paragraph essays. It continues the study of verb tenses, parts of speech, and modals and introduces adverb, adjective, and noun clauses. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

#### ESOL 0064 ESL Grammar (3)

(Former course prefix/number ESL 064)

This course reviews grammar points studied in ESOL 0061, ESOL 0062, and ESOL 0063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

#### **FRENCH**

#### FREN 1310 French Conversation II (3)

(This is a common course number. Former 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. Former course prefix/number FR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 1609015131)

### FREN 1412 Beginning French (4)

(This is a common course number. Former course prefix/number FR 102)

Prerequisite: French 1411 or the equivalent. This course is a continuation of French 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

## FREN 2303 Introduction To French Literature (3)

(This is a common course number. Former 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. Former 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. Former 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. Former course prefix/number FR 201)

Prerequisite: French 1412 or the equivalent. Reading, composition, and intense oral practice are covered in this course. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

FREN 2312 Intermediate French (3)

(This is a common course number. Former course prefix/number FR 202)

Prerequisite: French 2311 or the equivalent. This course is a continuation of French 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.) (Coordinating Board Academic Approval Number 1609015231)

## **GEOGRAPHY**

**GEOG 1301 Physical Geography (3)** 

(This is a common course number. Former 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. Former 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)

GEOG 2312 Economic Geography (3)

(This is a common course number. Former course prefix/number GPY 102)

The relation of humans to their environment is studied. Included is the use of natural resources. Problems of production, manufacturing, and distributing goods are explored. Primitive subsistence and commercialism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015242)

## **GEOLOGY**

### GEOL 1401 Earth Science (4)

(This is a common course number. Former course prefix/number ES 117)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 1417. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

## **GEOL 1403 Physical Geology (4)**

(This is a common course number. Former course prefix/number GEO 101)

This course is for science and non-science majors. It is a study of earth materials and processes. Included is an introduction to geochemistry, geophysics, the earth's interior, and magnetism. The earth's setting in space, minerals, rocks, structures, and geologic processes are also included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

### **GEOL 1404 Historical Geology (4)**

(This is a common course number. Former course prefix/number GEO 102)

This course is for science and non-science majors. It is a study of earth materials and processes within a developmental time perspective. Fossils, geologic maps, and field studies are used to interpret geologic history. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015139)

## GEOL 1445 Oceanography (4)

(This is a common course number. Former course prefix/number GEO 105)

This course covers the study of the physical and biological characteristics of the ocean. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

### GEOL 1470 Meteorology (4)

(Former course prefix/number ES 115)

This course will cover weather phenomena and the modern methods of study and presentation of this information. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4007035139)

### **GEOL 2407 Geologic Field Methods (4)**

(This is a common course number. Former course prefix/number GEO 207)

Prerequisites: Geology 1403 and 1404. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4006015539)

## **GEOL 2409** Introduction To Rocks And Mineral Identification (4)

(This is a common course number. Former course prefix/number GEO 201)

Prerequisites: Geology 1403 and 1404. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

## GEOL 2470 Field Geology (4)

(Former course prefix/number GEO 205)

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

### GEOL 2471 Mineralogy (4)

(Former course prefix/number GEO 209)

Prerequisites: Geology 1403 and 1404 and Chemistry 1412. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

## **GERMAN**

### GERM 1411 Beginning German (4)

(This is a common course number. Former course prefix/number GER 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 1605015131)

### **GERM 1412 Beginning German (4)**

(This is a common course number. Former course prefix/number GER 102)

Prerequisite: German 1411 or the equivalent. This course is a continuation of German 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

### **GERM 2311 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 201)

Prerequisite: German 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

#### **GERM 2312 Intermediate German (3)**

(This is a common course number. Former course prefix/number GER 202)

Prerequisite: German 2311 or the equivalent. This course is a continuation of German 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

## GOVERNMENT

## **GOVT 2301 American Government (3)**

(This is a common course number. Former course prefix/number GVT 201)

Prerequisite: Sophomore standing recommended. This course is an introduction to the study of political science. Topics include the origin and development of constitutional democracy (United States and Texas), federalism and intergovernmental relations, local governmental relations, local government, parties, politics, and political behavior. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

## **GOVT 2302 American Government (3)**

(This is a common course number. Former course prefix/number GVT 202)

Prerequisite: Sophomore standing recommended. The three branches of the United States and Texas government are studied. Topics include the legislative process, the executive and bureaucratic structure, the judicial process, civil rights and liberties, and domestic policies. Other topics include foreign relations and national defense. (To ensure transferability, students should plan to take both Government 2301 and 2302 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

## GOVT 2371 Introduction To Comparative Politics (3) (Former course prefix/number GVT 211)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

# HEALTH INFORMATION MANAGEMENT

## HIMT 1270 Clinical Practice I (2)

(Former course prefix/number HIM 115)

Prerequisites: Health Information Management 1370 and Health Information Management 2470 with a minimum grade of "C" in each course. 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. Requires 56 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. 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., 2 Lab.)

## HIMT 1370 Medical Records I (3)

(Former 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) (Former course prefix/number HIM 120)

Prerequisite: Biology 1470 and Health Information Management 2470. 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)

(Former 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)

(Former course prefix/number HIM 108)

Prerequisite: Biology 1470. 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)

(Former course prefix/number HIM 210)

Students will explore new technology, systems and issues essential to successful operations 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 III (2) (Former 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. Requires 80 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. 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 2272 Clinical Practice II (2) (Former course prefix/number HIM 216)

Prerequisites: Health Information Management 1470. Health Information Management 1371, and Health Information Management 2470. Requires 24 hours to be done in a hospital during regular business hours; 7:00am-6:00pm. 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., 5 Lab.)

## HIMT 2370 Medical Records II (3)

(Former course prefix/number HIM 201)

Prerequisite: Health Information Management 1370. In this course, students will explore management issues as they relate specifically to the medical records department. Topics include human resource management, departmental systems and operations committee work. budaetina management. accounting, organization of the work environment, interpretation and application of state and federal auidelines. interpretation and compliance with accreditation, and insure licensing, accreditation. (3 Lec.)

## **HIMT 2470 Medical Terminology (4)**

(Former course prefix/number HIM 131)

Students will investigate the basic structure of medical words. Included are prefixes, suffixes, roots, combining forms and plurals. Topics include the vocabulary related to major body systems and diseases including spelling, abbreviation, symbols and definitions. Exercises will include problem solving using research resources. (4 Lec.)

## HIMT 2471 Disease Classification And Nomenclatures II (4)

(Former course prefix/number HIM 208)

Prerequisites: Health Information Management 1470 and Health Information Management 1371. 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**

### HIST 1301 History Of The United States (3)

(This is a common course number. Former course prefix/number HST 101)

The history of the United States is presented, beginning with the European background and first discoveries. The pattern of exploration, settlement, and development of institutions is followed throughout the colonial period and the early national experience to 1877. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

## HIST 1302 History Of The United States (3)

(This is a common course number. Former course prefix/number HST 102)

The history of the United States is surveyed from the Reconstruction era to the present day. The study includes social, economic, and political aspects of American life. The development of the United States as a world power is followed. (3 Lec.)

(Coordinating Board Academic Approval Number 4508025142)

### HIST 2311 Western Civilization (3)

(This is a common course number. Former course prefix/number HST 105)

The civilization in the West from ancient times through the Enlightenment is surveyed. Topics include the Mediterranean world, including Greece and Rome, the Middle Ages, and the beginnings of modern history. Particular emphasis is on the Renaissance, Reformation, the rise of the national state, the development of parliamentary government, and the influences of European colonization. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

### **HIST 2312 Western Civilization (3)**

(This is a common course number. Former course prefix/number HST 106)

This course is a continuation of History 2311. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

#### **HIST 2321 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 103)

This course presents a survey of ancient and medieval history with emphasis on Asian, African, and European cultures. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

## **HIST 2322 World Civilizations (3)**

(This is a common course number. Former course prefix/number HST 104)

This course is a continuation of History 2321. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

## HIST 2370 Latin American History (3)

(Former course prefix/number HST 112)

This course presents developments and personalities which have influenced Latin American history. Topics include Indian cultures, the Conquistadors, Spanish administration, the wars of independence, and relations with the United States. A brief survey of contemporary problems concludes the course. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## HIST 2372 Advanced Historical Studies (3)

(Former course prefix/number HST 205)

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

### HIST 2380 The Heritage Of Mexico (3)

(This is a common course number. Former course prefix/number HST 110)

This course (cross-listed as Anthropology 1371) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 2380 or Anthropology 1371, but may receive credit for only one of the two. (3 Lec.) (Coordinating Board Academic Approval Number 4511015342)

### HIST 2381 Afro-American History (3)

(This is a common course number. Former course prefix/number HST 120)

The role of the Black in American history is studied. The slave trade and slavery in the United States are reviewed. Contributions of black Americans in the U.S. are described. Emphasis is on the political, economic, and sociological factors of the 20th century. (3 Lec.) (Coordinating Board Academic Approval Number 4511015342)

## HORTICULTURE TECHNOLOGY

## HORT 1270 Landscape Trees (2) (Former 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)

(Former 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) (Former 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) (Former 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) (Former 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)

(Former course prefix/number HLN 146)

Concepts and practices used in preparing landscape plans and in constructing and improving landscapes are covered. Laboratory fee. (1 Lec., 6 Lab.)

## **HORT 1373 Landscape Development II (3)**

(Former 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)

(Former 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) (Former 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)

(Former 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) (Former 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) (Former 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) (Former course prefix/number HLN 246)

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) (Former 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) (Former 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)

(Former 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) (Former 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)**

(Former 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)**

(Former 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) (Former course prefix/number HLN 703)

Completion of two courses in the Prerequisites: 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)** (Former 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)** (Former course prefix/number HD 092)

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes improve communication toward themselves, decision-making skills, and make effective use of This course supports students campus resources. enrolling in other appropriate remediation. (3 Lec.) (Coordinating Board Academic Approval Number 3201995140)

### **HDEV 0100 Educational Alternatives (1)** (Former course prefix/number HD 100)

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to

participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

## **HDEV 0110 Assessment Of Prior Learning (1)**

(Former course prefix/number HD 110)

Prerequisite: Limited to students in Programs. **Demonstrated** Technical-Occupational 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,

(Coordinating Board Academic Approval Number 3201995140)

### HDEV 1370 Educational And Career Planning (3) (Former course prefix/number HD 104)

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and Students identify the unique educational planning. aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

## **HDEV 1371 Principles And Processes Of Personal** And Social Adjustment (3)

(Former course prefix/number HD 112)

This course is a presentation of the ways in which the psychological principles of human behavior apply to personal and social adjustment. The course content is designed as an intensive theoretical and experiential study of interpersonal and socio-cultural relationships and an exploration of the behavioral patterns that promote effective adjustment. (3 Lec.) (Coordinating Board Academic Approval Number 4201015640)

**HDEV 1372 Cognitive Processes: The Master** 

## Student Course (3)

(Former course prefix/number HD 108)

This course is an overview of the processes of learning. memory, perception, language and thought. emphasis is placed upon the practical applications of these psychological principles for students to learn, practice and adopt in support of their success in college. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## **HUMANITIES**

HUMA 1301 Introduction To The Humanities (3) (This is a common course number. Former course prefix/number HUM 101)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.) (Coordinating Board Academic Approval Number 2401035135)

**HUMA 1302 Advanced Humanities (3)** 

(This is a common course number. Former course prefix/number HUM 102)

Prerequisite: Humanities 1301 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035135)

# INTERNATIONAL BUSINESS AND TRADE

## IBTR 2370 Introduction to International Business and Trade (3)

(Former 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) (Former course prefix/number IBT 276)

Recommended prerequisites: International Business and 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)

(Former 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) (Former 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) (Former 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) (Former 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)

(Former course prefix/number IBT 277)

Recommended prerequisite: International Business and 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) (Former course prefix/number IBTR 278)

Recommended prerequisites: Economics 2301 and International Business and 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, related 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) (Former course prefix/number IBT 279)

Recommended prerequisites: Business 2301 and International Business and 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) (Former 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)

(Former 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) (Former 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.)

## **JAPANESE**

### **JAPN 1411 Beginning Japanese (4)**

(This is a common course number. Former 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. Former 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. Former 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 1603025231)

### JAPN 2312 Intermediate Japanese (3)

(This is a common course number. Former 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 1603025231)

## **JOURNALISM**

NOTE: These courses will carry a Dallas County Community College prefix of "JOUR"; however, most can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the course descriptions.

## **JOUR 1307 Introduction To Mass**

Communications (3)

(Former course prefix/number JN 101. The common course number is COMM 1307)

This course surveys the field of mass communications. Emphasis is on the role of mass media in modern society. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035126)

### **JOUR 1335 Survey Of Broadcasting (3)**

(Former course prefix/number JN 203. The common course number is **COMM 1335** 

This course stresses broadcast organization and operations and includes the theoretical and historical aspects of broadcasting. It introduces students to the social, political, technical and economic aspects of the broadcasting industry. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

## **JOUR 1370 Student Publications (1)**

(Former course prefix/number JN 106)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. This course is a continuation of Journalism 2132. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

### **JOUR 2131 Student Publications (1)**

(Former course prefix/number JN 104. The common course number is COMM 2131)

Prerequisite: Demonstrated competence approved by the instructor. This course may not be taken for credit concurrently with Journalism 2311 or 2315. Individual staff assignments are made for the student newspaper. Assignments may be made in writing advertising. photography, cartooning, or editing. Student are required to work at prescribed periods under supervision and must attend staff meetings. (3 Lab.)

(Coordinating Board Academic Approval Number 0904015426)

## **JOUR 2132 Student Publications (1)**

(Former course prefix/number JN 105. The common course number is COMM 2132)

Demonstrated competence approved by Prerequisite: 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)

(Former course prefix/number JN 102. The common course number is COMM 2311)

Prerequisite: Typing ability. This course focuses upon recognizing newsworthy events, gathering information and writing the straight news story. It provides a basis for future study in newspaper and magazine writing, advertising, broadcast journalism and public relations. Students are required to write for the campus newspaper. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015726)

## JOUR 2315 News Gathering And Writing II (3)

(Former course prefix/number JN 103. The common course number is COMM 2315)

Journalism 2311 or professional Prerequisite: 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 (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0904015826)

#### JOUR 2327 Principles Of Advertising (3)

(Former course prefix/number JN 202. The common course number is COMM 2327)

Fundamentals of advertising, including advertising appeals, print and broadcast copy writing, and design and selection of media will be covered. Typography as it relates to advertising is stressed. The course will provide students with the concepts they will need to go into the advertising field and into advanced advertising courses. (3 Lec.)

(Coordinating Board Academic Approval Number 0902015126)

## JOUR 2370 News Editing And Copy Reading (3) (Former course prefix/number JN 204)

Prerequisite: Journalism 2311. This course focuses on editing news for newspaper, radio, and television. Emphasis is on writing headlines and laying out pages.

(Coordinating Board Academic Approval Number 0904015326)

## LATIN

## LATI 1411 Beginning Latin (4)

(This is a common course number. Former course prefix/number LAT 101)

Grammar, vocabulary, and readings are introduced. Declensions of nouns, adjectives, pronouns, and conjugations of verbs are studied. Oral reading of simple sentences and written translations are introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1612035131)

### LATI 1412 Beginning Latin (4)

(This is a common course number. Former course prefix/number LAT 102)

Prerequisite: Beginning Latin 1411 or the equivalent. This course is a continuation of Latin 1411. Introduction to elementary grammatical structures is completed. Vocabulary study is continued. Reading from elementary classics is introduced. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1612035131)

## LATI 2311 Intermediate Latin (3)

(This is a common course number. Former course prefix/number LAT 201)

Prerequisite: Latin 1412 or the equivalent. The study of grammar is continued in this class. Emphasis is on readings of Latin prose. Emphasis is also placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

(Coordinating Board Academic Approval Number 1612035231)

#### LATI 2312 Intermediate Latin (3)

(This is a common course number. Former course prefix/number LAT 202)

Prerequisite: Latin 2311 or the equivalent. This course is a continuation of Latin 2311. Latin rhetoric, reading of lyrical and epic poetry, and a Latin comedy are included. Emphasis is placed on the value of Latin as background for the study of English and modern Romance languages. (3 Lec.)

(Coordinating Board Academic Approval Number 1612035231)

## LIBRARY SKILLS

## LIBR 1370 College Library Research Methods and Materials (3)

(Former course prefix/number LS 102)

This course is a survey of college research methodologies and materials with emphasis on search strategies appropriate for college-level research in the undergraduate disciplines, the structure and assessment of information sources within society, and the organization of academic libraries. Attention will also be given to the formal presentation of research results, including models of academic writing, bibliographic preparation and documentation standards. (3 Lec.) (Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

## MANAGEMENT

## MGMT 1370 Principles Of Management (3) (Former course prefix/number MGT 136)

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

## MGMT 1371 Introduction To Total Quality Management (3)

(Former course prefix/number MGT 140)

This survey course is designed to provide students with a general overview of quality management. Participants will learn the various components and features unique to total quality. Course content will include: the Deming philosophy of quality, statistical process control tools for problem solving, fitness for use criteria, steps to statistical based management, data collection, team building and employee management strategies. (3 Lec.)

## MGMT 1372 Small Business Management (3) (Former course prefix/number MGT 153)

Small Business Management presents an introductory view of the basic entrepreneurial strategies for planning, financing, establishing, and operating a small business. Resources for both initial start-up and day-to-day operations are emphasized including market research, site selection, and such services as financial, legal, and accounting. (3 Lec.)

## MGMT 1373 Principles Of Purchasing (3) (Former course prefix/number MGT 160)

An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price and source. (3 Lec.)

## MGMT 1374 Introduction To Supervision (3) (Former course prefix/number MGT 171)

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

## MGMT 2170 Special Problems In Business (1) (Former course prefix/number MGT 212)

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

## MGMT 2370 Small Business Capitalization, Acquisition And Finance (3)

(Former course prefix/number MGT 210)

Prerequisite: Accounting 2301 or Accounting 2401 or demonstrated competence approved by instructor. The student studies alternative strategies of financial planning, capitalization, profits, acquisition, ratio analysis, and other related financial operations required of small business owners. The preparation and presentation of a loan proposal are included. (3 Lec.)

## MGMT 2371 Small Business Operations (3) (Former course prefix/number MGT 211)

Skills in decision making necessary for the operation of a small business are covered. Topics include strategic planning, forecasting, organizational structure, and the expansion of such business functions as human resources, marketing, finance and accounting, purchasing, and control processes. (3 Lec.)

## MGMT 2372 Special Problems In Management (3) (Former course prefix/number MGT 232)

Topics will vary and will be annotated in each semester's schedule. Selection of topics will be based on current areas of interest expressed by service area management students and employers. (3 Lec.)

## MGMT 2373 Organizational Behavior (3)

(Former course prefix/number MGT 237)

The persisting human problems of managing in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

## MGMT 2374 Human Resources Management (3) (Former course prefix/number MGT 242)

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

## MGMT 2375 Problem Solving And Decision-Making (3)

(Former course prefix/number MGT 244)

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

## MGMT 7371 Cooperative Work Experience (3) (Former course prefix/number MGT 703)

Prerequisite: Previous credit in or concurrent enrollment in Management 1374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 14 Lab.)

## MGMT 7372 Cooperative Work Experience (3) (Former course prefix/number MGT 713)

Prerequisite: Previous credit in or concurrent enrollment in Management 2374 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 14 Lab.)

## MGMT 8381 Cooperative Work Experience (3)

(Former course prefix/number MGT 803)

Prerequisite: Previous credit in or concurrent enrollment in Management 2373 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 14 Lab.)

## MGMT 8382 Cooperative Work Experience (3) (Former course prefix/number MGT 813)

Prerequisite: Previous credit in or concurrent enrollment in Management 2375 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 14 Lab.)

## MARKETING CAREERS

## MRKT 1370 Principles Of Retailing (3)

(Former 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 2373 Salesmanship (3)

(Former course prefix/number MKT 230)

The selling of goods and ideas is the focus of this course. Buying motives, sales psychology, customer approach, and sales techniques are studied. (3 Lec.)

## MRKT 2374 Advertising And Sales Promotion (3) (Former 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. 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 is a 3 credit hour lecture course. MATH 1470 is a 4 credit hour lecture and laboratory course. Either course will meet degree requirements.

### MATH 1314 College Algebra (3)

(This is a common course number. Former course prefix/number MTH 101)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.) (Coordinating Board Academic Approval Number 2701015437)

## MATH 1316 Plane Trigonometry (3)

(This is a common course number. Former course prefix/number MTH 102)

Prerequisite: Mathematics 1314 or Mathematics 1470 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

## MATH 1324 Mathematics For Business And Economics I (3)

(This is a common course number. Former course prefix/number MTH 111)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic. polynomial. rational. exponential, logarithmic functions; and probability. Applications to business and economics problems are emphasized.

(Coordinating Board Academic Approval Number 2703015237)

## MATH 1325 Mathematics For Business And Economics II (3)

(This is a common course number. Former course prefix/number MTH 112)

Prerequisite: Mathematics 1324. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

### MATH 1332 College Mathematics I (3)

(This is a common course number. Former course prefix/number MTH 115)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.) (Coordinating Board Academic Approval Number 2701015137)

## MATH 1333 College Mathematics II (3)

(This is a common course number. Former course prefix/number MTH 116)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

## MATH 1335 Fundamental Concepts Of Mathematics For Elementary Teachers (3)

(This is a common course number. Former course prefix/number MTH 117)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 0093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

## **MATH 1342 Introductory Statistics (3)**

(This is a common course number. Former course prefix/number MTH 202)

Prerequisite: Two years of high school algebra or demonstrated competence approved by the instructor. This course is a study of collection and tabulation of data, bar charts, graphs, sampling, measures of central tendency and variability, correlation, index numbers, statistical distributions, probability, and application to various fields. (3 Lec.)

(Coordinating Board Academic Approval Number 2705015137)

## MATH 1348 Analytic Geometry (3)

(This is a common course number. Former course prefix/number MTH 121)

Prerequisite: Mathematics 1316 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015537)

## MATH 1371 Business Mathematics (3)

(Former course prefix/number MTH 130)

Prerequisites: An appropriate assessment test score. This course is a study of quantitative concepts in solving problems in various business areas. Topics include: simple and compound interest, present and future value of an annuity, amortization, sinking funds, bank discounts, payrolls, taxes, insurance, mark up, mark down, depreciation, purchase discounts, corporate and government securities, and other problems of elementary mathematical applications to business finance. (3 Lec.)

## MATH 1372 Mathematics for Allied Health (3) (Former course prefix/number MTH 136)

Prerequisite: Developmental Mathematics 0090 or an appropriate test score. This course is a study of percents, apothecary system, metric system, linear equations, literal equations, gas laws, magnification laws, and statistics which includes histograms, bar graphs, pie-charts, averages, standard deviations and variances. Also included are basic concepts of geometry. (3 Lec.)

## MATH 1373 Applied Mathematics (3)

(Former course prefix/number MTH 139)

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

## MATH 1374 Technical Mathematics I (3)

(Former course prefix/number MTH 195)

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 0091 or equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

## MATH 1375 Technical Mathematics II (3)

(Former course prefix/number MTH 196)

Prerequisite: Mathematics 1374. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

MATH 1470 is a 4 credit hour lecture and laboratory course. MATH 1314 is a 3 credit hour lecture course. Either course will meet degree requirements.

## MATH 1470 College Algebra (4) (Former course prefix/number MTH 103)

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 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 2305 Discrete Mathematics (3)

(This is a common course number. Former course prefix/number MTH 215)

Prerequisites: Mathematics 2513 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2703017137)

### MATH 2315 Calculus III (3)

(This is a common course number. Former course prefix/number MTH 226)

Prerequisite: Mathematics 2414 or equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

#### MATH 2318 Linear Algebra (3)

(This is a common course number. Former course prefix/number MTH 221)

Prerequisite: Mathematics 2513 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

### MATH 2320 Differential Equations (3)

(This is a common course number. Former course prefix/number MTH 230)

Prerequisite: Mathematics 2414 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.) (Coordinating Board Academic Approval Number 2703015137)

## MATH 2370 Technical Mathematics III (3)

(Former course prefix/number MTH 297)

Prerequisite: Mathematics 1375. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

### MATH 2412 Precalculus Mathematics (4)

(This is a common course number. Former course prefix/number MTH 109)

Prerequisites: Two years of high school algebra and trigonometry and an appropriate assessment test score. This course consists of the application of algebra and trigonometry to the study of polynomial, rational, exponential, logarithmic and trigonometric functions and their graphs. Conic sections, polar coordinates, and other topics of analytic geometry will be included. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015837)

### MATH 2414 Calculus II (4)

(This is a common course number. Former course prefix/number MTH 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. Former course prefix/number MTH 124)

Prerequisite: Mathematics 2412 or Mathematics 1348 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

## MILITARY SCIENCE

(Offered in cooperation with the University of Texas at Arlington)

## MILS 1141 Introduction to ROTC and the Army (1) (Former course prefix/number MIL 100)

The military organization with emphasis on tradition, doctrine, and contribution to national objectives. Consideration of techniques to improve study habits and time management. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

## MILS 1142 The Military Profession (1)

(Former course prefix/number MiL 101)

Introduction to the concept of officership as a profession. Questions of war, morality, ethics, values, and leadership. Consideration of study and time management techniques useful in becoming a master student. Concurrent enrollment in MILS 1180 mandatory. (1 Lec.)

## **MILS 1180 Leadership Laboratory (1)**

(Former course prefix/number MIL 102)

A practical laboratory of applied leadership and skills. Student-planned, -organized and -conducted training, oriented toward leadership development. Laboratory topics include marksmanship, small unit tactics, multitiered programs focused on individual skill levels. Uniform and equipment provided, no fee. May be repeated for credit. (3 Lab.)

## MILS 2241 Military Topography (2)

(Former course prefix/number MIL 200)

The leader's interpretation and use of topographical maps to facilitate land navigation. Consideration of the military significance of terrain. Emphasizes practical land navigation, map reading, terrain analysis, and leadership skills. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

## MILS 2248 Evolution of Contemporary Military Strategy (2)

(Former course prefix/number MIL 202)

A review of contemporary military conflicts. Selected battles from World War II, Korea, Vietnam, and the Yom Kippur War are examined for impact upon current U.S. military doctrine, strategy, and weapons systems. All military science students must enroll or participate in MILS 1180 concurrently with this course unless exception is given by the PMS. (2 Lec.)

## MILS 2251 Self/Team Development (2)

(Former course prefix/number MIL 204)

Introduction to planning, organizing, and leading small unit offensive and defensive operations. Consideration of the principles of leadership, the principles of war, the decision-making process, and military correspondence. Concurrent enrollment in MILS 1180 mandatory. (2 Lec.)

### MILS 2291 Conference Course (2)

(Former course prefix/number MIL 203)

Prerequisite: permission of the PMS. Independent study. Designed to supplement the military science curricula by a student's concentrated study in a narrower field of military skill or subject matter. May be repeated for credit. Does not count for PE credit. (2 Lec.)

## **MULTIMEDIA TECHNOLOGY**

## MULT 1370 Introduction to Multimedia in a Cross-Platform Environment (3)

(Former course prefix/number MUL 100)

In this course, students will learn the Macintosh and Windows operating environments. They will also be introduced to the issues involved in developing creative, cross-platform multimedia projects. Activities will include incorporating sound, video, graphics and animation in the development of client-focused multimedia presentations. (2 Lec., 4 Lab.)

## MULT 1371 Video and Audio Techniques (3) (Former course prefix/number MUL 101)

Corequisite: Multimedia Technology 1370. This course is a study of current trends in digital video and digital audio production. Topics will include audio and video capture from numerous sources including camcorders, VCR and laser disk players. Student will also learn audio and video digital editing techniques, applying filters and special effects in multimedia projects designed for corporate, educational or personal use. (2 Lec., 4 Lab.)

## MULT 1372 Multimedia Project Management (3) (Former course prefix/number MUL 102)

Corequisites: Multimedia Technology 1370 and Multimedia Technology 1371. This course is designed to teach students techniques and practices of software project management. Topics will include team dynamics, project budgeting, and reporting and tracking procedures. These concepts will also be applied to software configuration, identifying strategies for organization and version control throughout the software life cycle. (2 Lec., 3 Lab.)

## MULT 1373 Multimedia Authoring I (3)

(Former course prefix/number MUL 103)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1371, and Multimedia Technology 1372. In this class, students will continue developing the skills to produce multimedia products for training and communications. Topics will include interactivity, branching, navigation and interface/information design. Students will be introduced to the major Macintosh and Windows authoring packages for information delivery and training. (2 Lec., 4 Lab.)

## MULT 1374 Multimedia Authoring II (3) (Former course prefix/number MUL 104)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1371, Multimedia Technology 1372, Multimedia Technology 1373, and Photography 2325. The focus of this course is on the development of programming/scripting skills using a cross-platform authoring system. Students will develop prototypes of multimedia information or training systems to be run on the Macintosh and PC platforms. Student work will become a part of their digital portfolio. (2 Lec., 4 Lab.)

## MULT 1375 Computer Illustration (3) (Former course prefix/number MUL 105)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1372, Multimedia Technology 1373, and Photography 2325. This course is a study of current trends in computer graphic design and illustration. Students will develop skills needed in client/illustrator communications while developing proficiency in typography and the production of vector images. (2 Lec., 4 Lab.)

## MULT 1376 2D Computer Animation (3) (Former course prefix/number MUL 106)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1371, Multimedia Technology 1372, Multimedia Technology 1373, and Photography 2325. Students will do advanced cross-platform work in two-dimensional computer animation using a scripting language. Multimedia projects will include the concepts of title design, hypertext, interactivity and computer gaming. In this class, students will begin to develop prototypes for a CD-ROM portfolio. (2 Lec., 4 Lab.)

## MULT 1377 Internet Communications Design (3) (Former course prefix/number MUL 107)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1371, Multimedia Technology 1372, Multimedia Technology 1373, and Photography 2325. This course will give students an overview of personal, educational and commercial uses of the World Wide Web. Students will develop proficiency at designing creative information delivery systems for PC and Macintosh platforms. Special emphasis will be placed on incorporating multimedia elements to develop dynamic Web sites. (2 Lec., 3 Lab.)

## MULT 1378 Advanced Internet Communications (3) (Former course prefix/number MUL 108)

Prerequisites: Multimedia Technology 1370, Multimedia Technology 1371, Multimedia Technology 1372, Multimedia Technology 1373, Multimedia Technology 1377, and Photography 2325. This course teaches students to install and maintain a web server. In addition to learning advanced HTML, students will learn to use CGI gateway programming to connect servers to common educational and corporate data sources. (2 Lec., 4 Lab.)

## MULT 1379 Multimedia Project Design (3) (Former course prefix/number MUL 109)

Prerequisite: Completion of the multimedia core courses and specialization courses. This course will teach students to approach multimedia development through processes of analysis and design. Students will develop functional requirements which lead to the production and implementation of a multimedia product for clients in various settings. (2 Lec., 4 Lab.)

## **MULT 1380 Multimedia Portfolio (3)**

(Former course prefix/number MUL 110)

Prerequisite: Completion of Level I Multimedia Certificate. Students will work in an advanced directed study developing multimedia projects for corporate or educational client use. Student projects will be reviewed by an interdisciplinary faculty panel. Additional topics in this course will include professional organizations, presentation skills and job-seeking techniques. (1 Lec., 4 Lab.)

## MULT 1381 Special Topics (3) (Former course prefix/number MUL 111)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. In this course, current developments in the rapidly changing field of multimedia technology are studied. This course may be repeated for credit when topics vary. (2 Lec., 4 Lab.)

## MULT 7371 Cooperative Work Experience/Multimedia Production Team (3) (Former course prefix/number MUL 703)

Prerequisite: Completion of Level I Multimedia Certificate. In this course, the students work either in a field-related, entry-level multimedia cooperative work experience or on campus in an industry-modeled production team to create prototypes and fully integrated multimedia projects. (1 Lec., 15 Lab.)

## MUSIC

## (Music [MUSI] and Applied Music [MUAP])

### MUSI 1116 Musicianship I (1)

(This is a common course number. Former course prefix/number MUS 161)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. Keyboard skills and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 1311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

## MUSI 1117 Musicianship II (1)

(This is a common course number. Former course prefix/number MUS 162)

Prerequisite: Music 1116. This course is a continuation of Music 1116. It is recommended that students enrolled in Music 1312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

## MUSI 1123 Orchestra (1)

(This is a common course number. Former course prefix/number MUS 170)

Prerequisite: Demonstrated competence approved by the instructor. Experience is provided in performing and reading orchestral literature and in participating in the college orchestra. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530)

#### MUSI 1125 Jazz Ensemble (1)

(This is a common course number. Former course prefix/number MUS 184)

Prerequisite: Demonstrated competence approved by the instructor. The jazz ensemble rehearses and performs a variety of jazz styles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035530

## MUSI 1132 Keyboard Ensemble (1)

(This is a common course number. Former course prefix/number MUS 174)

Prerequisite: Demonstrated competence approved by the instructor. A group of keyboard instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

#### MUSI 1133 Woodwind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 171)

Prerequisite: Demonstrated competence approved by the instructor. A group of woodwind instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

## MUSI 1134 Brass Ensemble (1)

(This is a common course number. Former course prefix/number MUS 172)

Prerequisite: Demonstrated competence approved by the instructor. A group of brass instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

#### MUSI 1137 Guitar Ensemble (1)

(This is a common course number. Former course prefix/number MUS 103)

Music composed and arranged for a guitar ensemble is performed. Works for a guitar and a different instrument or for guitar and a voice are also included. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

### **MUSI 1138 Percussion Ensemble (1)**

(This is a common course number. Former course prefix/number MUS 173)

Prerequisite: Demonstrated competence approved by the instructor. A group of percussion instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

## MUSI 1139 String Ensemble (1)

(This is a common course number. Former course prefix/number MUS 175)

Prerequisite: Demonstrated competence approved by the instructor. A group of string instrumentalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

## MUSI 1140 Symphonic Wind Ensemble (1)

(This is a common course number. Former course prefix/number MUS 176)

Prerequisite: Demonstrated competence approved by the instructor. In the symphonic wind ensemble, students study and perform stylistic literature of all periods. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

### MUSI 1143 Vocal Ensemble (1)

(This is a common course number. Former course prefix/number MUS 155)

Prerequisite: Demonstrated competence approved by the instructor. Activities include study and performance of specialized choral literature suitable for more advanced students. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

#### MUSI 1151 Chamber Ensemble (1)

(This is a common course number. Former course prefix/number MUS 177)

Prerequisite: Demonstrated competence approved by the instructor. A group of chamber instrumentalists or vocalists read and perform literature for small ensembles. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035830)

### MUSI 1152 Madrigal Singers (1)

(This is a common course number. Former 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. Former course prefix/number MUS 105)

The phonetic sounds of the Italian language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

## MUSI 1161 English Diction (1)

(This is a common course number. Former course prefix/number MUS 108)

The phonetic sounds of the English language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

## MUSI 1170 Synthesizer Class I (1)

(Former course prefix/number MUS 147)

Prerequisite: Music 1181 or prior keyboard experience. This course is an entry-level performance course designed to teach students the basic theoretical concepts and performance skills necessary to perform on synthesizers. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037130)

## MUSI 1172 Synthesizer Class II (1)

(Former course prefix/number MUS 148)

Prerequisite: Music 1170 or prior music synthesizer experience. This course is a continuation of Music 1170. This course emphasizes the rehearsal and performance of commercial music styles. FM synthesis is introduced and a variety of programmable equipment is surveyed including drum machines, sequencers, digital samplers and computer software. (3 Lab.)

(Coordinating Board Academic Approval Number 5009037130)

## MUSI 1173 Survey Of Recording Laboratory (1) (Former course prefix/number MUS 191)

Prerequisite: Successful completion of or concurrent enrollment in Music 1272. This course parallels Music 1272 and provides students with laboratory experiments in the operation of recording equipment, session procedures, and audio techniques. The course also includes acoustic and electronic theory. (3 Lab.)

## MUSI 1174 Studio Technology Laboratory (1) (Former course prefix/number MUS 198)

Prerequisite: Completion of or concurrent enrollment in Music 1273 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 1273. By the end of this course, a student is able to perform the basic operations necessary to operate a multi-track studio. Laboratory fee. (3 Lab.)

## MUSI 1181 Piano Class I (1)

(This is a common course number. Former course prefix/number MUS 117)

This course is primarily for students with no piano background. It develops basic musicianship and piano skills. This course may be repeated for credit. (2 Lab.) (Coordinating Board Academic Approval Number 5009075130)

### MUSI 1182 Piano Class II (1)

(This is a common course number. Former course prefix/number MUS 118)

Prerequisite: Music 1181 or demonstrated competence approved by the instructor. The study of piano is continued. Included are technique, harmonization, transposition, improvisation, accompanying, sight reading, and performing various styles of repertoire. This course may be repeated for credit. (2 Lab.) (Coordinating Board Academic Approval Number 5009075130)

#### MUSI 1183 Voice Class I (1)

(This is a common course number. Former course prefix/number MUS 151)

This course is for non-voice majors. It presents the principles of breathing, voice production, tone control, enunciation, and phrasing in two group lessons a week. This course may be repeated for credit. (2 Lab.) (Coordinating Board Academic Approval Number 5009085130)

#### MUSI 1184 Voice Class II (1)

(This is a common course number. Former course prefix/number MUS 152)

This course is a continuation of Music 1183. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.) (Coordinating Board Academic Approval Number 5009085130)

### MUSI 1192 Guitar Class I (1)

(This is a common course number. Former course prefix/number MUS 119)

This course is primarily for students with limited knowledge in reading music or playing the guitar. It develops basic guitar skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

### MUSI 1193 Guitar Class II (1)

(This is a common course number. Former course prefix/number MUS 120)

Prerequisite: Music 1192 or demonstrated competence approved by the instructor. This course is a continuation of Music 1192. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

### MUSI 1237 Band (1)

(This is a common course number. Former course prefix/number MUS 160)

Prerequisite: Demonstrated competence approved by the instructor. The band studies and performs a wide variety of music in all areas of band literature. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

## MUSI 1263 Jazz Improvisation (2)

(This is a common course number. Former course prefix/number MUS 115)

The art of improvisation is introduced. Basic materials, aural training, analysis, and common styles are presented. This course may be repeated for credit. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 5009036530)

## MUSI 1270 Audio Production For Voice (2) (Former course prefix/number MUS 180)

This course is designed to introduce students to audio production as it relates to the human voice. Topics include physiology of the voice, technical skills for the studio singer and speaker, jingle copy writing, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

## MUSI 1271 Computerized Music Production I (2) (Former course prefix/number MUS 189)

This course serves as an introduction to computer-based music production. Areas covered include basic operation of synthesizers, sequencers, music scoring programs, and synthesizer editing programs. (2 Lec., 2 Lab.)

## MUSI 1272 Survey Of Recording (2)

(Former course prefix/number MUS 190)

This descriptive course includes an introduction to audio recording. This introduction includes the nature of sound, operation of recording equipment, session procedures, studio techniques, simultaneous recording, and multi-track recording. (2 Lec.)

## MUSI 1273 Studio Technology (2)

(Former course prefix/number MUS 197)

Prerequisites: Music 1272 and 1173 or demonstrated competence approved by the instructor. This course is an intensive study of the theory of studio, microphone, and multi-track mix down techniques. (2 Lec.)

#### MUSI 1300 Foundations Of Music I (3)

(This is a common course number. Former course prefix/number MUS 113)

This course is the initial course to prepare students with limited music training for Music 1311. It focuses on notation (music reading), musical terminology, analysis, listening to and creating rhythmic and melodic responses. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

#### MUSI 1306 Music Appreciation (3)

(This is a common course number. Former course prefix/number MUS 104)

The basic elements of music are surveyed and examined in the music literature of western civilization, particularly from the Baroque Period to the present. Cultural influences on the music of each era are observed. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025130)

## **MUSI 1308 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 110)

The music of recognized composers in the major periods of music history is examined. Topics include the characteristics of sound, elements of music, performance media, and musical texture. Emphasis is on the music of the late Gothic, Renaissance, and Baroque eras. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

## **MUSI 1309 Music Literature (3)**

(This is a common course number. Former course prefix/number MUS 111)

This course is a continuation of Music 1308. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

### MUSI 1310 History Of Jazz/Rock Music (3)

(This is a common course number. Former 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. Former course prefix/number MUS 145)

Prerequisite: Music 1300 and 1371 or demonstrated competence approved by the instructor. This course is designed for music majors and minors. Emphasis is on notation, cadences, classification of diatonic triads, scales, and modes. It is recommended that students enrolled in Music 1116 enroll in this course. (3 Lec.) (Coordinating Board Academic Approval Number 5009045130)

## MUSI 1312 Music Theory II (3)

(This is a common course number. Former course prefix/number MUS 146)

Prerequisite: Music 1311 or demonstrated competence approved by the instructor. This course focuses on part-writing and harmonization with triads and their inversions. Also included is a chord vocabulary expanded to include materials from the common practice period as well as contemporary periods. It is recommended that students enrolled in Music 1117 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045130)

## MUSI 1370 Guitar Literature And Materials (3) (Former course prefix/number MUS 112)

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

## MUSI 1371 Foundations Of Music II (3)

(Former course prefix/number MUS 114)

Prerequisite: Music 1300 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 1311 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.) (Coordinating Board Academic Approval Number 5009045430)

## MUSI 1372 Digital Music Production: (3)

(Former course prefix/number MUS 153)

Prerequisite: One semester of music theory and keyboard or demonstrated competence approved by the instructor. This course is designed to introduce major/non-major music students to the MIDI technology as an extension of the music theory/keyboard curriculum. Various MIDI devices, computer hardware, and computer software will be explored. This course may be repeated for credit. (2 Lec., 1 Lab.)

(Coordinating Board Academic Approval Number is 5009035630.)

## **MUSI 1373 Digital Music Production (3)**

(Former course prefix/number MUS 154)

Prerequisite: Successful completion of Music 1372 or demonstrated competence approved by the instructor. This course is a continuation of Music 1372 and will present advanced concepts in music production. This course may be repeated for credit. (2. Lec., 1 Lab.) (Coordinating Board Academic Approval Number is 5009045130.)

## MUSI 1374 Music In America (3)

(Former course prefix/number MUS 192)

American music and musicians from early times to the present are surveyed. Various styles and periods are covered. Religious, folk, jazz, rock, musical theater, and contemporary developments are included. (3 Lec.)

## MUSI 1375 Improvisation (3)

(Former course prefix/number MUS 193)

The creation of spontaneous melodic and harmonic ideas and the translation of these ideas into notation are emphasized. Using scales and modes, the instrumentalist improvises on the student's major instrument. The vocalist uses scat singing techniques. Analysis of transcribed solos and student transcriptions are included. (3 Lec.)

## MUSI 1376 Jazz Workshop (3)

(Former course prefix/number MUS 194)

This course is for the advanced instrumentalist and vocalist. Jazz is performed in recitals and scheduled

vocalist. Jazz is performed in recitals and scheduled functions. Discussion, analysis, writing, rehearsing, improvising, and style are emphasized. Articulating, phrasing, and conducting jazz compositions are discussed with guest artists who work and perform with the group periodically. (3 Lec.)

## MUSI 1377 Business Of Music (3)

(Former course prefix/number MUS 196)

The world of the music industry is presented. Topics include performing, engineering, producing, music merchandising, music teaching, song writing, performing rights organizations, demo tapes, resumes, agents and managers, concert promotion and the 1976 Copyright Act. Lecture will be supplemented by consultant and guest panel discussions. (3 Lec.)

#### MUSI 1386 Composition (3)

(This is a common course number. Former course prefix/number MUS 203)

Prerequisites: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course covers composing in small forms for simple media in a variety of styles. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045330)

## MUSI 2116 Musicianship III (1)

(This is a common course number. Former course prefix/number MUS 271)

Prerequisite: Music 1116 and 1117 or demonstrated competence approved by the instructor. Keyboard and aural skills (including sight-singing and ear training) are developed. It is recommended that students enrolled in Music 2311 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

## MUSI 2118 Musicianship IV (1)

(This is a common course number. Former course prefix/number MUS 272)

Prerequisite: Music 2116 or demonstrated competence approved by the instructor. This course is a continuation of Music 2116. It is recommended that students enrolled in Music 2312 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

### **MUSI 2143 Chorus (1)**

(This is a common course number. Former course prefix/number MUS 160)

Prerequisite: Demonstrated competence approved by the instructor. A wide variety of music representing the literature of the great eras of music history is studied and performed. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035730)

## MUSI 2160 German Diction (1)

(This is a common course number. Former course prefix/number MUS 107)

The phonetic sounds of the German language are studied. Included is selected vocabulary. This course is primarily for voice majors. (2 Lab.)

(Coordinating Board Academic Approval Number 5009085330)

### MUSI 2161 French Diction (1)

(This is a common course number. Former course prefix/number MUS 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. Former 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. Former 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 2192 Guitar Pedagogy (1)

(This is a common course number. Former course prefix/number MUS 205)

Guitar method books are surveyed. Emphasis is on the strengths and weaknesses of each method. Structuring lessons and optimizing each individual teacher-student relationship are also discussed. (2 Lec.)

(Coordinating Board Academic Approval Number 5009035130)

## MUSI 2237 Lab Band (1)

(This is a common course number. Former course prefix/number MUS 181)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)
(Coordinating Board Academic Approval Number 5009035630)

## MUSI 2270 Computerized Music Production II (2) (Former course prefix/number MUS 289)

Prerequisites: Music 1271 or demonstrated competence approved by the instructor. This course is an intensive study of computer-based music production. Areas covered include advanced sequencing, computer-based generation of musical scores, synchronization of sequencers with other media, and advanced synthesizer concepts. (2 Lec., 2 Lab.)

## MUSI 2311 Music Theory III (3)

(This is a common course number. Former course prefix/number MUS 245)

Prerequisite: Music 1311 and 1312 or demonstrated competence approved by the instructor. This course is a continuation of the study of music theory. It includes the materials of modulation, larger forms, and thematic development, and more advanced analysis. It is recommended that students enrolled in Music 2116 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

### MUSI 2312 Music Theory IV (3)

(This is a common course number. Former course prefix/number MUS 246)

Prerequisite: Music 2311 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 2311. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 2118 enroll in this course. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045230)

## MUSI 2370 Arranging/Orchestration (3) (Former course prefix/number MUS 292)

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

## MUSI 2371 Independent Study (3) (Former course prefix/number MUS 293)

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

## MUSI 2372 Recording Studio Practices (3) (Former course prefix/number MUS 296)

Prerequisites: Music 1273 and Music 1174. The lecture portion of this course concentrates on the artistic and stylistic considerations of audio recording. The laboratory portion translates these considerations into class projects. Laboratory fee. (2 Lec., 3 Lab.)

## MUSI 2373 Studio Production (3) (Former course prefix/number MUS 297)

Prerequisite: Music 2372. In this course students produce, engineer, mix, setup, and perform in actual recording sessions. Samples of portfolios may be acquired. Laboratory fee. (2 Lec., 3 Lab.)

## MUSI 7371 Cooperative Work Experience (3) (Former course prefix/number MUS 703)

Prerequisites: Completion of two courses in Music 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 experiences each semester. The seminars consist of topics which include job relations, setting and writing job objectives, performance, and observing live performances. (1 Lec., 15 Lab.)

## MUSI 7372 Cooperative Work Experience (3) (Former course prefix/number MUS 713)

Prerequisites: Completion of Music 7371. This advanced course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning experiences each semester. The seminars consist of topics which may include observing live performances, observing live recording sessions, equipment operating systems, inventory and stock categories, and pricing. (1 Lec., 15 Lab.)

## MUSI 9175 Recital (1)

## (Former course prefix/number MUS 199)

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

### MUAP 1101-1181 Applied Music-Minor (1)

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

### **MUAP 1101 Applied Music-Violin (1)**

(This is a common course number. Former course prefix/number MUS 124)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 1105 Applied Music-Viola (1)

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 1109 Applied Music-Cello (1)

(This is a common course number. Former course prefix/number MUS 126)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 1113 Applied Music-Double Bass (1)

(This is a common course number. Former course prefix/number MUS 127)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 1115 Applied Music-Electric Bass (1)**

(This is a common course number. Former course prefix/number MUS 141)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1117 Applied Music-Flute (1)**

(This is a common course number. Former course prefix/number MUS 128)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 1121 Applied Music-Oboe (1)**

(This is a common course number. Former course prefix/number MUS 129)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1125 Applied Music-Bassoon (1)**

(This is a common course number. Former course prefix/number MUS 131)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1129 Applied Music-Clarinet (1)**

(This is a common course number. Former course prefix/number MUS 130)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 1133 Applied Music-Saxophone (1)

(This is a common course number. Former course prefix/number MUS 132)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 1137 Applied Music-Trumpet (1)

(This is a common course number. Former course prefix/number MUS 133)

(Coordinating Board Academic Approval Number 5009035430)

## MUAP 1141 Applied Music-French Horn (1)

(This is a common course number. Former course prefix/number MUS 134)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1145 Applied Music-Trombone (1)**

(This is a common course number. Former course prefix/number MUS 135)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 1149 Applied Music-Baritone (1)

(This is a common course number. Former course prefix/number MUS 136)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1153 Applied Music-Tuba (1)**

(This is a common course number. Former course prefix/number MUS 137)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 1157 Applied Music-Percussion (1)**

(This is a common course number. Former course prefix/number MUS 138)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 1158 Applied Music-Drum Set (1)**

(This is a common course number. Former course prefix/number MUS 143)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 1161 Applied Music-Guitar (1)**

(This is a common course number. Former course prefix/number MUS 140)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1165 Applied Music-Organ (1)**

(This is a common course number. Former course prefix/number MUS 122)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 1169 Applied Music-Piano (1)**

(This is a common course number. Former course prefix/number MUS 121)

(Coordinating Board Academic Approval Number 5009035430)

## MUAP 1177 Applied Music-Harp (1)

(This is a common course number. Former course prefix/number MUS 139)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 1181 Applied Music-Voice (1)**

(This is a common course number. Former course prefix/number MUS 123)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2201-2281 Applied Music-Concentration (2)

This course is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's concentration and consists of one hour of instruction per week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

#### MUAP 2201 Applied Music-Violin (2)

(This is a common course number. Former course prefix/number MUS 224)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2205 Applied Music-Viola (2)

(This is a common course number. Former course prefix/number MUS 225)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2209 Applied Music-Cello (2)

(This is a common course number. Former course prefix/number MUS 226)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2213 Applied Music-Double Bass (2)

(This is a common course number. Former course prefix/number MUS 227)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2215 Applied Music-Electric Bass (2)**

(This is a common course number. Former course prefix/number MUS 241)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2217 Applied Music-Flute (2)

(This is a common course number. Former course prefix/number MUS 228)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2221 Applied Music-Oboe (2)

(This is a common course number. Former course prefix/number MUS 229)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2225 Applied Music-Bassoon (2)

(This is a common course number. Former course prefix/number MUS 231)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 2229 Applied Music-Clarinet (2)**

(This is a common course number. Former course prefix/number MUS 230)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2233 Applied Music-Saxophone (2)

(This is a common course number. Former course prefix/number MUS 232)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 2237 Applied Music-Trumpet (2)**

(This is a common course number. Former course prefix/number MUS 233)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2241 Applied Music-French Horn (2)

(This is a common course number. Former course prefix/number MUS 234)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2245 Applied Music-Trombone (2)**

(This is a common course number. Former course prefix/number MUS 235)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2249 Applied Music-Baritone (2)

(This is a common course number. Former course prefix/number MUS 236)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2253 Applied Music-Tuba (2)

(This is a common course number. Former course prefix/number MUS 237)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2257 Applied Music-Percussion (2)**

(This is a common course number. Former course prefix/number MUS 238)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2258 Applied Music-Drum Set (2)

(This is a common course number. Former course prefix/number MUS 243)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2261 Applied Music-Guitar (2)**

(This is a common course number. Former course prefix/number MUS 240)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2265 Applied Music-Organ (2)

(This is a common course number. Former course prefix/number MUS 222)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2269 Applied Music-Piano (2)

(This is a common course number. Former course prefix/number MUS 221)

(Coordinating Board Academic Approval Number 5009035430)

## MUAP 2277 Applied Music-Harp (2)

(This is a common course number. Former course prefix/number MUS 239)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2281 Applied Music-Voice (2)**

(This is a common course number. Former course prefix/number MUS 223)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2301-2381 Applied Music-Major (3)

This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, or other music major and minor courses. It provides private instruction in the area of the student's major instrument and consists of one hour of instruction per week. This course may be repeated for credit. Laboratory fee. (1 Lec.)

## MUAP 2301 Applied Music-Violin (3)

(This is a common course number. Former course prefix/number MUS 254)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2305 Applied Music-Viola (3)

(This is a common course number. Former course prefix/number MUS 266)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2309 Applied Music-Cello (3)

(This is a common course number. Former course prefix/number MUS 256)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2313 Applied Music-Double Bass (3)

(This is a common course number. Former course prefix/number MUS 257)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2317 Applied Music-Flute (3)

(This is a common course number. Former course prefix/number MUS 258)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2321 Applied Music-Oboe (3)

(This is a common course number. Former course prefix/number MUS 259)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2325 Applied Music-Bassoon (3)

(This is a common course number. Former course prefix/number MUS 261)

(Coordinating Board Academic Approval Number 5009035430)

#### **MUAP 2329 Applied Music-Clarinet (3)**

(This is a common course number. Former course prefix/number MUS 260)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2333 Applied Music-Saxophone (3)

(This is a common course number. Former course prefix/number MUS 262)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2337 Applied Music-Trumpet (3)

(This is a common course number. Former course prefix/number MUS 263)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2341 Applied Music-French Horn (3)

(This is a common course number. Former course prefix/number MUS 264)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2345 Applied Music-Trombone (3)

(This is a common course number. Former course prefix/number MUS 265)

(Coordinating Board Academic Approval Number 5009035430)

## **MUAP 2349 Applied Music-Baritone (3)**

(This is a common course number. Former course prefix/number MUS 266)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2353 Applied Music-Tuba (3)

(This is a common course number. Former course prefix/number MUS 267)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2357 Applied Music-Percussion (3)

(This is a common course number. Former course prefix/number MUS 268)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 2361 Applied Music-Guitar (3)**

(This is a common course number. Former course prefix/number MUS 270)

(Coordinating Board Academic Approval Number 5009035430)

#### MUAP 2365 Applied Music-Organ (3)

(This is a common course number. Former course prefix/number MUS 252)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2369 Applied Music-Piano (3)

(This is a common course number. Former course prefix/number MUS 251)

(Coordinating Board Academic Approval Number 5009035430)

### MUAP 2377 Applied Music-Harp (3)

(This is a common course number. Former course prefix/number MUS 269)

(Coordinating Board Academic Approval Number 5009035430)

### **MUAP 2381 Applied Music-Voice (3)**

(This is a common course number. Former course prefix/number MUS 253)

(Coordinating Board Academic Approval Number 5009035430)

## **NUTRITION**

#### **NUTR 1322 Principles of Nutrition (3)**

(Former course prefix/number NTR 101. Common Course Number is HECO 1322)

This is an introduction to human nutrition. Topics will include classes, sources, and function of nutrients, digestion and absorption, and metabolism with applications to normal and therapeutic nutritional needs. (3 Lec.)

(Coordinating Board Academic Approval Number 1905025133)

## OFFICE TECHNOLOGY

## OFCT 1170 Contemporary Topics In Office Technology (1)

(Former course prefix/number OFC 143)

Prerequisites: Demonstrated competence approved by the instructor. This course emphasizes current topics of interest in office technology fields. Realistic solutions to problems relevant to the needs of industry are presented. This course may be repeated for credit with different emphasis up to six hours. (1 Lec.)

## OFCT 1171 Keyboarding (1) (Former course prefix/number OFC 176)

This course is for students with no previous training in typing. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 1172 Introduction To Word Processing (1) (Former course prefix/number OFC 182)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 1173 Keyboarding For Speed And Accuracy (1)

(Former course prefix/number OFC 183)

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Keyboarding or Advanced Keyboarding Applications. May be repeated for credit. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 1175 Office Machines I (1)

(Former course prefix/number OFC 192)

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

## OFCT 1270 Contemporary Topics In Office Technology (2)

(Former course prefix/number OFC 144)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

## OFCT 1271 Office Information Systems Concepts (2)

(Former course prefix/number OFC 179)

Prerequisite: Office Technology 1375. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a word processor or microcomputer. (2 Lec.)

## OFCT 1370 Contemporary Topics In Office Technology (3)

(Former course prefix/number OFC 145)

Prerequisites: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

## **OFCT 1371 Automated Filing Procedures (3)**

(Former course prefix/number OFC 150)

Prerequisite: Office Technology 1375 or demonstrated competence approved by the instructor. This course introduces the basic principles and procedures of records storage and control. Topics include records storage methods; procedures for the operation and control of manual and automated storage systems; rules for indexing; and principles for the selection of records equipment and supplies. (2 Lec., 2 Lab.)

## OFCT 1372 Office Calculating Machines (3)

(Former course prefix/number OFC 160)

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

## **OFCT 1373 Office Procedures (3)**

(Former course prefix/number OFC 162)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

## OFCT 1374 Legal Terminology And

Transcription (3)

(Former course prefix/number OFC 167)

Prerequisites: Office Technology 1376 and Office Technology 1378 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

## OFCT 1375 Beginning Keyboarding (3) (Former course prefix/number OFC 172)

This course is for students with no previous training in computer keyboarding. Fundamental techniques are developed. The skills of producing manuscripts, business letters, and tabulations are introduced. Laboratory fee. (2 Lec., 3 Lab.)

## OFCT 1376 Intermediate Keyboarding (3)

(Former course prefix/number OFC 173)

Prerequisites: Office Technology 1375 or demonstrated competence approved by the instructor. Keyboarding techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in producing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

## OFCT 1377 Office Systems and Applications (3) (Former course prefix/number OFC 101)

Prerequisite: Concurrent enrollment in Office Technology 1375 and Office Technology 1377 or demonstrated competence. This course introduces the principles and concepts of office information systems as they relate to today's office worker. Basic concepts and terminology that include the topics of ergonomics, operating systems, hardware, business software, and electronics communications will be presented. Hands-on introduction to application software for business and personal use will also be included. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1378 Text Processing Transcription (3) (Former course prefix/number OFC 102)

Prerequisite: Office Technology 1376 or demonstrated competence. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, proofreading, and spelling skills required in text processing applications. Accuracy and speed are developed to a proficient level. Composition and dictation of business communications are included. Computers and audio transcription machines are used for lab requirement. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1379 Word Processing I (3)

(Former course prefix/number OFC 105)

Prerequisite: Office Technology 1375 or demonstrated competence. This introductory course develops word processing skills to a proficient level necessary for employment in an office environment or for personal use. Emphasis is on creating, editing, formatting, and printing documents. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 1380 Business Software Applications I (3) (Former course prefix/number OFC 112)

Prerequisite: Office Technology 1375 or demonstrated competence. This beginning-level course emphasizes the basic functions of spreadsheet, database, graphics, or communication software required for office employment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 2170 Word Processing Applications (1) (Former course prefix/number OFC 282)

Prerequisites: Office Technology 1172 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 2171 Specialized Software I (1)

(Former course prefix/number OFC 283)

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (1 Lec., 1 Lab.)

## OFCT 2172 Specialized Software II (1)

(Former course prefix/number OFC 284)

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (1 Lec., 1 Lab.)

## OFCT 2270 Advanced Keyboarding Applications (2) (Former course prefix/number OFC 273)

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of keyboarding techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

## OFCT 2370 Business Communications (3)

(Former course prefix/number OFC 231)

Prerequisites: Office Technology 1375 and English 1301 or demonstrated competence approved by the instructor. This practical course includes a study of letter forms, the mechanics of writing and the composition of various types of communications. A critical analysis of the appearance and content of representative business correspondence, proposals, and reports is made. (3 Lec.)

## OFCT 2371 Legal Secretarial Procedures (3) (Former course prefix/number OFC 274)

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 1374, or demonstrated competence approved by the instructor. This course focuses on procedures of the legal secretary. Topics include reminder and filing systems, telephone usage, dictation and correspondence, the preparation of legal documents, and the court system. Client contacts, use of law library, research techniques, timekeeping, billing, bookkeeping, and ethics are also covered. Ways to obtain a position as a legal secretary are described. (3 Lec.)

## OFCT 2372 Word Processing II (3) (Former course prefix/number OFC 205)

Prerequisite: Office Technology 1379, Word Processing I, or demonstrated competence. This course is designed to develop advanced features to a proficient level of a comprehensive word processing program. Applications and desktop publishing projects requiring critical thinking and decision making as expected in the office environment will be included. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 2373 Business Software Applications II (3) (Former course prefix/number OFC 212)

Prerequisite: Business Software Applications I (Office Technology 1380) or demonstrated competence. This intermediate-level course expands the usefulness and functions of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Applications require critical thinking and decision making. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 2374 Business Software Applications III (3) (Former course prefix/number OFC 222)

Prerequisite: Business Software Applications II (Office Technology 2373) or demonstrated competence. This course covers advanced applications of spreadsheet, database, graphics, or communications software to a proficient level as required for office support personnel. Critical thinking and decision-making skills are required in creating, formatting, editing, and printing documents for the business environment. May be repeated for credit as software changes. Laboratory fee. (2 Lec., 2 Lab.)

## OFCT 7371 Cooperative Work Experience (3)

(Former course prefix/number OFC 703)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 15 Lab.)

## OFCT 7372 Cooperative Work Experience (3) (Former course prefix/number OFC 713)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 15 Lab.)

## OFCT 7471 Cooperative Work Experience (4) (Former course prefix/number OFC 704)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, interpersonal skills, career interest/aptitude test and evaluation, time management, career planning, and exit seminar. (1 Lec., 20 Lab.)

## OFCT 7472 Cooperative Work Experience (4)

(Former course prefix/number OFC 714)

Prerequisites: Completion of two courses in the Office Technology program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, stress management, Certified Professional Secretary, communication skills, job search, professional image, and exit seminar. (1 Lec., 20 Lab.)

## OFCT 8381 Cooperative Work Experience (3) (Former course prefix/number OFC 803)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

## OFCT 8481 Cooperative Work Experience (4) (Former course prefix/number OFC 804)

Prerequisites: Completion of previous Office Technology 7371 or 7471 and 7372 or 7472. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 20 Lab.)

## PHILOSOPHY

### PHIL 1301 Introduction To Philosophy (3)

(This is a common course number. Former course prefix/number PHI 101)

The fundamental problems in philosophy are surveyed. Methods to deal with the problems are discussed. Ancient and modern views are examined as possible solutions. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015135)

## PHIL 1370 Critical Thinking (3) (Former course prefix/number PHI 103)

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015235)

### PHIL 2303 Logic (3)

(This is a common course number. Former course prefix/number PHI 105)

The principles of logical thinking are analyzed. The methods and tools of logic are applied to real-life situations. Fallacies, definitions, analogies, syllogisms, Venn diagrams, and other topics are discussed. (3 Lec.) (Coordinating Board Academic Approval Number 3801015235)

#### PHIL 2306 Ethics (3)

(This is a common course number. Former course prefix/number PHI 203)

The classical and modern theories of the moral nature of the human are surveyed. Alternative views of responsibilities to self and society are posed. Ethical issues and their metaphysical and epistemological bases are vivified. Emphasis is on applying ethical principles in life. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015335)

## PHIL 2307 Introduction To Social And Political Philosophy (3)

(This is a common course number. Former course prefix/number PHI 202)

The relationships of philosophical ideas to the community are presented. Emphasis is on concepts of natural rights, justice, education, freedom, and responsibility. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

## PHIL 2316 History Of Ancient Philosophy (3)

(This is a common course number. Former course prefix/number PHI 207)

The history of philosophy from pre-Socratic times to the Renaissance is examined. Connections are made between the pre-Socratics, Plato, and Aristotle; Stoicism, Epicureanism, and Scholasticism are considered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

# PHIL 2317 History Of Modern Philosophy (3) (This is a common course number. Former course prefix/number PHI 208)

The history of philosophy from the Renaissance through the 19th. century is examined. Emphasis is on continental rationalism, British empiricism, Kantian metaphysics and epistemology, and the Hegelian system as it relates to 20th. century philosophies. The historical relationship between these schools of thought is explored. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015535)

## **PHOTOGRAPHY**

NOTE: These courses have a Dallas County Community College prefix of "PHOT;" however, some can be identified by a Common Course Number for transfer evaluation purposes. Both are listed in the parenthetical notes in the course descriptions.

## PHOT 1316 Introduction To Photography And Photojournalism (3)

(Former course prefix/number PHO 110. Common Course Number is COMM 1316)

Photography and photojournalism are introduced. Topics include the general mechanics of camera lenses and shutters and the general characteristics of photographic films, papers, and chemicals. Darkroom procedures are presented, including enlarging, processing, contact printing, and exposing films and papers. Artificial lighting is introduced. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

## PHOT 1317 Advanced Photography And Photojournalism (3)

(Former course prefix/number PHO 111. Common Course Number is COMM 1317)

Prerequisite: Photography 1316 or demonstrated competence approved by the instructor. Techniques learned in Photography 1316 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0904015526)

# PHOT 1370 Special Photographic Topics and Problems (Non-Lab Related) (3)

(Former course prefix/number PHO 115)

This course of study addresses special photographic topics or problems which do not require lab instruction or use of lab facilities. Topics may include special interest areas such as: history of photography, photographic criticism, history of film making, looking at photographic collections, and color slide photography. The course will be narrow in scope to provide for in-depth study of the particular topics and may employ field trips and visiting instructors with specialized expertise. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 5006055230)

# PHOT 2324 Introduction to Multimedia (3) (Former course prefix/number PHO 212. Common Course Number is COMM 2324)

Prerequisites: Photography 1316 or Art 1370, Photography 2325. This course will provide students with an exploration of the latest computer hardware and software applications used to produce multimedia presentations. Students will experience the areas of digital sound reproduction, the creation of computer animation, converting video into digital images, and digital editing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

# PHOT 2325 Introduction to Digital Imaging (3) (Former course prefix/number PHO 124. Common Course Number is COMM 2325)

Prerequisite: Photography 1316 or Art 1370. This is a broad-based, introductory course which explores the creation and manipulation of images on the computer. The course content will include an introduction to the computer system, an overview of desktop publishing and graphic programs, use of the digital camera, scanning-in photographs, and exploring techniques of photomanipulation. Laboratory fee. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 0907015326)

PHOT 2326 Advanced Digital Imaging (3)
(Former course prefix/number PHO 125. Common Course Number

(Former course prefix/number PHO 125. Common Course Number is COMM 2326)

Prerequisites: Photography 1316 or Art 1370,

Photography 2325. This course will explore in greater depth the applications covered in the Introduction to

Digital Photography (Photography 2325) class. Students will work to master the technical complexities of digital photography and seek to clarify a personal direction through extended projects. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

PHOT 2356 Commercial Photography I (3)

(Former course prefix/number PHO 122. Common Course Number is ARTS 2356)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. Commercial or contract photography is studied. Field, studio, and darkroom experiences for various kinds of photography are discussed. Social, portrait, studio, fashion, publicity, landscape, and product photography, as well as portfolio development, are included. The use of natural and artificial lighting is covered. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055130)

### PHOT 2357 Commercial Photography II (3)

(Former course prefix/number PHO 123. Common Course Number is ARTS 2357)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is a continuation of Photography 2356. Publicity, architectural, interior, and advertising photography are included. The latest equipment, papers, films, and techniques are explored. Exchanges may be made with sample clients, employers, studios, and agencies. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006055230)

## PHOT 2370 Photography For Publications (3)

(Former course prefix/number PHO 207)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course is designed for the student who is interested in journalistic editing, publications photography, and graphic arts procedures. It encourages skills in all three areas and prepares the student for a broad job market that includes photojournalism, printing, editing, composing, and general copy preparation. Students who enroll in this course should have a background in journalism, photography, and graphic arts and be of sophomore standing. Laboratory fee. (2 Lec., 4 Lab.)

### PHOT 2371 Advanced Multimedia (3)

(Former course prefix/number PHO 213)

Prerequisites: Photography 1316 or Art 1370, Photography 2325, and Photography 2324. This course offers students a continued refinement of multimedia techniques to create interactive animation presentations. Students will gain competency of powerful software applications in order to design, create, and building programming sequences. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 0907015326)

## PHOT 2375 Special Photographic Topics And Problems (3)

(Former course prefix/number PHO 215)

Prerequisites: Photography 1316 and 1317 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audio-visual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 5006055230)

## PHYSICAL EDUCATION

## PHED 1100 Lifetime Sports Activities (1)

(This is a common course number. Former course prefix/number PEH 100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 1100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1101 Beginning Casting And Angling (1)

(This is a common course number. Former course prefix/number PEH 103)

This course will include the fundamentals of fly casting, bait casting, spinning and spin casting. This course covers basic knowledge and understanding of angling techniques and concepts, and will include several tackle crafts. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1102 Beginning Soccer (1)

(This is a common course number. Former course prefix/number PEH 104)

Course content emphasizes the basic playing skills of both indoor and outdoor soccer at the beginner level, as well as rules, strategies, safety, offensive and defensive patterns of play, and competitive activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1103 Shooting and Firearm Safety (1)

(This is a common course number. Former course prefix/number PEH 105)

Course content includes fundamentals of shooting, gun safety and principles of reloading. This course includes personal safety associated with hunting and sport shooting. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1104 Beginning Softball (1)

(This is a common course number. Former course prefix/number PEH 112)

Course content includes the basic playing skills of softball at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. These common elements will be applied to fast pitch, slow pitch, and coed softball. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1105 Beginning Racquetball (1)

(This is a common course number. Former course prefix/number PEH 113)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1106 Beginning Badminton (1)

(This is a common course number. Former course prefix/number PEH 114)

Course content emphasizes the basic playing skills of badminton at the beginner level, as well as rules, strategies, safety, offensive and defensive elements, and competitive activities. Each of the above elements will be applied to the singles, doubles, and mixed-double games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1107 Intramural Athletics (1)

(This is a common course number. Former course prefix/number PEH 116)

Intramural competition in a variety of activities is offered for men and women. Individual and team competition are offered. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1108 Beginning Archery (1)

(This is a common course number. Former course prefix/number PEH 117)

The beginning level skills of target and field shooting and bow hunting are emphasized. History, rules of competition, preparation and care of equipment and safety are included. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1109 Beginning Golf (1)

(This is a common course number. Former course prefix/number PEH 118)

Course content emphasizes the basic skills involved in club selection, golf course analysis, shot selection and execution of the golf swing. Rules, scoring, handicapping, and etiquette are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1110 Beginning Tennis (1)

(This is a common course number. Former course prefix/number PEH 119)

This course emphasizes the acquisition of beginning level skills in the execution of forehand strokes, backhand strokes, the serve, and the volley. Rules, strategies of the singles and doubles games, etiquette, safety, and competitive activities are included. Equipment is furnished. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### PHED 1111 Beginning Bowling (1)

(This is a common course number. Former course prefix/number PEH 120)

Basic bowling skills at the beginner level as well as rules, strategies, safety, scoring and competitive activities are emphasized. All classes are conducted at an off-campus bowling lane. Lane fee. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

## PHED 1112 Folk Dance (1)

(This is a common course number. Former course prefix/number PEH 121)

Participation is provided in a variety of folk dances from other lands. The study of cultural backgrounds and costumes is included. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### PHED 1113 Beginning Gymnastics (1)

(This is a common course number. Former course prefix/number PEH 122)

Beginning level skills in both men's and women's all-around gymnastic events are emphasized. Men's events include horizontal bar, pommel horse, rings, vaulting, floor exercise, and parallel bars. Women's events include floor exercise, vaulting, balance beam, and uneven parallel bars. Basic tumbling skills are also included. All appropriate events will be incorporated into a beginner's level routine. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

## PHED 1114 Beginning Swimming (1)

(This is a common course number. Former course prefix/number PEH 123)

This course is designed to teach a non-swimmer or a shallow water swimmer to become a safe and efficient deep water swimmer. After the development of sufficient skills to perform a modified crawl stroke, the elementary back stroke, survival floating, jumping into deep water, leveling off and changing directions, swimmers will be able to swim in deep water. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

#### PHED 1115 Social Dance (1)

(This is a common course number. Former course prefix/number PEH 124)

This course is for students who have limited experience in dance. Ballroom and social dancing are offered. Included are fundamental steps and rhythms of the fox-trot, waltz, tango, and recent dances. "Country" dancing includes the two-step, cotton-eyed Joe, square dance, and other dances. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### PHED 1116 Conditioning Exercise (1)

(This is a common course number. Former course prefix/number PEH 125)

This course focuses on understanding exercise and its effect on the body. Cardiovascular endurance, muscular strength, endurance and flexibility are improved through a variety of conditioning activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

# PHED 1117 Beginning Basketball And Volleyball (1) (This is a common course number. Former course prefix/number PEH 127)

Basic basketball and volleyball skills are taught. Rules, game strategies and competitive activities are included. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1118 Modern Dance (1)

(This is a common course number. Former course prefix/number PEH 129)

This beginning course is designed to emphasize basic dance technique, body alignment and placement, floor work, locomotor patterns, and creative movement. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1119 Weight Training And Conditioning (1)

(This is a common course number. Former course prefix/number PEH 131)

Instruction in weight training and conditioning techniques are stressed. Emphasis is placed on muscular strength and endurance. Laboratory fee. (3 Lab.)
(Coordinating Board Academic Approval Number 3601085128)

PHED 1120 Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 132)

Various forms of self-defense are introduced. The history and philosophy of the martial arts are explored. The student should progress from no previous experience in self-defense to an adequate skill level covering basic self-defense situations. Both mental and physical aspects of the arts are stressed. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1121 Jogging for Fitness (1)

(This is a common course number. Former course prefix/number PEH 133)

Development and improvement of physical fitness through jogging is emphasized. Fitness concepts and jogging skills will be introduced. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### PHED 1122 Outdoor Education (1)

(This is a common course number. Former course prefix/number PEH 134)

Knowledge and skills in outdoor education and camping are presented. Planned and incidental experiences take place, including a week-end camp-out. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1123 Walking For Fitness (1)

(This is a common course number. Former course prefix/number PEH 135)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1124 Aerobic Dance (1)

(This is a common course number. Former course prefix/number PEH 137)

This course emphasizes the development of cardiovascular endurance by utilizing choreographed routines which may combine basic dance patterns with walking, jogging, jumping, etc. Individual fitness levels are accommodated by the intensity of the workout. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1125 Aquatic Fitness (1)

(This is a common course number. Former course prefix/number PEH 143)

This course is designed to promote fitness through the use of water-related activities compatible with a pool environment. Emphasis is placed on water resistant exercises, lap swimming utilizing various kicks and strokes, relays, and a variety of aquatic games. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1126 Cycling (1)

(This is a common course number. Former course prefix/number PEH 145)

Development of cycling skills and improvement of physical fitness through cycling are emphasized. Fitness concepts, riding technique, safety, routine maintenance and repair of the cycle are fundamental topics of this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1127 Triathlon Fitness (1)

(This is a common course number. Former course prefix/number PEH 148)

This course includes an individualized program of walking, running, cycling, swimming, and weight training. From these activities, the student and instructor will design a fitness program to improve total body fitness, strength, endurance and self-image. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1128 Canoeing/Kayaking (1)

(This is a common course number. Former course prefix/number PEH 149)

This course is designed to teach the students knowledge and appreciation of basic white water canoeing/kayaking skills so they can actively engage in these activities throughout their lives. A weekend river trip is included in this course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

## PHED 1129 Backpacking/Rock Climbing (1)

(This is a common course number. Former course prefix/number PEH 150)

This course is designed to teach the students basic skills, knowledge and appreciation of backpacking and rock climbing to the extent that they can actively engage in these activities throughout their lives. A weekend backpacking trip is included in the course. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1130 Lifetime Sports Activities II (1)

(This is a common course number. Former course prefix/number PEH 200)

Prerequisite: Associate Physical Education 1000 level or demonstrated competence approved by the instructor. Intermediate and intermediate/advanced skills in a variety of lifetime sports are presented. Students participate in a selected sport. Physical Education 1130 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

### (Coordinating Board Academic Approval Number 3601085128)

## PHED 1131 Intermediate Soccer (1)

(This is a common course number. Former course prefix/number PEH 204)

Prerequisite: Physical Education 1102 or demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of strategies, safety, offensive and defensive patterns of play and competitive activities are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

#### PHED 1132 Intermediate Softball (1)

(This is a common course number. Former course prefix/number PEH 212)

Prerequisite: Physical Education 1104 or demonstrated competence approved by the instructor. Emphasis is placed on game strategy, base coaching, preparing a lineup, conducting drills, and performance on hitting, catching, and throwing. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

## PHED 1133 Intermediate Racquetball (1)

(This is a common course number. Former course prefix/number PEH 213)

Prerequisite: Physical Education 1105 or demonstrated competence approved by the instructor. This activity course is designed for students seeking to advance their racquetball skill level. The course content covers advanced shot execution, strategy, and the doubles game. Emphasis is placed on improved skill and strategy. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1134 Intermediate Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 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 1135 Intermediate Archery (1)

(This is a common course number. Former course prefix/number PEH 217)

Prerequisite: Demonstrated competence approved by the instructor. Course content includes refinement for basic archery skills and competitive target shooting and field archery. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### PHED 1136 Intermediate Golf (1)

(This is a common course number. Former course prefix/number PEH 218)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the golf swing, swing theory and methods, strategy, and actual golf course playing are emphasized. Equipment is furnished. Green fees. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

### PHED 1137 Intermediate Tennis (1)

(This is a common course number. Former course prefix/number PEH 219)

Prerequisite: Demonstrated competence approved by the instructor. Emphasis is placed on refinement of basic skills and specialty shots. Competitive activities in singles, doubles and mixed doubles will be included. Equipment is furnished. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

#### PHED 1139 Intermediate Gymnastics (1)

(This is a common course number. Former course prefix/number PEH 222)

Prerequisite: Demonstrated competence approved by the instructor. Basic tumbling and the all-around events for men and women will be emphasized at the intermediate performance level. Course emphasis is placed on the development, preparation and presentation of gymnastic routines. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

# PHED 1140 Intermediate Swimming (1)

(This is a common course number. Former course prefix/number PEH 223)

Prerequisite: Demonstrated competence approved by the instructor. The correct performance of the crawl, elementary back stroke, side and breast strokes will be emphasized. Some speed and endurance swimming will be required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1141 Intermediate Weight Training (1)

(This is a common course number. Former course prefix/number PEH 231)

Prerequisite: Demonstrated competence approved by the instructor. Skills and instruction in weight training techniques are developed beyond the beginner level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1142 Intermediate Self-Defense (1)

(This is a common course number. Former course prefix/number PEH 232)

Prerequisite: Demonstrated competence approved by the instructor. Students will be introduced to intermediate forms of defense and combinations of self defense methods. Emphasis is on practical application of self defense movements. Uniform required. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1143 Intermediate Jogging (1)

(This is a common course number. Former course prefix/number PEH 233)

Prerequisite: Demonstrated competence approved by the instructor. Improvement of physical fitness through jogging is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

# PHED 1144 Walking For Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 235)

Prerequisite: Demonstrated competence approved by the instructor. Students participate in a low impact exercise walking program beyond the beginning level. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1145 Intermediate Aerobic Dance (1)

(This is a common course number. Former course prefix/number PEH 237)

Prerequisite: Demonstrated competence approved by the instructor. This course emphasizes the development of cardiovascular endurance through a combination of walking, jogging, jumping, etc. Individual fitness levels are developed beyond the beginner level. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

#### PHED 1146 Intermediate Basketball (1)

(This is a common course number. Former course prefix/number PEH 239)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of shooting, passing, dribbling, team play, strategies, and competitive play covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1147 Intermediate Volleyball (1)

(This is a common course number. Former course prefix/number PEH 240)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of the forearm pass, setting, spiking, serving, team play, strategies, and competitive play are covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Equipment is furnished. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1148 Intermediate Baseball (1)

(This is a common course number. Former course prefix/number PEH 241)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. Laboratory fee. (3 Lab.) (Coordinating Board Academic Approval Number 3601085128)

#### PHED 1149 Intermediate Cycling (1)

(This is a common course number. Former course prefix/number PEH 245)

Prerequisite: Physical Education 1126 or demonstrated competence approved by the instructor. Improvement of physical fitness through cycling is developed beyond the beginner stage. A higher level of fitness is expected. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

#### PHED 1150 Intermediate Bowling (1)

(This is a common course number. Former course prefix/number PEH 220)

This course is designed for students seeking improvement in the lifetime sport of bowling. The course covers a review of history, etiquette, care and selection of equipment, rules and scoring. Additional information will be provided on handicapping, league play, variation of grips, spot bowling and alley textures. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

# PHED 1164 Physical Fitness (1)

(This is a common course number. Former course prefix/number PEH 115)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

## PHED 1270 Divemaster (2)

(Former course prefix/number PEH 142)

Prerequisite: Physical Education 2271 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive diversaster certification. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

# PHED 1301 Introduction To Physical Education (3) (This is a common course number. Former course prefix/number PEH 144)

This course is for students majoring in physical education and is designed for professional orientation in physical education, health, and recreation. The history, philosophy, and modern trends of physical education are surveyed. Topics include teacher qualifications, vocational opportunities, expected competencies, and skill testing. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3105015228)

#### PHED 1304 Health For Today (3)

(This is a common course number. Former course prefix/number PEH 101)

Emphasis is placed on relating course content to lifestyle to foster a better understanding of the major health issues of today. Current issues include, but are not limited to: emotional health, chemical use and abuse, human sexuality, major diseases, physical fitness, nutrition, aging, death and dying. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015128)

# PHED 1306 Advanced First Aid And Emergency Care (3)

(This is a common course number. Former course prefix/number PEH 257)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

### PHED 1308 Sports Officiating I (3)

(This is a common course number. Former course prefix/number PEH 147)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are football, basketball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

## PHED 1309 Sports Officiating II (3)

(This is a common course number. Former course prefix/number PEH 148)

This course is for students who choose officiating for an avocation and who want to increase their knowledge and appreciation of sports. Sports covered in this course are softball, track and field, baseball, and other sports as appropriate. Students are expected to officiate intramural games. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1202045128)

# PHED 1321 The Coaching Of Football And Basketball (3)

(This is a common course number. Former course prefix/number PEH 236)

The skills and techniques of coaching football and basketball are presented. Included are the history, theories, philosophies, rules, terminology, and finer points of the sports. Emphasis is on coaching techniques. This course does not satisfy the physical education activity course requirement. (2 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 3105065128)

#### PHED 1336 Outdoor Recreation (3)

(This is a common course number. Former course prefix/number PEH 109)

Outdoor recreation and organized camping are studied. Both the development of these activities and present trends are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.) (Coordinating Board Academic Approval Number 3101015128)

### PHED 1337 Community Recreation (3)

(This is a common course number. Former course prefix/number PEH 110)

This course is primarily for students majoring or minoring in health, physical education, or recreation. The principles, organization, and function of recreation in American society are covered. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 3101015128)

#### PHED 2155 Advanced Life Saving (1)

(This is a common course number. Former course prefix/number PEH 226)

Prerequisite: Demonstrated competence approved by the instructor. Successful completion of this course qualifies students for the Red Cross Life Guarding Certificate. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

## PHED 2255 Water Safety Instructor (2)

(This is a common course number. Former course prefix/number PEH 234)

Prerequisite: Current Advanced Life Saving Card. The principles and techniques for instructors in water safety and life saving classes are covered. Completion of the course qualifies the student to test for certification by the Red Cross as a water safety instructor. A uniform is required. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

### PHED 2270 Scuba Diving (2)

(Former course prefix/number PEH 225)

Prerequisite: Demonstrated competence approved by the instructor. This course includes instruction in the proper use of equipment, safety, physiology and open water diving. Students completing course requirements receive certification through one of several major accredited associations. Equipment rental fee. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

# PHED 2271 Advanced Open Water Scuba (2) (Former course prefix/number PEH 228)

Prerequisite: Physical Education 2270 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a

agency.

Laboratory

(1 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 3601085328)

# PHYSICAL SCIENCE

certifying

(See Physics)

qualified

### **PHYSICS**

## PHYS 1111 Astronomy Laboratory I (1)

(This is a common course number. Former course prefix/number AST 103)

Prerequisite: Credit or concurrent enrollment in Physics 1311. The student uses simple equipment to make elementary astronomical observations of the motions of celestial objects. Also covered are elementary navigational techniques, graphical techniques of calculating the position of a planet or comet, and construction of simple observing equipment. This laboratory includes night observations. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

### PHYS 1112 Astronomy Laboratory II (1)

(This is a common course number. Former course prefix/number AST 104)

Prerequisite: Credit or concurrent enrollment in Physics 1312. The student makes and uses elementary astronomical observations. Topics include timekeeping, the various uses of spectra, and the motions of stars and galaxies. This laboratory includes night observations. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

#### PHYS 1311 Descriptive Astronomy (3)

(This is a common course number. Former course prefix/number AST 101)

This course surveys the fundamentals of astronomy. Emphasis is on the solar system. Included is the study of the celestial sphere, the earth's motions, the moon, planets, asteroids, comets, meteors, and meteorites. (3 Lec.)

(Coordinating Board Academic Approval Number 4002015139)

### PHYS 1312 General Astronomy (3)

(This is a common course number. Former course prefix/number AST 102)

Stellar astronomy is emphasized. Topics include a study of the sun, the properties of stars, star clusters, nebulae, interstellar gas and dust, the Milky Way Galaxy, and external galaxies. (3 Lec.)

(Coordinating Board Academic Approval Number 4002015139)

# PHYS 1401 Introductory General Physics (4) (This is a common course number. Former course prefix/number

(This is a common course number. Former course prefix/number PHY 111)

Prerequisite: Two years of high school algebra, including trigonometry, or the equivalent. This course is for pre-dental, biology, premedical, pre-pharmacy, and pre-architecture majors and other students who need a two-semester technical course in physics. Mechanics and heat are studied. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4008015339)

# PHYS 1402 Introductory General Physics (4) (This is a common course number. Former course prefix/number.

(This is a common course number. Former course prefix/number PHY 112)

Prerequisite: Physics 1401. This course is a continuation of Physics 1401. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4008015339)

#### PHYS 1405 Concepts In Physics (4)

(This is a common course number. Former course prefix/number **PHY 117)** 

This course is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on classical mechanics and thermodynamics. Historical developments and their impact on daily life are included. The principle of energy conservation is stressed, and current problems of worldwide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4008015139)

#### PHYS 1407 Concepts In Physics (4)

(This is a common course number. Former course prefix/number PHY 118)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

# PHYS 1411 Fundamentals Of Astronomy (4)

(This is a common course number. Former course prefix/number **AST 111)** 

This course concerns fundamental aspects of the solar system and the historical development of astronomical ideas. Included are studies of the celestial sphere and motions of the earth, the moon, planets, and other minor bodies. The origin and evolution of the solar system are also covered. The laboratory includes outdoor viewing sessions and study of celestial motions, elementary navigation, constellation identification, and telescope construction. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

#### PHYS 1412 General Introductory Astronomy (4) (This is a common course number. Former course prefix/number **AST 112)**

This course concerns fundamental properties of stars, stellar systems, star clusters, nebulae, interstellar gas and dust, and galaxies. Included is the study of the sun, Milky Way Galaxy, stellar evolution, black holes, and current cosmological ideas. The laboratory includes outdoor viewing sessions and the study of timekeeping, use of spectra, and motions of stars and galaxies. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4002015139)

#### PHYS 1415 Physical Science (4)

(This is a common course number. Former course prefix/number

This course is primarily for non-science majors. It is a study of the basic principles and concepts of physics, chemistry, and nuclear science. The three basic sciences are related to the physical world at an introductory level. Laboratory fee. (3 Lec., 3 Lab.) (Coordinating Board Academic Approval Number 4001015139)

#### PHYS 1417 Physical Science (4)

(This is a common course number. Former course prefix/number PSC 119)

This course is for non-science majors. It focuses on the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are emphasized. Selected principles and concepts are explored. This course is also offered as Geology 1401. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

#### PHYS 1470 Applied Physics (4) (Former course prefix/number PHY 131)

Prerequisite: Mathematics 1374 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 1471 Applied Physics (4)

(Former course prefix/number PHY 132)

Physics 1470. Prerequisite: This course is a continuation of Physics 1470. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

#### PHYS 2425 General Physics (4)

(This is a common course number. Former course prefix/number PHY 201)

Prerequisite: Credit or concurrent enrollment in Mathematics 2513. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics. wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and The laboratory includes a one-hour problem units. session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

#### PHYS 2426 General Physics (4)

(This is a common course number. Former course prefix/number PHY 202)

Prerequisites: Physics 2425 and credit or concurrent enrollment in Mathematics 2414. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

## **PORTUGUESE**

#### PORT 1411 Beginning Portuguese (4)

(This is a common course number. Former course prefix/number POR 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. This course may be repeated for credit. Laboratory fee.

(3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045131)

#### PORT 1412 Beginning Portuguese (4)

(This is a common course number. Former course prefix/number POR 102)

Prerequisite: Portuguese 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Portuguese 1411. Emphasis is on idiomatic language and complicated syntax. This course may be repeated for credit. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609045131)

# **PSYCHOLOGY**

# PSYC 1370 Applied Psychology And Human Relations (3)

(Former course prefix/number PSY 131)

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

## **PSYC 2301 Introduction To Psychology (3)**

(This is a common course number. Former course prefix/number PSY 101)

Introduction to Psychology surveys major topics in the study of behavior. Factors which determine and affect behavior are examined. Psychological principles are applied to the human experience. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015140)

#### PSYC 2302 Applied Psychology (3)

(This is a common course number. Former course prefix/number PSY 202)

Prerequisite: Psychology 2301. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

#### PSYC 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number PSY 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.) (Coordinating Board Academic Approval Number 4201015340)

#### PSYC 2314 Developmental Psychology (3)

(This is a common course number. Former course prefix/number PSY 201)

Prerequisite: Psychology 2301. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

#### **PSYC 2316 Psychology Of Personality (3)**

(This is a common course number. Former course prefix/number PSY 205)

Prerequisite: Psychology 2301. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)
(Coordinating Board Academic Approval Number 4201015740)

### PSYC 2319 Social Psychology (3)

(This is a common course number. Former course prefix/number PSY 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

# PSYC 2370 Selected Topics (3)

(Former course prefix/number PSY 211)

This course provides an in-depth study of current issues in psychology. Topics include: abnormal psychology, psychology of the offender, death and dying, and gender roles. Topics may vary from semester to semester and may be repeated for credit when topics vary. (3 Lec.) (Coordinating Board Academic Approval Number 4201015540)

## READING

### READ 1370 College Reading And Study Skills (3) (Former course prefix/number RD 101)

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

# REAL ESTATE

#### **REAL 1370 Real Estate Principles (3)** (Former 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)**

(Former 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 Closing costs, alternative financial procedures. instruments, equal credit opportunity act, community reinvestment act, and state housing agency are also included. (3 Lec.)

# REAL 1372 Real Estate Marketing (3)

(Former course prefix/number RE 133)

The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all Topics covered include characteristics of parties. 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)** (Former course prefix/number RE 134)

Real Estate 1370 and 1371 or the Prerequisite: This course focuses on commercial equivalent. 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) (Former course prefix/number RE 135)

Prerequisites: Real Estate 1370 and 1371 or the equivalent. This course focuses on residential principles Topics include central and methods of appraising. 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) (Former 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) (Former 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. 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)**

(Former 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)

(Former 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) (Former course prefix/number RE 240)

This is a special problems study course for organized class instruction in real estate. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

# REAL 2270 Special Problems in Real Estate (2) (Former course prefix/number RE 242)

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. (2 Lec.)

# REAL 2370 Real Estate Office Management/Brokerage (3) (Former 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)

(Former 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) (Former 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)

(Former 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, electromechanical systems tools and procedures. conditioning. (plumbing. heating. air 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) (Former course prefix/number RE 241)

This is a special problems study course for organized class instruction in real estate. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

# REAL 7471 Cooperative Work Experience (4) (Former course prefix/number RE 704)

This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. 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. (1 Lec., 20 Lab.)

# REAL 7472 Cooperative Work Experience (4) (Former course prefix/number RE 714)

This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. 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. (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)**

(Former course prefix/number REL 201. The common course number is PHIL 1304)

This course surveys the major world religions. Hinduism, Buddhism, Judaism, Islam, and Christianity are included. The history of religions is covered, but the major emphasis is on current beliefs. Other topics may also be included, such as the nature of religion, tribal religion, and alternatives to religion. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015235)

# RELI 1370 Religion In American Culture (3)

(Former course prefix/number REL 101)

This course examines the nature of religion in America. It covers important influences from the past and characteristics of current religious groups and movements. Emphasis is on understanding the role of religion in American life. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

# RELI 1371 Contemporary Religious Problems (3) (Former course prefix/number REL 102)

Both classic and recent issues are explored. Such topics as the nature of religion, the existence of God, world religions, mysticism, sexuality and religion, and the interpretation of death are included. This course may be offered with emphasis on a specific topic, such as death and dying. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015335)

# RELI 1372 The History And Literature Of The Bible (3)

(Former course prefix/number REL 105)

This course presents a history and literature of both the Hebrew people during the Old Testament period and the Christian movement during the New Testament period with emphasis upon the origins and development of the religious ideas and institutions of the biblical people. (3 Lec.)

(Coordinating Board Academic Approval Number 3802015135)

# SEMICONDUCTOR MANUFACTURING

# SEMI 1370 Semiconductor Manufacturing I (3) (Former course prefix/number SEM 100)

This course surveys the field of microelectronics (semiconductor manufacturing). It includes definitions of common terms, identification of the various branches of microelectronics, history, quality control principles and processes and manufacturing processes with an emphasis on "clean room" operations. Lab required. Laboratory fee. (2 Lec., 3 Lab.)

# SEMI 1470 Digital IC Analysis (4) (Former course prefix/number SEM 101)

Prerequisites: Electronics Technology 1470. This is an in-depth course in digital circuit analysis, theory, design and troubleshooting. Topics include numbering systems and codes, logic elements, synchronous sequential logic, IC architecture, chip survey applications, design of memory systems, A/D and D/A converters and survey of peripherals. Lab required. Laboratory fee. (3 Lec., 3 Lab.)

# SEMI 1471 Industrial Automation Controllers (4) (Former course prefix/number SEM 102)

Prerequisites: Electronics Technology 1471. This course provides a practical study of components and electronic systems used in industrial automation applications. The student will receive a comprehensive up-to-date instruction on generalized industrial process control systems. The practical state-of-the-art applications will be conducted by the student in the electronics lab. Topics include: IC circuits, DC and AC motors, generators, control circuits, transducers, optoelectronics, process control systems, programmable controllers, lasers, LED's and an introduction to robotics. Lab required. Laboratory fee. (3 Lec., 3 Lab.)

# SEMI 2370 Semiconductor Manufacturing II (3) (Former course prefix/number SEM 200)

Prerequisites: Semiconductor Manufacturing 2470. This course is the capstone course for the Semiconductor Manufacturing Equipment Technician program. The Semiconductor Manufacturing concept is emphasized to include teamwork, vocabulary, responsibilities of each component, applied TQM and communication. A team project will require technical writing of reports, quality control, integration of electronics, fluid power, computer operations, mathematics, general education and the use of graphic materials. An overall knowledge of Wafer Fabrication Operations is the goal. Lab required. Laboratory fee. (1 Lec., 3 Lab.)

### SEMI 2371 Digital II (3)

(Former course prefix/number SEM 201)

Prerequisites: Semiconductor Manufacturing 1470. This course includes microcomputer interfacing and the use of programmable peripheral devices. Selected programmable interface devices will be studied and the software and hardware interfaced developed. Experience in testing and troubleshooting interface circuits and use of specialized logic analyzer and emulation systems will be provided in a laboratory setting. Lab required. Laboratory fee. (2 Lec., 2 Lab.)

# SEMI 2470 Active Devices II (4) (Former course prefix/number SEM 202)

Prerequisites: Electronic Technology 1472 or concurrent enrollment. This course provides a practical study of active devices (semiconductors) and their applications. The course includes composition, parameters and linear and non-linear characteristics in common circuit applications. Devices covered include: diodes, bipolar transistors (BJTs), field effect transistors (FETs), integrated circuits (ICs) and special purpose devices. Circuit applications include basic power supplies, regulators, amplifiers, oscillators, filters timer and electronic switching. Lab required. Laboratory fee. (3 Lec., 3 Lab.)

# SEMI 7371 Cooperative Education I (3)

(Former course prefix/number SEM 703)

Prerequisites: Completion of all course work in the Semiconductor Manufacturing Equipment Operator Certificate program. This course integrates on-campus classroom study with practical hands-on work experience. The student, the student's supervisor and the instructor/coordinator will establish specific goals for the student to accomplish in Semiconductor equipment installation and maintenance. Also requires an average of one hour per week of lecture/seminar. (1 Lec., 16 Lab.)

# SEMI 7372 Cooperative Education II (3)

(Former course prefix/number SEM 713)

Prerequisites: Completion of all course work in the Semiconductor Manufacturing Equipment Technician program. This course integrates on-campus classroom study with practical hands-on work experience. The student, the student's supervisor and the instructor/coordinator will establish specific goals for the student to accomplish in Semiconductor equipment installation and maintenance. Also requires an average of one hour per week of lecture/seminar. (1 Lec., 16 Lab.)

# **SOCIOLOGY**

## **SOCI 1301 Introduction To Sociology (3)**

(This is a common course number. Former course prefix/number SOC 101)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multi-cultural and multiethnic dimensions of society. Topics include cultural elements such as values, norms, beliefs, language, and roles, as well as group processes, social conflict and social change. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015142)

### SOCI 1306 Social Problems (3)

(This is a common course number. Former course prefix/number SOC 102)

This course is a sociological study of social problems which typically include: crime, poverty, minorities, deviance, population, and health care. Specific topics may vary from semester to semester to address contemporary concerns. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015242)

# SOCI 2301 Marriage, Family, and Close Relationships (3)

(This is a common course number. Former course prefix/number SOC 203)

Prerequisite: Sociology 1301 recommended. Marriage, choosing of a partner, love and attachment, parenting, communication, conflict and conflict resolution are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in close relationships and family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

#### SOCI 2306 Human Sexuality (3)

(This is a common course number. Former course prefix/number SOC 103)

Students may register for either Psychology 2306 or Sociology 2306 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.) (Coordinating Board Academic Approval Number 4201015342)

#### SOCI 2319 American Minorities (3)

(This is a common course number. Former course prefix/number SOC 204)

Prerequisite: Sociology 1301 or six hours of U.S. history recommended. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

# SOCI 2320 Field Studies In American Minorities (3)

(This is a common course number. Former course prefix/number SOC 210)

Prerequisite: Sociology 1301 or Sociology 2319. Experience is provided in various minority community centers. Work is under professional supervision in a task-oriented setting. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

# SOCI 2326 Social Psychology (3)

(This is a common course number. Former course prefix/number SOC 207)

Prerequisite: Psychology 2301 or Sociology 1301. Students may register for either Psychology 2319 or Sociology 2326 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015140)

# SOCI 2370 Selected Topics (3) (Former course prefix/number SOC 209)

Prerequisite: Sociology 1301 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

# SOCI 2371 Urban Social Problems (3)

(Former course prefix/number SOC 231)

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.) (Coordinating Board Academic Approval Number 4511015742)

#### **SOCW 2361 Introduction To Social Work (3)**

(This is a common course number. Former course prefix/number SOC 206)

The development of the field of social work is studied. Topics include the techniques of social work and the requirements for training in social work. (3 Lec.) (Coordinating Board Academic Approval Number 4407015142)

# **SPANISH**

## SPAN 1100 Spanish Conversation (1)

(Former course prefix/number SPA 107)

Prerequisite: Spanish 1411 or Spanish 1412. The course is a further exploration of the Spanish language. This course consists of creative problem-solving utilizing the basic elements of the Spanish language. This course may be repeated for credit. Laboratory fee. (2 Lab.) (Coordinating Board Academic Approval Number 1609055431)

#### SPAN 1411 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 101)

The essentials of grammar and easy idiomatic prose are studied. Emphasis is on pronunciation, comprehension, and oral expression. Laboratory fee. (3 Lec., 2 Lab.) (Coordinating Board Academic Approval Number 1609055131)

#### SPAN 1412 Beginning Spanish (4)

(This is a common course number. Former course prefix/number SPA 102)

Prerequisite: Spanish 1411 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 1411. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

#### SPAN 2306 Spanish Conversation I (3)

(This is a common course number. Former course prefix/number SPA 207)

Prerequisite: Spanish 1411 and Spanish 1412 or the equivalent. This course is designed to strengthen and improve oral skills in the language. Oral activities focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2311. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

#### SPAN 2311 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 201)

Prerequisite: Spanish 1412 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.) (Coordinating Board Academic Approval Number 1609055231)

#### SPAN 2312 Intermediate Spanish (3)

(This is a common course number. Former course prefix/number SPA 202)

Prerequisite: Spanish 2311 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2311. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.) (Coordinating Board Academic Approval Number 1609055231)

# SPAN 2321 Introduction To Spanish Literature (3) (This is a common course number. Former course prefix/number SPA 203)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is an introduction to Spanish literature. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

# SPAN 2322 Introduction To Spanish Literature (3) (This is a common course number. Former course prefix/number SPA 204)

Prerequisite: Spanish 2312 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 2321. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

# SPAN 2370 Spanish Conversation II (3)

(Former course prefix/number SPA 208)

Prerequisite: Spanish 2311 or the equivalent. This course is designed to further strengthen and improve oral skills in the language. Oral activities will continue to focus on current events, cultural, historical and social issues. Audio-visual media are used to explore Hispanic life and society. This course is intended to complement Spanish 2312. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

# SPAN 2371 Spanish for Business I (3)

(Former course prefix/number SPA 211)

Prerequisite: Spanish 2311 or the equivalent. This course exposes students to the Spanish language used in business including the terminology and idioms of Spanish business language in special oral and written communication. Emphasis is placed on the structure and content of Spanish business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in Hispanic society. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

# SPAN 2372 Spanish for Business II (3)

(Former course prefix/number SPA 212)

Prerequisite: Spanish 2371 or the equivalent. This course is devoted to the continued development of business language skills with a focus on the accurate use of business vocabulary and business style. Emphasis is on preparing students to function in Spanish in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills and is designed to help students achieve levels of proficiency to meet foreign language needs for business and international trade. This course is not a substitute for Spanish 2311 or 2312. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

# SPEECH COMMUNICATION

# SPCH 1144 Speech Communication

Laboratory (1)

(This is a common course number. Former course prefix/number SC 100)

This laboratory course focuses on students applying speech communication skills through service projects, internships, and leadership activities. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 2310016035)

# SPCH 1145 Speech Communication Workshop (1) (This is a common course number. Former course prefix/number SC 110)

This laboratory course offers students a wide variety of applied speech communication experiences. This course may be repeated four times for credit. (2 Lab.) (Coordinating Board Academic Approval Number 2310016035)

# SPCH 1311 Introduction To Speech Communication (3)

(This is a common course number. Former course prefix/number SC 101)

Theory and practice of speech communication behavior in one-to-one, small group, and public communication situations are introduced. Students learn more about themselves, improve skills in communicating with others, and make formal oral presentations. This course requires college-level skills in reading and writing. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015135)

### SPCH 1315 Fundamentals Of Public Speaking (3)

(This is a common course number. Former course prefix/number SC 105)

Public speaking is introduced. Topics include the principles of reasoning, audience analysis, collection of materials, outlining, and delivery. Emphasis is on the oral presentation of well prepared speeches. (3 Lec.) (Coordinating Board Academic Approval Number 2310015335)

#### SPCH 1318 Interpersonal Communication (3)

(This is a common course number. Former course prefix/number SC 203)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)

(Coordinating Board Approval Number 2310015435)

# SPCH 1321 Business And Professional Communication (3)

(This is a common course number. Former course prefix/number SC 209)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

# SPCH 1342 Voice And Articulation (3)

(This is a common course number. Former course prefix/number SC 109)

Students may register for either Speech Communication 1342 or Drama 2336 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

#### SPCH 2144 Forensic Workshop (1)

(This is a common course number. Former course prefix/number SC 201)

This course focuses on preparing speeches, readings, and debate propositions. Presentations are made in competition and before select audiences. This course may be repeated for credit. (2 Lab.)
(Coordinating Board Academic Approval Number 2310016035)

# SPCH 2335 Discussion And Debate (3)

(This is a common course number. Former course prefix/number SC 205)

Public discussion and argumentation are studied. Both theories and techniques are covered. Emphasis is on evaluation, analysis, and logical thinking. (3 Lec.) (Coordinating Board Academic Approval Number 2310015935)

### SPCH 2341 Oral Interpretation (3)

(This is a common course number. Former course prefix/number SC 206)

Techniques of analyzing various types of literature are examined. Practice is provided in preparing and presenting selections orally. Emphasis is on individual improvement. (3 Lec.)

# (Coordinating Board Academic Approval Number 2310015735)

## SPCH 2370 Group Interpretation (3)

(Former course prefix/number SC 208)

This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)

# (Coordinating Board Academic Approval Number 2310016735)

# SPCH 2389 Academic Cooperative in

Communication (3)

(This is a common course number. Former course prefix/number SC 211)

An instructional program designed to integrate oncampus study with practical hands-on work experience in Communication. In conjunction with class seminars, the student will set specific goals and objectives in the study of Communication. Laboratory fee. (3 Lec., 4 Lab.) (Coordinating Board Academic Approval Number 2401035230)

# THEATRE

(See Drama and Dance)

# TRAVEL AND TOURISM MANAGEMENT

# TRAV 1170 Introduction to Meeting and

Convention Management (3)

(Former 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)

(Former 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) (Former 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 1272 Contemporary Topics in Travel and Tourism (2)

(Former 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) (Former 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) (Former 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)

(Former 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)

(Former 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)

(Former 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)

(Former 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 1376 Travel Destinations I (3) (Former course prefix/number TRA 110)

Major domestic travel destinations including the natural and manmade attractions of TC-I and II are explored. An introduction to basic geographic terminology in which geography are most applicable to the travel industry are studied. Destination knowledge will be applied to the sales scenario matching industry products to client Geographic study will include: the areas of needs. Canada and the Maritime provinces, the United States, the Republic of Mexico, the countries of the Caribbean Basin, Central and South America, Scandinavia, the United Kingdom, continental Europe, the newly-formed CIS countries, Island country-state of the Mediterranean, the Middle East to Iraq and Africa. Topics include time zones, climate and topographical variation, the use of maps and charts and industry references and resources, regional variations of culture including language, currencies, cuisine, religion, international, national, and local festivals and holidays, and major airport locations and their respective city/airport codes, airline codes and ports-of-call. (3 Lec.)

# TRAV 2370 Travel Industry Operations (3) (Former 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) (Former course prefix/number TRA 210)

Prerequisite: Travel and 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 systems used in the travel industry. Topics covered include 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 2372 Travel Destinations II (3) (Former course prefix/number TRA 217)

Major tourism destinations including the natural and manmade attractions of TC-II and III are explored. The role of the World Tourism Organization and its satellites will be viewed. Destination knowledge will be applied to the sales scenario using appropriate sales of the conference area. Geographic study will include the areas of Soviet Asia east of the Ural Mountains and Caspian Sea; the Indian Subcontinent, the countries of the Himalayas, China and the Koreas; Japan and Southeast Asia: the Malay Peninsula: Australia: new Zealand: the island countries of Melanesia. Micronesia and Polynesia including the United State Trust Territories. Topics include time zones, climate and topographical variation, the use of maps and charts and industry references and resources. Regional variations of culture including language, currencies, cuisine, religion, international, national and local festivals and holidays, and major airport locations and their respective city/airport codes, airline codes and ports-of-call. (3 Lec.)

# TRAV 2373 Advanced Meeting Management (3) (Former course prefix/number TRA 221)

Prerequisite: Travel and 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) (Former 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) (Former course prefix/number TRA 231)

Prerequisite: Travel and 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)

#### (Former 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) (Former 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.)

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to OLD Course		ABDY 1370AB 155
	ANTHROPOLOGY	ABDY 1570AB 151
Prefixes & Numbers	ANTH 1370ANT 10	04 ABDY 1571AB 152
for 1997-98 Catalog		10 ABDY 1572AB 153
	ANTH 2302ANT 23	31 ABDY 1573AB 154
Beginning with the 1995-96		00 ABDY 2170AB 256
academic year, all Dallas	ANTH 2351ANT 10	01 ABDY 2370AB 253
County Community College		ABDY 2371AB 254
District Courses have been	APPAREL DESIGN	ABDY 2372AB 255
renumbered. Courses	/ W / D	37 ABDY 2570AB 251
designated as Texas common	· · · · · · · · · · · · · · · · · · ·	38 ABDY 2571AB 252
Course Numbers have been		32 ABDY 7371AB 703
underlined. For all courses, the	APPD 2372APP 23	33 ABDY 7472AB 714
numbering scheme is based on		ALITOMOTRE CAREER
the following: the first digit	ARCHITECTURE	AUTOMOTIVE CAREER
indicates freshman [1] or	ARCH 1205ARC 10	
sophomore [2] level; the	ARCH 1301ARC 23	
second digit indicates credit	ARCH 1302ARC 23	
hours; the third digit, if "7", "8",	ARCH 1303ARC 10	
or "9", generally indicates		
courses that are not Texas		
Common Course Numbers; the	ARCH 1308ARC 13	
fourth digit is a free number.	ARCH 1311ARC 10	
(Selected Automotive	ARCH 1315ARC 2	57 ACTT 2170ACT 212 55 ACTT 2270ACT 216
Technology courses offered at		34 ACTT 2370ACT 216
Brookhaven College do not	211.411 4441	35 ACTT 2371ACT 220
currently follow this numbering	ARCH 2302ARC 13	
scheme.)	ARCH 2370ARC 23	
The fellowing link in a	ARCH 2371ARC 25	
The following list is a	ARCH 23/1ARC 2	ACTT 2375ACT 225
comprehensive one which	ART	ACTT 7471ACT 704
includes courses available at		99 ACTT 7472ACT 714
one or more colleges within the		04 ACTT 8481ACT 804
Dallas County Community		05 ACTT 8482ACT 814
College District. Not all courses are offered at all		06
	ARTS 1311ART 1	
colleges. To determine which courses are available at	ARTS 1312ART 1	
		14 AUTO 1163AT 163
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AUTO AUTO AUTO	7372AT 7471AT 7472AT	713 704 714
AVIAT	ION TECHNOLO	GY
AVIA	1170AVT	135
AVIA	1171AVT	137
AVIA	1370AVT	110
AVIA	1371AVT	121
AVIA	1372AVT	122
AVIA	1373AVT 1374AVT	210 128
AVIA AVIA	2170AVT	253
AVIA	2171AVT	254
AVIA	2172AVT	256
AVIA	2271AVT	251
AVIA	2272AVT	265
AVIA	2273AVT	266
AVIA	2274AVT	267
AVIA	2275AVT	268
AVIA	2370AVT	123
AVIA	2371AVT	212
AVIA	2372AVT	220
AVIA AVIA	2373AVT 2374AVT	221 223
AVIA	2375AVT	223
ÁVIA	2376AVT	225
AVIA	2377AVT	226
AVIA	2378AVT	249
AVIA	2379AVT	250
AVIA	2380AVT	255
AVIA	2381AVT	261
AVIA	2382AVT	262
AVIA	2383AVT	263
AVIA	2384AVT	264
AVIA	2385AVT	252
AVIA	7471AVT	704
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AVIA AVIA	7472 AVT 8481 AVT	714 804
AVIA AVIA	8481AVT	
AVIA	8481AVT	804 CS
AVIA AVION AVET	8481AVT ICS ELECTRONI 1370AV	804 CS 129
AVIA AVION AVET AVET	8481AVT ICS ELECTRONI 1370AV 1470AV	804 CS 129 132
AVIA AVION AVET	8481AVT ICS ELECTRONI 1370AV	804 CS 129
AVIA  AVION AVET AVET AVET BIOLO	8481AVT ICS ELECTRONI 1370AV 1470AV 1471AV	804 CS 129 132
AVIA  AVION AVET AVET AVET BIOLO	8481AVT ICS ELECTRONI 1370AV 1470AV 1471AV	804 CS 129 132
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AVIA  AVION AVET AVET AVET BIOLO BIOL BIOL BIOL BIOL BIOL BIOL BIO	8481AVT  ICS ELECTRONI 1370AV 1470AV 1471AV  GY 1406BIO 1407BIO 1409BIO 1411BIO 1472BIO 1472BIO 1473BIO 2376BIO 2370BIO 2401BIO 2401BIO 2416BIO 2418BIO 2418BIO 2428BIO	804 CS 129 132 235 101 102 115 116 110 120 121 123 223 218 221 222 226 211 216 235
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ACCT	1371	ACC	131
ACCT	1372	ACC	132
ACCT	2301	ACC	201
ACCT	2302	ACC	202
ACCT	2370	ACC	250
ACCT	2372	ACC	239
ACCT	2375	ACC	205
ACCT	2376	ACC	238
ACCT	2377	ACC	204
ACCT	2378	ACC	203
ACCT	2379	ACC	207
ACCT	2401	ACC	208
ACCT	2402	ACC	209
ACCT	7371	ACC	703
ACCT	7372	ACC	713
ACCT	7471	ACC	704
ACCT	7472	ACC	714

AIR CONDITIONING AND
REFRIGERATION
(See Heating, Ventilation and
Air Conditioning)

ALLIED HEALTH IMAGING			
AHIC	1170	. AHI	100
AHIC	1270	.AHI	101
AHIC	1271	.AHI	102
AHIC	1370	.AHI	103
AHIC	1371	.AHI	104

ANTHROPOLOGY
ANTH 1370 ANT 104
ANTH 1371ANT 110
ANTH 2302ANT 231
ANTH 2346ANT 100
ANTH 2351ANT 101
ADDADEL BEGION
APPAREL DESIGN
APPD 2270APP 237
APPD 2271APP 238
APPD 2370APP 232
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ARCHITECTURE
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ARCH 1315ARC 257
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ARCH 2301ARC 134
ARCH 2302 ARC 135
ARCH 2312ARC 151
ARCH 2370ARC 237
ARCH 2371ARC 258
ANCH 20/1ANC 200
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ARTS 1311ART 110
ARTS 1312 ART 111
ARTS 1316ART 114
<u>ARTS 1317</u> ART 115
ARTS 1370 ART 118
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ARTS 2311ART 227
ARTS 2312ART 229
ARTS 2312ART 229 ARTS 2313ART 223
ARTS 2312ART 229
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ACTT	1372 AC	
ACTT	1373 AC	
ACTT	1374AC	
ACTT	1375AC	
ACTT	1470 AC	T 118
ACTT	2170 AC	T 212
ACTT	2270 AC	T 216
ACTT	2370 AC	T 220
ACTT	2371AC	T 221
ACTT	2372AC	
ACTT	2373AC	
ACTT	2374AC	
ACTT	2375AC	
ACTT	7471AC	T 704
ACTT	7472AC	T 714
ACTT	8481AC	T 804
ACTT	8482AC	T 814
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AUTO	1371AT	119
AUTO	1470AT	119 110
AUTO AUTO	1470AT 1471AT	119 110 112
AUTO AUTO	1470AT 1471AT 1472AT	119 110 112 114
AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT	119 110 112 114 116
AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT	119 110 112 114 116 743
AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT	119 110 112 114 116 743 753
AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT	119 110 112 114 116 743 753 212
AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240
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AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT	119 110 112 114 116 743 753 212 240 241 242
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2244AT	119 110 112 114 116 743 753 212 240 241 242 244
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2244AT 2244AT	119 110 112 114 116 743 753 212 240 241 242 244 245
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2244AT 2244AT 2245AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 2212AT 2240AT 2241AT 2242AT 2244AT 2244AT 2245AT 2246AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1753AT 2212AT 2240AT 2241AT 2242AT 2244AT 2245AT 2246AT 2247AT 2370AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2244AT 2245AT 2246AT 2246AT 2247AT 2370AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2242AT 2245AT 2245AT 2246AT 2247AT 2370AT 2371AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2242AT 2245AT 2245AT 2246AT 2247AT 2370AT 2371AT 2379AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470AT 1471AT 1472AT 1473AT 1743AT 1753AT 2212AT 2240AT 2241AT 2242AT 2244AT 2245AT 2246AT 2246AT 2247AT 2370AT 2371AT 2379AT 2380AT	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223 225
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223 225 229
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223 225 229 231
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223 225 229 231 843
AUTO AUTO AUTO AUTO AUTO AUTO AUTO AUTO	1470	119 110 112 114 116 743 753 212 240 241 242 244 245 246 247 222 228 248 249 223 225 229 231

/IAT	10N TECHNOL	OGV
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/IA	1171AV	
/IA	1370AV	
/IA	1371AV	T 121
/IA	1372AV	T 122
/IA	1373AV	T 210
/IA	1374AV	
/IA	2170AV	
/IA	2171AV	
/IA	2172AV	
/IA	2271AV	
ΛA	2272AV	
/iA	2273AV	T 266
/IA	2274AV	T 267
/IA	2275 AV	
/IA	2370 AV	
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/IA	2372AV	
/IA	2373 AV	
/IA	2374 AV	
/IA	2375AV	T 224
/IA	2376 AV	
/IA	2377AV	
/IA		
	2378AV	
/IA	2379AV	T 250
/IA	2380AV	
/IA	2381AV	T 261
/IA	2382 AV	T 262
/IA	2383AV	
/IA	2384AV	
/IA	2385AV	
		232
/1 A	7474 414	
/IA	7471AV	T 704
/IA	7472AV	T 704 T 714
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/IA /IA /ION /ET /ET /ET	7472AV 8481AV IICS ELECTRO 1370AV 1470AV	T 704 T 714 T 804 NICS 129 132 235
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/IA /IA /ION /ET /ET /ET	7472AV 8481AV IICS ELECTRO 1370AV 1470AV 1471AV	T 704 T 714 T 804 NICS 129 132 235
/IA /IA /ION /ET /ET /ET OLO OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV GY 1406BIC 1407BIC 1409BIC 1410BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 110 0 120
/IA /ION /ET /ET /ET OLO OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV GY 1406BIC 1407BIC 1409BIC 1411BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 110 0 120
/IA /IA /ION /ET /ET /ET OLO OL OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV 1471BIC 1409BIC 1411BIC 1470BIC 1470BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121
/IA /IA /ION /ET /ET /ET OLO OL OL OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV GY 1406BIC 1409BIC 1411BIC 1411BIC 1470BIC 1471BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123
/IA /IA /ION /ET /ET OLO OL OL OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV GY 1406BIC 1409BIC 1411BIC 1411BIC 1470BIC 1471BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 223
/IA /ION /ET /ET OLO OL OL OL OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV  GY 1406BIC 1407BIC 1409BIC 1411BIC 1470BIC 1471BIC 1472BIC 1473BIC 2370BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 223 0 218
/IA /ION /ET /ET OLO OL OL OL OL OL OL	7472AV 8481AV 8481AV 1370AV 1470AV 1471AV 6GY 1406BIC 1407BIC 1409BIC 1411BIC 1470BIC 1472BIC 1473BIC 2306BIC 2306BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 223 0 218
/IA //IA //IA //ION //ET //ET OLO OL OL OL OL OL OL OL OL	7472AV 8481AV 8481AV 1470AV 1471AV 1471AV 1471BIC 1409BIC 1411BIC 1472BIC 1472BIC 1473BIC 2306BIC 2306BIC 2401BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 218 0 221 0 222
/IA //IA //ION //ET //ET OLO OL	7472AV 8481AV 8481AV 1470AV 1470AV 1471AV  GGY 1406BIC 1409BIC 1411BIC 1472BIC 1472BIC 1473BIC 2306BIC 2306BIC 2401BIC 2402BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 218 0 218 0 221 0 222 0 226
/IA //IA //ION //ET //ET OLO OL	7472AV 8481AV 8481AV 1470AV 1470AV 1471AV  GGY 1406BIC 1409BIC 1411BIC 1472BIC 1473BIC 2306BIC 2306BIC 2401BIC 2402BIC 2416BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 218 0 218 0 221 0 222 0 226
//IA //IA //ION //ET //ET OLO OL	7472AV 8481AV 8481AV 8481AV 1370AV 1470AV 1471AV 6GY 1406BIC 1409BIC 1411BIC 1472BIC 1473BIC 2376BIC 2376BIC 23401BIC 2416BIC 2416BIC 2418BIC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 223 0 223 0 221 0 222 0 225
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//A //IA //ION //ET //ET //ET OLO OL	7472AV 8481AV 8481AV 8481AV 1370AV 1470AV 1471AV 6GY 1406Bic 1409Bic 1470Bic 1472Bic 1473Bic 2370Bic 2401Bic 2416Bic 2418Bic 2420Bic 2420Bic 2420Bic 2428Bic	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 223 0 218 0 221 0 226 0 211 0 235
//A //IA //ION //ET //ET //ET OLO OL	7472AV 8481AV 8481AV 8481AV 1370AV 1470AV 1471AV 6GY 1406BiC 1409BiC 1470BiC 1472BiC 1473BiC 2370BiC 2401BiC 2416BiC 2418BiC 2420BiC 2420BiC 2420BiC 2420BiC 2420BiC	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 218 0 218 0 221 0 226 0 211 0 216 0 235 0 203
//A //IA //ION //ET //ET //ET OLO OL	7472AV 8481AV 8481AV 8481AV 1370AV 1470AV 1471AV 6GY 1406Bic 1409Bic 1470Bic 1472Bic 1473Bic 2370Bic 2401Bic 2416Bic 2418Bic 2420Bic 2420Bic 2420Bic 2428Bic	T 704 T 714 T 804 NICS 129 132 235 0 101 0 102 0 115 0 116 0 120 0 121 0 123 0 218 0 218 0 221 0 226 0 211 0 216 0 235 0 203
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BPMT 2371BPM 261	COMPUTER INFORMATION	COMPUTER SCIENCE	CNST 2176CT 228
BPMT 2372BPM 262	SYSTEMS	COSC 1306CS 221	CNST 2177CT 231
BPMT 2373 BPM 263	CISC 1371CIS 111	COSC 1310CS 122	CNST 2178CT 232
BPMT 2374 BPM 264	CISC 1372 CIS 160	COSC 1315CS 113	CNST 2179 CT 233
	CISC 1373 CIS 172	COSC 1317CS 121	CNST 2180 CT 250
BUSINESS	CISC 1374 CIS 173	COSC 1333CS 123	CNST 2181CT 255
	CISC 1380CIS 112	COSC 2315CS 222	CNST 2270CT 251
BUSI 1301 BUS 105			CNST 2370CT 212
BUSI 1307 BUS 143	CISC 1470 CIS 101	COSC 2318CS 114	
BUSI 2301 BUS 234	CISC 1471CIS 106	COSC 2325CS 212	CNST 2371CT 213
	CISC 1472 CIS 109		CNST 2372 CT 215
CHEMISTRY	CISC 1473CIS 116	CONSTRUCTION	CNST 2373 CT 216
CHEM 1207 CHM 205	CISC 1474CIS 121	MANAGEMENT AND	CNST 2374CT 218
CHEM 1411CHM 101	CISC 1475CIS 126	TECHNOLOGY	CNST 2375 CT 220
CHEM 1412 CHM 102	CISC 1476	CMGT 1270 CMT 133	CNST 2376 CT 225
		CMGT 1370CMT 121	CNST 2377CT 230
CHEM 1470CHM 115			CNST 2378
CHEM 1471 CHM 116	CISC 1478CIS 171	CMGT 1371CMT 122	
CHEM 2401 CHM 203	CISC 1479 CIS 169	CMGT 1470CMT 123	CNST 2379CT 240
CHEM 2402 CHM 234	CISC 1480 CIS 192	CMGT 1471 CMT 124	CNST 2380CT 245
CHEM 2423 CHM 201	CISC 2170 CIS 260	CMGT 1472 CMT 136	CNST 2381CT 252
CHEM 2425 CHM 202	CISC 2370 CIS 200	CMGT 1473 CMT 138	CNST 2382CT 253
	CISC 2371CIS 213	CMGT 2370 CMT 231	CNST 2383 CT 256
CHILD DEVELOPMENT	CISC 2372CIS 262	CMGT 2371CMT 232	CNST 2470CT 217
		CMGT 2372 CMT 235	CNST 2471CT 254
(See Early Childhood/ Child			
Development)	CISC 2374 CIS 272	CMGT 2373CMT 239	CNST 7371CT 703
* .	CISC 2375 CIS 275	CMGT 2374 CMT 249	CNST 7372CT 713
CHINESE	CISC 2377 CIS 203	CMGT 2375CMT 279	CNST 7471CT 704
CHIN 1411CHI 101	CISC 2378CIS 208	CMGT 2470 CMT 220	CNST 7472CT 714
CHIN 1412 CHI 102	CISC 2379CIS 214	CMGT 2471 CMT 230	
CHIN 2311CHI 201	CISC 2380 CIS 216	CMGT 2472CMT 233	CRIMINAL JUSTICE
	CISC 2381	CMGT 2473 CMT 236	CRIJ 1301
CHIN 2312CHI 202			
	CISC 2382 CIS 219	CMGT 2475CMT 237	CRIJ 1306CJ 132
COLLEGE LEARNING	CISC 2470 CIS 205	CMGT 2476 CMT 238	CRIJ 1307CJ 139
SKILLS	CISC 2471 CIS 207	CMGT 7371 CMT 703	CRIJ 1310CJ 130
(See Developmental College	CISC 2472 CIS 209	CMGT 7471 CMT 704	CRIJ 1370CJ 143
Learning Skills)	CISC 2473 CIS 210	ENGR 2270EGR 290	CRIJ 1371CJ 144
zoug o.uo,	CISC 2474CIS 212		CRIJ 2301CJ 251
	0.00 2474		
COMMUNICATIONS	CISC 2475 CIS 215	CONSTRUCTION	CPH 2313 CT 250
COMMUNICATIONS	CISC 2475CIS 215	CONSTRUCTION	CRIJ 2313CJ 250
COMM 1336 RTV 210	CISC 2476 CIS 218	TECHNOLOGY	CRIJ 2314CJ 240
COMM 1336RTV 210 COMM 1337RTV 211	CISC 2476	TECHNOLOGY CNST 1170CT 117	CRIJ 2314CJ 240 CRIJ 2322CJ 242
COMM 1336 RTV 210	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225	TECHNOLOGY CNST 1170CT 117 CNST 1171CT 121	CRIJ 2314
COMM 1336RTV 210 COMM 1337RTV 211	CISC 2476	TECHNOLOGY CNST 1170CT 117	CRIJ 2314CJ 240 CRIJ 2322CJ 242
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226	TECHNOLOGY CNST 1170CT 117 CNST 1171CT 121 CNST 1172CT 122	CRIJ 2314CJ 240 CRIJ 2322CJ 242 CRIJ 2323CJ 247 CRIJ 2328CJ 248
COMM 1336	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226 CISC 2481CIS 228	TECHNOLOGY CNST 1170CT 117 CNST 1171CT 121 CNST 1172CT 122 CNST 1173CT 123	CRIJ 2314
COMM 1336	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226 CISC 2481CIS 228 CISC 2482CIS 254	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127	CRIJ 2314 CJ 240 CRIJ 2322 CJ 242 CRIJ 2323 CJ 247 CRIJ 2328 CJ 248 CRIJ 2331 CJ 244 CRIJ 2333 CJ 148
COMM 1336	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226 CISC 2481CIS 228 CISC 2482CIS 254 CISC 2483CIS 258	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127  CNST 1176CT 2 131	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
COMM 1336	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226 CISC 2481CIS 228 CISC 2482CIS 254 CISC 2483CIS 258 CISC 2484CIS 265	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127  CNST 1176CT 2131  CNST 1177CT 132	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
COMM 1336	CISC 2476CIS 218 CISC 2478CIS 221 CISC 2479CIS 225 CISC 2480CIS 226 CISC 2481CIS 228 CISC 2482CIS 254 CISC 2483CIS 258 CISC 2484CIS 265 CISC 2485CIS 287	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127  CNST 1176CT 211  CNST 1177CT 132  CNST 1178CT 133	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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127  CNST 1176CT 131  CNST 1177CT 132  CNST 1178CT 133  CNST 1179CT 136	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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170CT 117  CNST 1171CT 121  CNST 1172CT 122  CNST 1173CT 123  CNST 1175CT 127  CNST 1176CT 131  CNST 1177CT 132  CNST 1178CT 133  CNST 1179CT 136	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
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134	CISC 2476	TECHNOLOGY  CNST 1170	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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 230 CRIJ 7371 CJ 703 CRIJ 7372 CJ 713 CRIJ 7471 CJ 704 CRIJ 7472 CJ 714
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 DANCE DANC 1101 DAN 234
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1471CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 232 CRIJ 2335 CJ 232 CRIJ 7372 CJ 703 CRIJ 7471 CJ 704 CRIJ 7472 CJ 714  DANCE DANC 1101 DAN 234 DANC 1102 DAN 235
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1471CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 235	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 232 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
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1471CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 232 CRIJ 2335 CJ 232 CRIJ 7372 CJ 703 CRIJ 7471 CJ 704 CRIJ 7472 CJ 714  DANCE DANC 1101 DAN 234 DANC 1102 DAN 235
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 183 CADD 1470CAD 183 CADD 1470CAD 183 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 231 CADD 2372CAD 232 CADD 2373CAD 235 CADD 2374CAD 236	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 232 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
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 232 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 11147 DAN 155
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 148 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 11147 DAN 155 DANC 1148 DAN 156
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1471CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 235 CADD 2374CAD 235 CADD 2375CAD 237 CADD 2376CAD 237 CADD 2376CAD 240 CADD 2378CAD 242	CISC 2476	TECHNOLOGY  CNST 1170	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 1112 DAN 253 DANC 11147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 148 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 252 DANC 1112 DAN 252 DANC 1112 DAN 253 DANC 11147 DAN 155 DANC 1147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 116 DANC 1152 DAN 200
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1470CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 235 CADD 2375CAD 235 CADD 2375CAD 236 CADD 2376CAD 237 CADD 2376CAD 237 CADD 2376CAD 240 CADD 2378CAD 242 CADD 2379CAD 243 CADD 2379CAD 243 CADD 2379CAD 243	CISC 2476	TECHNOLOGY  CNST 1170	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 250 CRIJ 2335 CJ 250 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 253 DANC 1113 DAN 253 DANC 11147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116 DANC 1152 DAN 200 DANC 1241 DAN 200 DANC 1241 DAN 161
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 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 1113 DAN 252 DANC 1113 DAN 253 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116 DANC 1241 DAN 161 DANC 1241 DAN 161
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1370CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1470CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 235 CADD 2375CAD 235 CADD 2375CAD 236 CADD 2376CAD 237 CADD 2376CAD 237 CADD 2376CAD 240 CADD 2378CAD 242 CADD 2379CAD 243 CADD 2379CAD 243 CADD 2379CAD 243	CISC 2476	TECHNOLOGY  CNST 1170	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 250 CRIJ 2335 CJ 250 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 253 DANC 1113 DAN 253 DANC 11147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116 DANC 1152 DAN 200 DANC 1241 DAN 200 DANC 1241 DAN 161
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 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 1113 DAN 252 DANC 1113 DAN 253 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116 DANC 1241 DAN 161 DANC 1241 DAN 161
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1371CAD 136 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1470CAD 183 CADD 1470CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 232 CADD 2374CAD 235 CADD 2374CAD 236 CADD 2375CAD 237 CADD 2376CAD 237 CADD 2376CAD 240 CADD 2378CAD 240 CADD 2379CAD 240 CADD 2379CAD 242 CADD 2379CAD 243 CADD 2380CAD 245 CADD 2381CAD 246 CADD 2382CAD 247 CADD 2382CAD 247 CADD 2383CAD 248	CISC 2476	TECHNOLOGY  CNST 1170	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 235 CRIJ 7371 CJ 703 CRIJ 7372 CJ 713 CRIJ 7471 CJ 704 CRIJ 7472 CJ 714  DANCE  DANC 1101 DAN 234 DANC 1102 DAN 252 DANC 1113 DAN 252 DANC 1114 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1151 DAN 155 DANC 1151 DAN 156 DANC 1151 DAN 156 DANC 1151 DAN 116 DANC 1241 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 165
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 252 DANC 1112 DAN 252 DANC 1113 DAN 253 DANC 1114 DAN 155 DANC 1148 DAN 156 DANC 1152 DAN 166 DANC 1245 DAN 161 DANC 1245 DAN 163 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1246 DAN 166
COMM 1336RTV 210 COMM 1337RTV 211 COMM 1370COM 131  COMPUTER AIDED DESIGN AND DRAFTING CADD 1270CAD 101 CADD 1272CAD 182 CADD 1371CAD 161 CADD 1372CAD 134 CADD 1372CAD 183 CADD 1470CAD 185 CADD 1470CAD 185 CADD 2370CAD 230 CADD 2371CAD 231 CADD 2371CAD 231 CADD 2372CAD 232 CADD 2373CAD 235 CADD 2374CAD 236 CADD 2375CAD 237 CADD 2376CAD 237 CADD 2376CAD 240 CADD 2378CAD 240 CADD 2379CAD 242 CADD 2381CAD 245 CADD 2381CAD 246 CADD 2382CAD 247 CADD 2383CAD 248 CADD 2384CAD 248 CADD 2384CAD 248 CADD 2384CAD 249 CADD 2385CAD 249 CADD 2385CAD 249 CADD 2385CAD 249	CISC 2476	TECHNOLOGY  CNST 1170	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 252 DANC 1112 DAN 252 DANC 1113 DAN 253 DANC 1148 DAN 155 DANC 1151 DAN 116 DANC 1152 DAN 200 DANC 1245 DAN 161 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1245 DAN 166 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1346 THE 113
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 158 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 255 DANC 1112 DAN 255 DANC 11147 DAN 155 DANC 11147 DAN 155 DANC 1152 DAN 156 DANC 1152 DAN 161 DANC 1241 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1346 THE 113 DANC 1346 THE 113 DANC 2147 DAN 255
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2333 CJ 148 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 255 DANC 1112 DAN 252 DANC 1113 DAN 253 DANC 1114 DAN 155 DANC 1147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 165 DANC 1246 DAN 165 DANC 1345 THE 112 DANC 1346 THE 113 DANC 2147 DAN 255 DANC 2148 DAN 256
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 148 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 255 DANC 1112 DAN 253 DANC 1112 DAN 155 DANC 1147 DAN 155 DANC 1147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1346 THE 113 DANC 1346 THE 113 DANC 2147 DAN 255 DANC 1346 THE 113 DANC 2147 DAN 255 DANC 1346 THE 113 DANC 2147 DAN 256 DANC 2148 DAN 256 DANC 2148 DAN 256 DANC 2241 DAN 256
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 148 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 255 DANC 1113 DAN 253 DANC 11147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1152 DAN 156 DANC 1152 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1345 THE 113 DANC 2147 DAN 255 DANC 1346 THE 113 DANC 2147 DAN 255 DANC 2148 DAN 256 DANC 2241 DAN 258 DANC 2242 DAN 260
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 150 CRIJ 2335 CJ 250 CRIJ 7371 CJ 703 CRIJ 7371 CJ 703 CRIJ 7372 CJ 713 CRIJ 7472 CJ 714  DANCE  DANC 1101 DAN 234 DANC 1102 DAN 255 DANC 1113 DAN 255 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 161 DANC 1152 DAN 163 DANC 1242 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1345 THE 112 DANC 1345 THE 112 DANC 2147 DAN 258 DANC 2148 DAN 256 DANC 2241 DAN 258 DANC 2242 DAN 260 DANC 2241 DAN 258 DANC 2242 DAN 260 DANC 2245 DAN 266
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 148 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 255 DANC 1113 DAN 253 DANC 11147 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 156 DANC 1152 DAN 156 DANC 1152 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1246 DAN 166 DANC 1345 THE 113 DANC 2147 DAN 255 DANC 1346 THE 113 DANC 2147 DAN 255 DANC 2148 DAN 256 DANC 2241 DAN 258 DANC 2242 DAN 260
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 150 CRIJ 2335 CJ 250 CRIJ 7371 CJ 703 CRIJ 7371 CJ 703 CRIJ 7372 CJ 713 CRIJ 7472 CJ 714  DANCE  DANC 1101 DAN 234 DANC 1102 DAN 255 DANC 1113 DAN 255 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 161 DANC 1152 DAN 163 DANC 1242 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1345 THE 112 DANC 1345 THE 112 DANC 2147 DAN 258 DANC 2148 DAN 256 DANC 2241 DAN 258 DANC 2242 DAN 260 DANC 2241 DAN 258 DANC 2242 DAN 260 DANC 2245 DAN 266
COMM 1336	CISC 2476	TECHNOLOGY  CNST 1170	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 2335 CJ 150 CRIJ 2335 CJ 250 CRIJ 7371 CJ 703 CRIJ 7371 CJ 703 CRIJ 7372 CJ 713 CRIJ 7472 CJ 714  DANCE  DANC 1101 DAN 234 DANC 1102 DAN 235 DANC 1112 DAN 252 DANC 1113 DAN 252 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 155 DANC 1148 DAN 156 DANC 1151 DAN 116 DANC 1151 DAN 161 DANC 1242 DAN 163 DANC 1245 DAN 163 DANC 1245 DAN 165 DANC 1246 DAN 166 DANC 1345 THE 112 DANC 2147 DAN 256 DANC 2148 DAN 256 DANC 2148 DAN 256 DANC 2241 DAN 260 DANC 2241 DAN 260 DANC 2242 DAN 260 DANC 2245 DAN 266

DESIGN	SONO 2372DMS 217	EASTFIELD INTERPRETER	ELEC 2370 ELE 205
DESI 1170 DES 129	SONO 2373 DMS 222	TRAINING PROGRAM	ELEC 2371ELE 214
DESI 1171DES 129	SONO 2374 DMS 206	(Interpreter Training Program)	ELEC 2374ELE 216
DESI 1172 DES 141	SONO 2470 DMS 218	These courses carry a DCCCD	ELEC 2375 ELE 218
DESI 1172 DES 141	SONO 2470 DMS 216	•	ELEC 2376ELE 216
		prefix. The Texas Common	
DESI 1270 DES 134	SONO 2472DMS 229	Course Number is listed in	ELEC 2470ELE 206
DESI 1370 DES 110	SONO 2473 DMS 207	parentheses.	ELEC 7371ELE 703
DESI 1371 DES 135	SONO 2474 DMS 209	EITP 1170ITP 148	ELEC 7372ELE 713
DESI 1372 DES 136	DIAMES 111.001.0	EITP 1370ITP 140	ELEC 7471ELE 704
DESI 2370 DES 229	DIGITAL IMAGING	EITP 1371ITP 144	ELEC 7472 ELE 714
DESI 2371 DES 234	TECHNOLOGY	EITP 1372ITP 151	
DESI 2372 DES 235	(See Graphic Communications)	EITP 1373ITP 152	ELECTRONIC
		EITP 1470ITP 141	TECHNOLOGY
DEVELOPMENTAL	DRAMA	(CCN# <u>SGNL 1401</u> )	ELET 1170ET 170
COLLEGE LEARNING	(Formerly Theatre)	EITP 1471ITP 143	ELET 1171 ET 172
SKILLS	DRAM 1120 THE 114	(CCN# <u>SGNL 1402</u> )	ELET 1172ET 174
DCLS 0100CLS 100	DRAM 1170 THE 199	EITP 2373ITP 250	ELET 1370 ET 194
	DRAM 1221THE 210	EITP 1 2374 ITP 253	ELET 1470ET 190
DEVELOPMENTAL	DRAM 1310 THE 101	EITP 2375 ITP 260	ELET 1471ET 191
COMMUNICATIONS	DRAM 1323 THE 236	EITP 2376ITP 254	ELET 1472ET 193
DCOM 0095 DC 095	DRAM 1330 THE 103	EITP 2377ITP 255	ELET 1473 ET 197
DCOM 0120 DC 120	DRAM 1341 THE 105	EITP 2470ITP 240	ELET 1670ET 135
	DRAM 1351THE 106		ELET 2170 ET 205
DEVELOPMENTAL	DRAM 1352 THE 107	ECOLOGY	ELET 2270 ET 206
LEARNING	DRAM 1370THE 102	This course carries a DCCCD	ELET 2370 ET 234
DLEA 0094 DL 094	DRAM 2331 THE 104	prefix. The Texas Common	ELET 2371ET 239
	DRAM 2336 THE 109	Course Number is listed in	ELET 2372ET 207
DEVELOPMENTAL	DRAM 2351 THE 205	parentheses.	ELET 2373ET 265
MATHEMATICS	DRAM 2352 THE 207	ECOL 1305 ECY 291	ELET 2470 ET 200
DMAT 0060 DM 060	DRAM 2361THE 110	(CCN# GEOL 1305)	ELET 2471ET 201
DMAT 0061DM 061	DRAM 2362THE 111	(	ELET 2472 ET 202
DMAT 0062DM 062	DRAM 2370THE 201	ECONOMICS	ELET 2473 ET 203
DMAT 0063 DM 063	DRAM 2371THE 202	ECON 1303 ECO 105	ELET 2475 ET 210
DMAT 0064 DM 064	DRAM 2373THE 208	ECON 2301 ECO 201	ELET 2476 ET 231
DMAT 0065 DM 065	DRAM 2374THE 209	ECON 2302 ECO 202	ELET 2477 ET 232
DMAT 0070DM 070	DRAM 2375THE 211	ECON 2311 ECO 203	ELET 2478 ET 235
DMAT 0071DM 071	DRAM 2376THE 212	<u> </u>	ELET 2479 ET 237
DMAT 0072 DM 072	DIVINI 2010 TIL 212	EDUCATIONAL PERSONNEL	ELET 2480 ET 238
DMAT 0073 DM 073	EARLY CHILDHOOD/CHILD	EDUC 1370EP 129	ELET 2481ET 240
DMAT 0080 DM 080	DEVELOPMENT	EDUC 1371EP 131	ELET 2482 ET 246
DMAT 0081DM 081	(Child Development)	EDUC 1372EP 133	ELET 2483 ET 247
DMAT 0082DM 082	ECCD 1170CD 100	EDUC 1373EP 134	ELET 2484ET 248
DMAT 0090 DM 090	ECCD 1370CD 127	EDUC 1374EP 135	ELET 2485ET 250
			ELET 2486ET 260
	ECCD 1372CD 140	EDUC 1376EP 140	
	ECCD 1373CD 141	EDUC 1377EP 143	
	ECCD 1374CD 150	EDUC 2170EP 245	
DMAT 0098 DM 098	ECCD 1470CD 125	EDUC 2270 EP 246	ELET 2491 ET 266
DMAT 0099 DM 099	ECCD 1471CD 135		ELET 0400 ET 007
		EDUC 2370EP 210	ELET 2492 ET 267
DEVEL OBJECT !	ECCD 1472CD 137	EDUC 2371 EP 241	ELET 2492ET 267 ELET 2493ET 268
DEVELOPMENTAL	ECCD 1472CD 137 ECCD 2170CD 200	EDUC 2371EP 241 EDUC 2372EP 247	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270
READING	ECCD 1472CD 137 ECCD 2170CD 200 ECCD 2370CD 203	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271
READING DREA 0090DR 090	ECCD 1472CD 137 ECCD 2170CD 200 ECCD 2370CD 203 ECCD 2371CD 209	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272
<b>READING</b> DREA 0090DR 090 DREA 0091DR 091	ECCD 1472CD 137 ECCD 2170CD 200 ECCD 2370CD 203 ECCD 2371CD 209 ECCD 2372CD 236	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273
READING DREA 0090DR 090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273 ELET 7471ET 704
READING DREA 0090DR 090 DREA 0091DR 091 DREA 0093DR 093	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273
READING DREA 0090DR 090 DREA 0091DR 091 DREA 0093DR 093  DEVELOPMENTAL WRITING	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273 ELET 7471ET 704 ELET 7472ET 714
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 249 EDUC 2373EP 702 EDUC 7271EP 702 EDUC 7371EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714	ELET 2492
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 249 EDUC 2373EP 702 EDUC 7271EP 702 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280 ETEL 2171ET 281
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280 ETEL 2171ET 281
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118 ELEC 1370ELE 115	ELET 2492
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1370ELE 115 ELEC 1371ELE 116	ELET 2492
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1470ELE 116	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280 ETEL 2171ET 281 ETEL 2172ET 282 ETEL 2270ET 283 ETEL 2271ET 284
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1371ELE 116 ELEC 1470ELE 106 ELEC 1471ELE 107 ELEC 1471ELE 107	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2496ET 271 ELET 2497ET 273 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 1370ET 102 ETEL 2170ET 280 ETEL 2171ET 281 ETEL 2172ET 281 ETEL 2172ET 282 ETEL 2270ET 283 ETEL 2271ET 284 ETEL 2470ET 284
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1370ELE 118 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1470ELE 106 ELEC 1471ELE 106	ELET 2492ET 267 ELET 2493ET 268 ELET 2494ET 270 ELET 2495ET 271 ELET 2496ET 272 ELET 2497ET 704 ELET 7471ET 704 ELET 7472ET 714  ELECTRONIC TELECOMMUNICATIONS ETEL 1170ET 103 ETEL 2170ET 280 ETEL 2171ET 280 ETEL 2171ET 281 ETEL 2172ET 282 ETEL 2172ET 283 ETEL 2271ET 284 ETEL 2470ET 290 ETEL 2471ET 291
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1470ELE 116 ELEC 1470ELE 106 ELEC 1471ELE 106 ELEC 1471ELE 107 ELEC 1472ELE 107 ELEC 2170ELE 220 ELEC 2172ELE 220	ELET 2492
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1470ELE 106 ELEC 1471ELE 106 ELEC 1471ELE 107 ELEC 1472ELE 107 ELEC 1472ELE 117 ELEC 2170ELE 220 ELEC 2270ELE 222	ELET 2492
READING           DREA 0090	ECCD 1472	EDUC 2371EP 241 EDUC 2372EP 247 EDUC 2373EP 249 EDUC 7271EP 702 EDUC 7272EP 712 EDUC 7371EP 703 EDUC 7372EP 713 EDUC 7471EP 704 EDUC 7472EP 714  ELECTRICAL TECHNOLOGY ELEC 1270ELE 105 ELEC 1271ELE 108 ELEC 1272ELE 118 ELEC 1370ELE 115 ELEC 1371ELE 116 ELEC 1470ELE 116 ELEC 1470ELE 106 ELEC 1471ELE 106 ELEC 1471ELE 107 ELEC 1472ELE 107 ELEC 2170ELE 220 ELEC 2172ELE 220	ELET 2492

ETEL 2477 ET 298	ENGT 2471 ECT 293	FIRE 2378FPT 245	GERMAN
ETEL 2478 ET 299	ENGT 2473 CIM 271	FIRE 2379 FPT 246	GERM 1411 GER 101
	ENGT 2475 ECT 294	FIRE 2380 FPT 247	GERM 1412 GER 102
ENGINE TECHNOLOGY -	ENGT 2476 ECT 296		GERM 2311GER 201
MOTORCYCLE MECHANICS	ENGT 7371ECT 713	FOOD AND HOSPITALITY	<u>GERM 2312</u> GER 202
(Formerly Motorcycle	ENGT 7471ECT 714	SERVICE	COVERNMENT
Mechanics)	ENGLIGH	FHSV 1370FHS 110	GOVERNMENT
ETMC 1462MM 153	ENGLISH	FHSV 1371FHS 111	GOVT 2301
ETMC 1470 MM 134	ENGL 1301 ENG 101	FHSV 1372FHS 112 FHSV 1373FHS 114	GOVT 2302GVT 202 GOVT 2371GVT 211
ETMC 1471MM 135	ENGL 1302 ENG 102	FHSV 1374FHS 114	GOV1 23/1GV1 211
ETMC 1472MM 136	ENGL 2307 ENG 209 ENGL 2311 ENG 210	FHSV 1375FHS 116	GRAPHIC
ETMC 1473 MM 137 ETMC 1474 MM 138	ENGL 2322ENG 201	FHSV 1376FHS 119	COMMUNICATIONS
ETMC 1474MM 139	ENGL 2323 ENG 202	FHSV 1377FHS 120	(Graphic Arts)
ETMC 7371MM 703	ENGL 2327 ENG 205	FHSV 1378FHS 122	GRAP 1270 GA 126
L100 7371	ENGL 2328 ENG 206	FHSV 1379FHS 124	GRAP 1271GA 127
ENGINE TECHNOLOGY -	ENGL 2332 ENG 203	FHSV 1380FHS 132	GRAP 1370 GA 120
OUTBOARD ENGINE	ENGL 2333 ENG 204	FHSV 1381FHS 135	GRAP 1371 GA 125
(Formerly Outboard Marine	ENGL 2370 ENG 215	FHSV 1382FHS 138	GRAP 1372 GA 134
Èngine Mechanics)	ENGL 2371 ENG 216	FHSV 1383FHS 140	GRAP 1373 GA 136
ETOB 1463OE 149	•*	FHSV 1384FHS 137	GRAP 1374 GA 140
ETOB 1480 OE 144	ENGLISH AS A SECOND	FHSV 1385FHS 145	GRAP 1375GA 142
ETOB 1481 OE 145	LANGUAGE	FHSV 1386FHS 139	GRAP 1376 GA 143
ETOB 1482 OE 146	ESOL 0031 ESL 031	FHSV 1387FHS 144	GRAP 1377GA 124
ETOB 1483 OE 147	ESOL 0032 ESL 032	FHSV 2170FHS 201	GRAP 2170 GA 210
ETOB 1484OE 148	ESOL 0033 ESL 033	FHSV 2270FHS 202	GRAP 2370GA 206
ETOB 7381OE 723	ESOL 0034 ESL 034	FHSV 2271FHS 260	GRAP 2371GA 225
ETOB 7481OE 724	ESOL 0041ESL 041	FHSV 2272FHS 261	GRAP 2372GA 234
	ESOL 0042ESL 042	FHSV 2370FHS 203	GRAP 2373GA 236
ENGINE TECHNOLOGY -	ESOL 0043ESL 043	FHSV 2371FHS 204	GRAP 2374GA 240
SMALL ENGINE	ESOL 0044 ESL 044	FHSV 2372FHS 210	GRAP 2375GA 241 GRAP 2376GA 242
(Formerly Small Engine	ESOL 0051ESL 051 ESOL 0052ESL 052	FHSV 2373FHS 214 FHSV 2374FHS 233	GRAP 2376GA 242 GRAP 2377GA 205
Mechanics) ETSE 1464SE 159	ESOL 0053ESL 053	FHSV 2375FHS 238	GRAP 2378GA 208
ETSE 1490 SE 154	ESOL 0054ESL 054	FHSV 2376FHS 239	GRAP 2379 GA 209
ETSE 1491 SE 155	ESOL 0061 ESL 061	FHSV 2377FHS 245	GRAP 2470 GA 204
ETSE 1492SE 156	ESOL 0062ESL 062	FHSV 2378FHS 247	GRAP 7471GA 704
ETSE 1493 SE 157	ESOL 0063 ESL 063	FHSV 2379 FHS 248	GRAP 7472GA 714
		FHSV 2380FHS 249	
ETSE 1494SE 158	ESOL 0064ESL 064		GREEK
ETSE 1494 SE 158 ETSE 7391 SE 733		FHSV 2380FHS 249	<b>GREEK</b> GREE 1311
ETSE 1494SE 158 ETSE 7391SE 733	ESOL 0064ESL 064	FHSV 2380FHS 249 FHSV 2381FHS 251	
ETSE 1494 SE 158 ETSE 7391 SE 733	ESOL 0064ESL 064  ENVIRONMENTAL	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253	GREE 1311
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222 FHSV 7471FHS 704	GREE 1311GRK 101 GREE 1312GRK 102
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1305EGR 106	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105	FHSV 2380FHS 249         FHSV 2381FHS 251         FHSV 2382FHS 253         FHSV 2470FHS 220         FHSV 2471FHS 704         FHSV 7472FHS 714	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202 HEALTH INFORMATION
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1305EGR 106 ENGR 1307EGR 205	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222 FHSV 7471FHS 704 FHSV 7472FHS 714  FRENCH	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202 HEALTH INFORMATION MANAGEMENT
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1305EGR 106 ENGR 1307EGR 205 ENGR 2105EGR 206	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222 FHSV 7471FHS 704 FHSV 7472FHS 714  FRENCH FREN 1310FR 208	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202  HEALTH INFORMATION MANAGEMENT HIMT 1270HIM 115
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1305EGR 106 ENGR 1307EGR 205 ENGR 2105EGR 206 ENGR 2270EGR 290	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1371ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222 FHSV 7471FHS 704 FHSV 7472FHS 714  FRENCH FREN 1310FR 208 FREN 1411FR 101	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202  HEALTH INFORMATION MANAGEMENT HIMT 1270HIM 115 HIMT 1370HIM 101
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1305EGR 106 ENGR 1307EGR 205 ENGR 2105EGR 206 ENGR 2270EGR 290 ENGR 2301EGR 107	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2373ENV 210	FHSV 2380FHS 249 FHSV 2381FHS 251 FHSV 2382FHS 253 FHSV 2470FHS 220 FHSV 2471FHS 222 FHSV 7471FHS 704 FHSV 7472FHS 714  FRENCH FREN 1310FR 208 FREN 1411FR 101 FREN 1412FR 102	GREE       1311
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1307EGR 205 ENGR 2105EGR 206 ENGR 2270EGR 290 ENGR 2301EGR 107 ENGR 2302EGR 201	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201	FHSV 2380	GREE 1311GRK 101 GREE 1312GRK 102 GREE 2311GRK 201 GREE 2312GRK 202  HEALTH INFORMATION MANAGEMENT HIMT 1270HIM 115 HIMT 1370HIM 101 HIMT 1371HIM 120 HIMT 1371HIM 120
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1307EGR 205 ENGR 2105EGR 206 ENGR 2270EGR 290 ENGR 2301EGR 107 ENGR 2302EGR 201 ENGR 2305EGR 204	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2470ENV 207	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208	FHSV 2380	GREE 1311
ETSE 1494SE 158 ETSE 7391SE 733 ETSE 7491SE 734  ENGINEERING ENGR 1201EGR 101 ENGR 1304EGR 105 ENGR 1307EGR 205 ENGR 2105EGR 206 ENGR 2270EGR 290 ENGR 2301EGR 107 ENGR 2302EGR 201 ENGR 2305EGR 204	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2470ENV 207	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2373ENV 209 ENVT 2373ENV 210 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 210 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2373ENV 209 ENVT 2373ENV 210 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 202 ENVT 2370ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 210 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2470ENV 201 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE PROTECTION FIRE 1370FPT 131	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 209 ENVT 2470ENV 201 ENVT 2470ENV 201 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE PROTECTION FIRE 1370FPT 131 FIRE 1371FPT 132	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 201 ENVT 2470ENV 201 ENVT 2470ENV 201 ENVT 2471ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE 1370FPT 131 FIRE 1371FPT 132 FIRE 1372FPT 137 FIRE 1373FPT 140 FIRE 1374FPT 141 FIRE 1375FPT 146 FIRE 2370FPT 146	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270	FHSV 2380	GREE 1311
ETSE 1494	ENVIRONMENTAL TECHNOLOGY ENVT 1270	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 105 ENVT 2370ENV 202 ENVT 2370ENV 206 ENVT 2371ENV 206 ENVT 2373ENV 209 ENVT 2373ENV 201 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE PROTECTION FIRE 1370FPT 131 FIRE 1371FPT 132 FIRE 1373FPT 140 FIRE 1374FPT 141 FIRE 1375FPT 146 FIRE 2370FPT 229 FIRE 2370FPT 233 FIRE 2371FPT 235 FIRE 2372FPT 235 FIRE 2373FPT 236	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 201 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE 1370FPT 131 FIRE 1371FPT 132 FIRE 1373FPT 140 FIRE 1374FPT 141 FIRE 1375FPT 146 FIRE 2370FPT 233 FIRE 2371FPT 235 FIRE 2371FPT 235 FIRE 2373FPT 236 FIRE 2373FPT 236 FIRE 2374FPT 237	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 105 ENVT 2370ENV 202 ENVT 2370ENV 206 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 210 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE 1370FPT 131 FIRE 1371FPT 132 FIRE 1373FPT 140 FIRE 1374FPT 141 FIRE 1375FPT 141 FIRE 2370FPT 229 FIRE 2371FPT 235 FIRE 2372FPT 235 FIRE 2372FPT 236 FIRE 2373FPT 236 FIRE 2374FPT 237 FIRE 2375FPT 237 FIRE 2375FPT 238	FHSV 2380	GREE 1311
ETSE 1494	ESOL 0064ESL 064  ENVIRONMENTAL TECHNOLOGY ENVT 1270ENV 106 ENVT 1370ENV 101 ENVT 1371ENV 102 ENVT 1470ENV 105 ENVT 2370ENV 202 ENVT 2371ENV 206 ENVT 2372ENV 209 ENVT 2373ENV 201 ENVT 2470ENV 201 ENVT 2470ENV 207 ENVT 2471ENV 207 ENVT 2472ENV 208 ENVT 7371ENV 703  FASHION MARKETING (See Marketing Careers)  FIRE 1370FPT 131 FIRE 1371FPT 132 FIRE 1373FPT 140 FIRE 1374FPT 141 FIRE 1375FPT 146 FIRE 2370FPT 233 FIRE 2371FPT 235 FIRE 2371FPT 235 FIRE 2373FPT 236 FIRE 2373FPT 236 FIRE 2374FPT 237	FHSV 2380	GREE 1311

HVAC 1377ACR 139	HUMANITIES	JAPANESE	MGMT 7371MGT 703
HVAC 1378ACR 141	<u>HUMA 1301</u> HUM 101	<u>JAPN 1411</u> JPN 101	MGMT 7372 MGT 713
HVAC 1379ACR 142	HUMA 1302HUM 102	JAPN 1412JPN 102	MGMT 8381MGT 803
HVAC 1670ACR 120		JAPN 2311JPN 201	MGMT 8382 MGT 813
HVAC 1671ACT 125	INTERIOR DESIGN	JAPN 2312 JPN 202	
		<u> </u>	MADVETING CAREERS
HVAC 1672ACR 130	INTD 1370INT 164		MARKETING CAREERS
HVAC 1673ACR 140	INTD 1371INT 171	JOURNALISM	MRKT 1370MKT 137
HVAC 2370ACR 209	INTD 1372INT 173	These courses carry a DCCCD	MRKT 2170MKT 211
HVAC 2371ACR 210	INTD 1373INT 191	prefix. The Texas Common	MRKT 2270MKT 212
	INTD 1374INT 168	Course Number is listed in	MRKT 2370MKT 206
HVAC 2372ACR 213			
HVAC 2373ACR 214	INTD 1375INT 167	parentheses.	MRKT 2371MKT 223
HVAC 2374 ACR 221	INTD 1376INT 177	JOUR 1307JN 101	MRKT 2372MKT 224
HVAC 2375ACR 222	INTD 2371INT 261	(CCN# <u>COMM 1307</u> )	MRKT 2373MKT 230
HVAC 2376ACR 223	INTD 2372INT 262	JOUR 1335JN 203	MRKT 2374MKT 233
			MRKT 2375 MKT 239
HVAC 2377ACR 224	INTD 2373INT 277	CCN# <u>COMM 1335</u> )	
HVAC 2378ACR 227	INTD 2374INT 281	JOUR 1370JN 106	MRKT 2376 MKT 251
HVAC 2379 ACR 228	INTD 2375INT 283	(No CCN#)	MRKT 2377MKT 290
HVAC 2380ACR 229	INTD 2376INT 284	JOUR 2131JN 104	MRKT 2380MKT 231
HVAC 2381ACR 230	INTD 2377INT 293	(CCN# COMM 2131)	MRKT 2381MKT 235
			MRKT 2382MKT 237
HVAC 2670ACR 200	INTD 2378INT 294		
HVAC 2671ACR 212	INTD 3370INT 363	(CCN# <u>COMM 2132</u> )	MRKT 7371MKT 703
HVAC 7371ACR 703	INTD 3372INT 385	JOUR 2311JN 102	MRKT 7372 MKT 713
HVAC 7372ACR 713	INTD 3373INT 395	(CCN# <u>COMM 2311</u> )	
HVAC 7471ACR 704	INTD 3374INT 367	JOUR 2315JN 103	MATHEMATICS
		(CCN# COMM 2315)	MATH 1314 MTH 101
HVAC 7472ACR 714	INTD 3375INT 368		· · · · · · · · · · · · · · · · · · ·
	INTD 3470INT 365	JOUR, 2327JN 202	MATH 1316MTH 102
HISTORY	INTD 7271INT 702	(CCN# <u>COMM 2327</u> )	MATH 1324MTH 111
HIST 1301 HST 101	INTD 7371INT 703	JOUR 2370JN 204	MATH 1325MTH 112
HIST 1302 HST 102		(No CCN#)	MATH 1332MTH 115
	INTERNATIONAL BUCINESS	(140 COIM)	MATH 1333MTH 116
HIST 2311HST 105	INTERNATIONAL BUSINESS		
HIST 2312 HST 106	AND TRADE	LATIN	MATH 1335MTH 117
HIST 2321 HST 103	IBTR 2370 IBT 275	<u>LATI 1411</u> LAT 101	MATH 1342MTH 202
HIST 2322 HST 104	IBTR 2371IBT 276	LATI 1412LAT 102	MATH 1348MTH 121
HIST 2370 HST 112	IBTR 2372IBT 270	LATI 2311LAT 201	MATH 1371MTH 130
			MATH 1372MTH 136
HIST 2372HST 205		<u>LATI 2312</u> LAT 202	
<u>HIST 2380</u> HST 110	IBTR 2374IBT 272		MATH 1373MTH 139
HIST 2381 HST 120	IBTR 2375IBT 273	LEGAL ASSISTANT	MATH 1374MTH 195
***************************************	IBTR 2377IBT 277	LEGL 1370LA 131	MATH 1375MTH 196
HORTICULTURE	IBTR 2378IBT 278	LEGL 1371LA 133	MATH 1470MTH 103
TECHNOLOGY	IBTR 2379IBT 279	LEGL 1372LA 134	MATH 2305MTH 215
HORT 1270HLN 132	IBTR 2380IBT 280	LEGL 1373LA 135	MATH 2315MTH 226
HORT 1271HLN 133	IBTR 2381IBT 281	LEGL 1374LA 138	MATH 2318MTH 221
HORT 1272HLN 134	IBTR 7471IBT 704	LEGL 2371LA 225	MATH 2320MTH 230
HORT 1370HLN 140		LEGL 2372LA 227	MATH 2370MTH 297
	NITEDDDETED TO ANIMO		MATH 2412MTH 109
HORT 1371HLN 145	INTERPRETER TRAINING		
HORT 1372HLN 146	PROGRAM	LEGL 2375LA 232	MATH 2414MTH 225
HORT 1373HLN 147	(See Eastfield Interpreter	LEGL 2376LA 234	MATH 2513MTH 124
HORT 1470HLN 131	Training Program)	LEGL 2377LA 238	
HORT 1471HLN 141		LEGL 2378LA 240	MEDICAL ASSISTING
	IAR/ACR/E		
HORT 2270HLN 235	INVASIVE	LEGL 2379LA 248	MEDA 1170MA 100
HORT 2370HLN 233	CARDIOVASCULAR	LEGL 2380LA 251	MEDA 1171MA 101
HORT 2371HLN 238	TECHNOLOGY	LEGL 2381LA 253	MEDA 1172 MA 102
HORT 2372HLN 246	ICVT 1170ICV 130	LEGL 7371LA 703	MEDA 1270 MA 103
HORT 2373 HLN 248	ICVT 1171ICV 132	LEGL 7372LA 713	MEDA 1271 MA 104
HORT 2374HLN 249	ICVT 1172ICV 134	LEGL 7471LA 704	MEDA 1272MA 105
HORT 2375HLN 250	ICVT 1270ICV 101	LEGL 7472LA 714	MEDA 1273 MA 106
HORT 2376HLN 252	ICVT 1271ICV 136		MEDA 1274 MA 107
HORT 2470HLN 227	ICVT 1370ICV 110	LIBRARY SKILLS	MEDA 1275 MA 108
HORT 2471HLN 231	ICVT 1371ICV 112	LIBR 1370LS 102	MEDA 1276 MA 109
		LIDIT 1070	
HORT 7371HLN 703	ICVT 1372ICV 120	MANAOPMENT	
HORT 7372HLN 713	ICVT 1373ICV 122	MANAGEMENT	MEDA 1278MA 111
	ICVT 1374ICV 124	MGMT 1370 MGT 136	MEDA 1279 MA 112
HUMAN DEVELOPMENT	ICVT 1375ICV 137	MGMT 1371MGT 140	MEDA 1280 MA 113
HDEV 0092HD 092	ICVT 1570,ICV 138	MGMT 1372MGT 153	MEDA 1370 MA 114
		MGMT 1373MGT 160	
HDEV 0100 HD 100	ICVT 2370ICV 210		MEDICAL LABORATORY
HDEV 0110HD 110	ICVT 2371ICV 220	MGMT 1374 MGT 171	MEDICAL LABORATORY
HDEV 1370 HD 104	ICVT 2470ICV 223	MGMT 2170 MGT 212	TECHNOLOGY
HDEV 1371HD 112	ICVT 2471ICV 224	MGMT 2370 MGT 210	MDLT 1370MLT 136
HDEV 1372HD 108	ICVT 2570ICV 212	MGMT 2371MGT 211	MDLT 1371MLT 137
1012	ICVT 2571ICV 222	MGMT 2372MGT 232	MDLT 1372MLT 142
	ICVT 2670ICV 225	MGMT 2373 MGT 237	MDLT 1470MLT 133
	ICVT 2671ICV 226	MGMT 2374 MGT 242	MDLT 1471MLT 141
		MGMT 2375 MGT 244	MDLT 2271MLT 237

MINIT 2270 MIT 225	MUSI 1263 MUS 115	MUAP 2241 MUS 234	OFCT 1379 OFC 105
MDLT 2370MLT 225			
MDLT 2470 MLT 229	MUSI 1270 MUS 180	MUAP 2245 MUS 235	OFCT 1380 OFC 112
MDLT 2471 MLT 231	MUSI 1271 MUS 189	MUAP 2249 MUS 236	OFCT 2170 OFC 282
MDLT 2472MLT 241	MUSI 1272 MUS 190	MUAP 2253 MUS 237	OFCT 2171OFC 283
	MUSI 1273 MUS 197	MUAP 2257 MUS 238	OFCT 2172 OFC 284
MEDICAL TRANSCRIPTION	MUSI 1300 MUS 113	MUAP 2258 MUS 243	OFCT 2270 OFC 273
MEDT 1270 MTR 135	MUSI 1306 MUS 104	MUAP 2261MUS 240	OFCT 2370 OFC 231
		MUAP 2265 MUS 222	OFCT 2371 OFC 274
MEDT 1271MTR 137	MUSI 1308 MUS 110		
MEDT 1370 MTR 133	MUSI 1309 MUS 111	MUAP 2269 MUS 221	OFCT 2372OFC 205
MEDT 1470MTR 131	MUSI 1310 MUS 166	MUAP 2277 MUS 239	OFCT 2373 OFC 212
MEDT 1471MTR 141	MUSI 1311 MUS 145	MUAP 2281MUS 223	OFCT 2374 OFC 222
MEDT 1472 MTR 145	MUSI 1312 MUS 146	MUAP 2301 MUS 254	OFCT 7371 OFC 703
MEDT 7472MTR 714	MUSI 1370MUS 112	MUAP 2305MUS 255	OFCT 7372 OFC 713
WED1 1412	MUSI 1371MUS 114	MUAP 2309MUS 256	OFCT 7471OFC 704
HORTOLOF DANKING		MUAP 2313MUS 257	OFCT 7472OFC 714
MORTGAGE BANKING	MUSI 1372MUS 153		
MOBA 1170 MB 104	MUSI 1373 MUS 154	MUAP 2317MUS 258	OFCT 8381OFC 803
MOBA 1370 MB 101	MUSI 1374 MUS 192	MUAP 2321MUS 259	OFCT 8481OFC 804
MOBA 1372 MB 102	MUSI 1375 MUS 193	MUAP 2325 MUS 261	
MOBA 1373 MB 103	MUSI 1376 MUS 194	MUAP 2329 MUS 260	OUTBOARD MARINE
MOBA 2370 MB 205	MUSI 1377 MUS 196	MUAP 2333 MUS 262	ENGINE MECHANICS
MOBA 2372 MB 206	MUSI 1386 MUS 203	MUAP 2337 MUS 263	(See Engine Technology-
MOBA 2373 MB 207	MUSI 2116 MUS 271	MUAP 2341 MUS 264	Outboard Engine)
MOBA 7471MB 704	MUSI 2118 MUS 272	MUAP 2345MUS 265	
		MUAP 2349MUS 266	PATTERN DESIGN
MOBA 7472MB 714	MUSI 2143 MUS 150		
<u> </u>	MUSI 2160 MUS 107	MUAP 2353 MUS 267	PDDD 1370PDD 151
MOTORCYCLE MECHANICS	MUSI 2161 MUS 106	MUAP 2357 MUS 268	PDDD 1371PDD 152
(See Engine Technology-	MUSI 2181 MUS 217	MUAP 2361 MUS 270	PDDD 1372PDD 153
Motorcycle Mechanics)	MUSI 2182 MUS 218	MUAP 2365 MUS 252	PDDD 2370PDD 254
	MUSI 2192 MUS 205	MUAP 2369MUS 251	PDDD 2371PDD 255
<b>MULTIMEDIA TECHNOLOGY</b>	MUSI 2237 MUS 181	MUAP 2377 MUS 269	PDDD 2372PDD 256
MULT 1370 MUL 100	MUSI 2270 MUS 289	MUAP 2381MUS 253	PDDD 2374PDD 257
	MUSI 2311 MUS 245	MOAF 2001	PDDD 7371PDD 703
MULT 1371MUL 101		MIDONIO	
MULT 1372MUL 102	MUSI 2312 MUS 246	NURSING	PDDD 7471PDD 704
MULT 1373 MUL 103	MUSI 2370 MUS 292	NURS 1370 NUR 101	<b></b>
MULT 1374 MUL 104	MUSI 2371 MUS 293	NURS 1371NUR 102	PHILOSOPHY
MULT 1375 MUL 105	MUSI 2372 MUS 296	NURS 1570 NUR 147	PHIL 1310PHI 101
MULT 1376 MUL 106	MUSI 2373 MUS 297	NURS 1870NUR 144	PHIL 1370PHI 103
MULT 1377 MUL 107	MUSI 7371 MUS 703	NURS 1970 NUR 146	PHIL _2303PHI 105
MULT 1378MUL 108	MUSI 7372 MUS 713	NURS 1971 NUR 148	PHIL 2306PHI 203
MULT 1379MUL 109	MUSI 9175 MUS 199	NURS 2170 NUR 259	PHIL 2307 PHI 202
MULT 1380MUL 110	MUAP 1101MUS 124	NURS 2270NUR 262	PHIL 2316 PHI 207
	MUAP 1105MUS 125	NURS 2374NUR 245	PHIL 2317PHI 208
MULT 1381MUL 111			FRIL 2317FRI 200
MULT 7371MUL 703	MUAP 1109 MUS 126	NURS 2375NUR 260	
	MUAP 1113 MUS 127	NURS 2870 NUR 261	PHOTOGRAPHY
MUSIC	MUAP 1115 MUS 141	NURS 2970 NUR 250	These courses carry a DCCCD
(Music and Applied Music)	MUAP 1117 MUS 128	NURS 2971 NUR 258	prefix. The Texas Common
MUSI 1116MUS 161	MUAP 1121MUS 129	NURS 2972NUR 263	Course Number is listed in
MUSI 1117 MUS 162	MUAP 1125 MUS 131		parentheses.
MUSI 1123 MUS 170	MUAP 1129MUS 130	NUTRITION	PHOT 1316PHO 110
MUSI 1125MUS 184	MUAP 1133MUS 132	This course carries a DCCCD	(CCN# <u>COMM 1316</u> )
MUSI 1132MUS 174	MUAP 1137 MUS 133	prefix. The Texas Common	PHOT 1317PHO 111
MUSI 1133 MUS 171	MUAP 1141MUS 134	Course Number is listed in	(CCN# <u>COMM 1317</u> )
MUSI 1134 MUS 172	MUAP 1145MUS 135	parentheses.	PHOT 1370PHO 115
MUSI 1137 MUS 103	MUAP 1149 MUS 136	NUTR 1322NTR 101	(No CCN#)
<u>MUSI 1138</u> MUS 173	MUAP 1153 MUS 137	(CCN# <u>HECO 1322</u> )	PHOT 2324PHO 212
MUSI 1139 MUS 175	MUAP 1157 MUS 138		(CCN# <u>COMM 2324</u> )
MUSI 1140 MUS 176	MUAP 1158 MUS 143	OFFICE TECHNOLOGY	PHOT 2325PHO 124
MUSI 1143 MUS 155	MUAP 1161MUS 140	OFCT 1170 OFC 143	(CCN# COMM 2325)
MUSI 1151 MUS 177	MUAP 1165MUS 122	OFCT 1171 OFC 176	PHOT 2326 PHO 125
MUSI 1152 MUS 156	MUAP 1169MUS 121	OFCT 1172OFC 182	(CCN# COMM 2326)
MUSI 1160MUS 105	MUAP 1177 MUS 139	OFCT 1172OFC 182	PHOT 2356PHO 122
MUSI 1161MUS 108	MUAP 1181MUS 123	OFCT 1175OFC 192	(CCN# <u>ARTS 2356)</u>
MUSI 1170MUS 147	MUAP 2201 MUS 224	OFCT 1270 OFC 144	PHOT 2357 PHO 123
MUSI 1172 MUS 148	MUAP 2205 MUS 225	OFCT 1271 OFC 179	(CCN# <u>ARTS 2357</u> )
MUSI 1173 MUS 191	MUAP 2209 MUS 226	OFCT 1370 OFC 145	PHOT 2370PHO 207
MUSI 1174 MUS 198	MUAP 2213 MUS 227	OFCT 1371 OFC 150	(No CCN#)
MUSI 1181 MUS 117	MUAP 2215 MUS 241	OFCT 1372 OFC 160	PHOT 2371PHO 213
MUSI 1182 MUS 118	MUAP 2217 MUS 228	OFCT 1373 OFC 162	(No CCN#)
MUSI 1183 MUS 151	MUAP 2221MUS 229	OFCT 1374 OFC 167	PHOT 2375 PHO 215
MUSI 1184MUS 152	MUAP 2225MUS 231	OFCT 1375OFC 172	(No CCN#)
	MUAP 2229MUS 230	OFCT 1376 OFC 173	(10 00.111)
MUSI 1192MUS 119		OFCT 1376 OFC 173	
MUSI 1193 MUS 120			
	MUAP 2233MUS 232		
MUSI 1237 MUS 160	MUAP 2233MUS 232 MUAP 2237MUS 233	OFCT 1378OFC 102	

PHYSICAL EDUCATION	PHED 2155 PEH 226	RADIO, FILM AND	REAL 2373RE 237
All PHED courses carry Texas	PHED 2255PEH 234	TELEVISION	REAL 2374RE 241
Common Course Numbers;	PHED 2270PEH 225	(Formerly Video Technology)	REAL 7471RE 704
however, only those that are underlined exactly match Texas	PHED 2271PEH 228	RFTV 1370VFT 101 RFTV 1371VFT 103	REAL 7472RE 714
Common Course Numbers.	PHYSICAL FITNESS	RFTV 1371VFT 103	RELIGION
The other course numbers are	TECHNOLOGY	RFTV 1373VFT 105	These courses carry a DCCCD
assigned Texas Common	PFIT 1170PFT 102	RFTV 1470VFT 106	prefix. The Texas Common
Course Numbers within a	PFIT 1181PFT 181	RFTV 1471VFT 110	Course Number is listed in
general range of numbers	PFIT 1191PFT 191	RFTV 1472VFT 112	parentheses.
identified by the Texas	PFIT 1370PFT 101	RFTV 2370VFT 205	RELI 1304REL 201
Common Course Numbering	PFIT 1371PFT 130 PFIT 1470PFT 120	RFTV 2371VFT 214 RFTV 2372VFT 215	(CCN# PHIL 1304)
Consortium. PHED 1100PEH 100	PFIT 1470PFT 120 PFIT 1471PFT 140	RFTV 2372VFT 215 RFTV 2373VFT 218	RELI 1370REL 101 (No CCN#)
PHED 1101PEH 103	PFIT 2170 PFT 281	RFTV 2374VFT 220	RELI 1371REL 102
PHED 1102PEH 104	PFIT 2171PFT 290	RFTV 2375 VFT 226	(No CCN#)
PHED 1103PEH 105	PFIT 2172PFT 291	RFTV 2376VFT 232	RELI 1372REL 105
PHED 1104PEH 112	PFIT 2370PFT 200	RFTV   2377 VFT   201	(No CCN#)
PHED 1105PEH 113	PFIT 2371PFT 212	RFTV 2470VFT 203	7500174707V 0475
PHED 1106PEH 114 PHED 1107PEH 116	PFIT 2372PFT 230 PFIT 2373PFT 240	RFTV 2471VFT 210 RFTV 2472VFT 213	RESPIRATORY CARE RESP 1270RES 173
PHED 1108PEH 117	PFIT 2374 PFT 250	RFTV 7371VFT 703	RESP 1370RES 179
PHED 1109PEH 118	PFIT 2375 PFT 283	RFTV 7372VFT 713	RESP 1470 RES 155
PHED 1110PEH 119	PFIT 2470PFT 220	RFTV 7471VFT 704	RESP 1471RES 172
PHED 1111PEH 120	PFIT 7371PFT 703	RFTV 7472VFT 714	RESP 1670RES 171
PHED 1112PEH 121	PFIT 7372PFT 713		RESP 1671RES 176
PHED 1113PEH 122	PFIT 7471PFT 704	RADIO AND TELEVISION	RESP 2170RES 286
PHED 1114PEH 123	PFIT 7472PFT 714 PFIT 8381PFT 803	(See Communications)	RESP 2370RES 275
PHED 1115PEH 124 PHED 1116PEH 125	PFIT 8381PFT 803 PFIT 8481PFT 804	RADIOLOGIC SCIENCES	RESP 2371RES 285 RESP 2470RES 283
PHED 1117 PEH 127	1111 0401111 004	RADS 1170RAD 123	RESP 2670 RES 284
PHED 1118PEH 129	PHYSICAL SCIENCE	RADS 1273RAD- 110	
PHED 1119PEH 131	(See Physics)	RADS 1274RAD 124	SEMICONDUCTOR
PHED 1120PEH 132		RADS 1275RAD 125	MANUFACTURING
PHED 1121PEH 133	PHYSICS	RADS 1276RAD 126	SEMI 1370 SEM 100
PHED 1122PEH 134	PHYS 1111AST 103	RADS 1372RAD 127	SEMI 1470SEM 101
PHED 1123PEH 135 PHED 1124PEH 137	PHYS 1112AST 104 PHYS 1311AST 101	RADS 1374RAD 129 RADS 1375RAD 106	SEMI 1471SEM 102 SEMI 2370SEM 200
PHED 1125PEH 143	PHYS 1312AST 102	RADS 1376RAD 128	SEMI 2371SEM 201
PHED 1126PEH 145	PHYS 1401PHY 111	RADS 2170RAD 247	SEMI 2470SEM 202
PHED 1127 PEH 146	PHYS 1402PHY 112	RADS 2270RAD 209	SEMI 7371SEM 703
PHED 1128PEH 149	PHYS 1405 PHY 117	RADS 2271RAD 251	SEMI 7372 SEM 713
PHED 1129PEH 150	PHYS 1407PHY 118	RADS 2272RAD 275	A1441 ENOUS
PHED 1130PEH 200 PHED 1131PEH 204	PHYS 1411AST 111	RADS 2370RAD 236 RADS 2371RAD 237	SMALL ENGINE
PHED 1132PEH 204	<u>PHYS 1412</u> AST 112 <u>PHYS 1415</u> PSC 118	RADS 2371RAD 237	MECHANICS (See Engine Technology-Small
PHED 1133PEH 213	PHYS 1417PSC 119	RADS 2373RAD 277	Engine Mechanics)
PHED 1134PEH 215	PHYS 1470PHY 131	RADS 2374 RAD 278	
PHED 1135PEH 217	PHYS 1471PHY 132	RADS 2470 RAD 227	SOCIAL WORK
PHED 1136PEH 218	PHYS 2425PHY 201	RADS 2471RAD 248	(Social Work Associate
PHED 1137PEH 219	PHYS 2426PHY 202	RADS 2472RAD 279	Training)
PHED 1139PEH 222	PORTUGUESE	RADS 2473RAD 280 RADS 2670RAD 244	SWAT 1370SW 101 SWAT 1371SW 105
PHED 1140PEH 223 PHED 1141PEH 231	PORT 1411POR 101	NADS 20/0 RAD 244	SWAT 1371SW 105
PHED 1142PEH 232	PORT 1412POR 102	READING	SWAT 1373SW 111
PHED 1143PEH 233		READ 1370RD 101	SWAT 1374SW 115
PHED 1144PEH 235	POSTAL SERVICE	READ 1371RD 102	SWAT 2370 SW 201
PHED 1145PEH 237	POST 1375PSA 110	DEAL FOTATE	SWAT 2371SW 205
PHED 1146PEH 239 PHED 1147PEH 240	POST 1376PSA 120 POST 1377PSA 122	REAL ESTATE REAL 1370RE 130	SWAT 2372SW 209 SWAT 2373SW 213
PHED 1148PEH 241	POST 2375PSA 216	REAL 1371RE 131	SWAT 2374SW 217
PHED 1149PEH 245	. Jul aurummit on all	REAL 1372RE 133	SWAT 2375SW 219
PHED 1150PEH 220	PSYCHOLOGY	REAL 1373RE 134	SWAT 2376SW 228
PHED 1164PEH 115	PSYC 1370 PSY 131	REAL 1374RE 135	SWAT 2377 SW 229
PHED 1270PEH 142	PSYC 2301PSY 101	REAL 1375RE 136	SWAT 2378SW 232
PHED 1301PEH 144	PSYC 2302PSY 202	REAL 1376RE 138	SWAT 2470SW 226
PHED 1304PEH 101	PSYC 2306	REAL 1378RE 110	SWAT 2471SW 227 SWAT 7371SW 703
PHED 1306PEH 257 PHED 1308PEH 147	<u>PSYC 2314</u> PSY 201 <u>PSYC 2316</u> PSY 205	REAL 1379RE 111 REAL 2170RE 240	SWAT 7371SW 703
PHED 1309PEH 148	PSYC 2319PSY 207	REAL 2270RE 242	SWAT 7471SW 704
PHED 1321PEH 236	PSYC 2370PSY 211	REAL 2370RE 230	
PHED 1336PEH 109		REAL 2371RE 233	
PHED 1337PEH 110		REAL 2372RE 235	

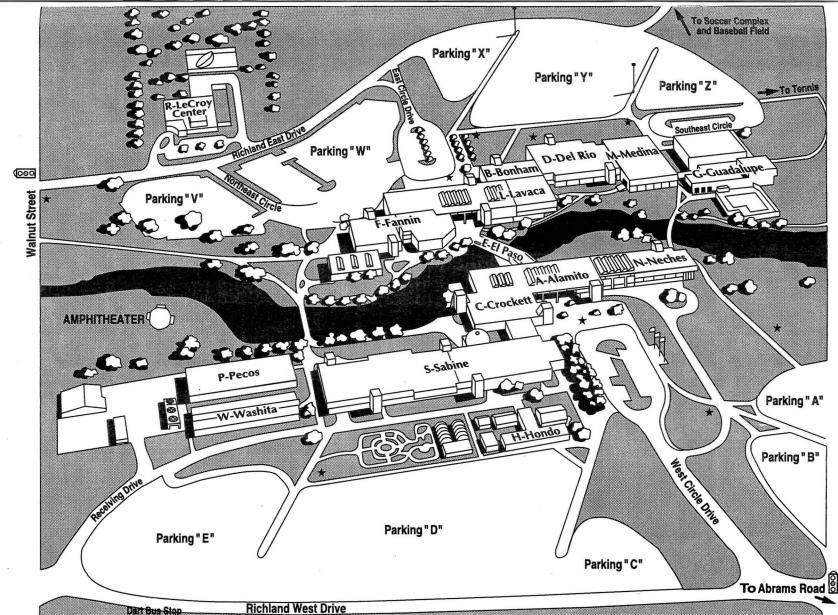
SOCIOLOGY	TRAV 1373 TRA 109	VNUR 1370VN 144
SOCI 1301 SOC 101	TRAV 1374TRA 115	VNUR 1470VN 158
<u>SOCI 1306</u> SOC 102	TRAV 1375TRA 123	VNUR 1870VN 153
SOCI 2301 SOC 203	TRAV 1376TRA 110	VNUR 1970VN 159
SOCI 2306 SOC 103	TRAV 2370TRA 202	
	TRAV 2371TRA 210	WELDING
<u>SOCI 2319</u> SOC 204		
SOCI 2320 SOC 210	TRAV 2372TRA 217	WELD 1270 WE 111
SOCI 2326 SOC 207	TRAV 2373TRA 221	WELD 1271WE 112
	TRAV 2374TRA 222	WELD 1272WE 113
SOCI 2370 SOC 209		
SOCI 2371SOC 231	TRAV 2375TRA 231	WELD 1273WE 114
SOCW 2361 SOC 206	TRAV 2376TRA 232	WELD 1370 WE 101
2227	TRAV 7371TRA 240	WELD 1371WE 117
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Spanish		WELD 1470WE 115
SPAN 1100 SPA 107	VETERINARY	WELD 1471WE 116
SPAN 1411SPA 101	TECHNOLOGY	WELD 1472WE 118
	VETT 1170VT 113	WELD 2170 WE 221
<u>SPAN 1412</u> SPA 102	·	
<u>SPAN 2306</u> SPA 207	VETT 1171VT 120	WELD 2270WE 211
<u>SPAN 2311</u> SPA 201	VETT 1172VT 134	WELD 2271WE 212
SPAN 2312 SPA 202	VETT 1270VT 122	WELD 2272WE 214
		WELD 2273 WE 215
<u>SPAN 2321</u> SPA 203		
<u>SPAN 2322</u> SPA 204	VETT 1371VT 136	WELD 2274WE 222
SPAN 2370 SPA 208	VETT 1470VT 114	WELD 2370 WE 217
SPAN 2371SPA 211	VETT 1471VT 115	WELD 2371WE 218
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	VETT 1473VT 131	WELD 2373WE 223
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<u>SPCH 1145</u> SC 110	VETT 2171VT 220	WELD 7471WE 704
<u>SPCH_1311</u> SC 101	VETT 2370VT 215	WELD 7472 WE 714
SPCH 1315SC 105	VETT 2371VT 221	
	VETT 2372VT 223	
SPCH 1318SC 203		•
SPCH 1321SC 209	VETT 2373VT 217	
<u>SPCH 1342</u> SC 109	VETT 2374VT 226	
SPCH 2144 SC 201	VETT 2470VT 211	
SPCH 2335 SC 205	VETT 2471VT 212	
SPCH 2341SC 206	VETT 2472VT 222	
	\/CTT 0630 \ \/T 040	
SPCH 2370SC 208	VETT 2570VT 213	
SPCH 2370SC 208 SPCH 2389SC 211	VETT 2570VT 213 VETT 7371VT 703	
SPCH 2389 SC 211		
· · · · · · · · · · · · · · · · · · ·	VETT 7371VT 703	
SPCH 2389SC 211 (CCN# <u>COMM 2389</u> )	VETT 7371VT 703 VETT 7471VT 704	
SPCH 2389	VETT 7371VT 703 VETT 7471VT 704 VIDEO TECHNOLOGY	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and	
SPCH 2389	VETT 7371VT 703 VETT 7471VT 704 VIDEO TECHNOLOGY	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training)	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training) SCAT 1370SA 109	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and Television)	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training) SCAT 1370SA 109 SCAT 1371SA 113	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and Television)  VISUAL COMMUNICATIONS	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training) SCAT 1370SA 109 SCAT 1371SA 113 SCAT 2370SA 203	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and Television)  VISUAL COMMUNICATIONS VCOM 1170VC 199	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training) SCAT 1370SA 109 SCAT 1371SA 113	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and Television)  VISUAL COMMUNICATIONS	
SPCH 2389SC 211 (CCN# COMM 2389)  SUBSTANCE ABUSE (Substance Abuse Counselor Training) SCAT 1370SA 109 SCAT 1371SA 113 SCAT 2370SA 203	VETT 7371VT 703 VETT 7471VT 704  VIDEO TECHNOLOGY (See Radio, Film and Television)  VISUAL COMMUNICATIONS VCOM 1170VC 199	
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- C Crockett Campus Center/Brazos Gallery/Student Intake Center Accounting Services/Advising/Financial Aid/Special Services
- D Del Rio Data Processing/Computer Labs
- E El Paso Bookstore/Lakeside Gallery/Student Lounge Evening & Weekend Office/Cafeteria
- F Fannin Fine Arts/Performance Hall/Arena Theater
- G Guadalupe Gymnasium/Swimming Pool/Fitness Center

- H Hondo Horticulture/Demonstration Garden/Greenhouse
- L Lavaca Library
- M Medina Testing/Center for Independent Study
- N Neches Classrooms
- P Pecos Facilities Services
- S Sabine · Science/Planetarium
- W Washita Campus Police/Classrooms
- \* "You Are Here" Directories



# RICHLAND COLLEGE DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

DALLAS COUNTY COMMUNITY COLLEGE DISTRICT Teaching, Learning, Community Building 12800 Abrams Road, Dallas, Texas 75243-2199

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

# **Dallas County Community College District Application**

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If you are a citizen of another of	country, please comple	ete the followin	g:									
·			•	Cour	ntry of Ci	tizenship		Type	of Visa	R	egistration Numbe	r
12. RESIDENCY INFORMATIC  Do you live in Dallas Coun  ☐ Parent OR ☐ Legal Gu ☐ Active duty military base	ity? □ Yes □ No A u <b>ardian</b> (if legal guardia	Are you claimin an, guardiansh	g Texas re ip papers r	esidency fo must be pr	or tuition (	purposes? COMPLETE	☐ Yes PART I	) No ( No III	if no, go l E BACK (	to question 10 DF THIS APP	3) LICATION	
13. SEMESTER YOU PLAN TO	BEGIN AT DCCCD (	COLLEGE: [	Fall 🗆	Spring	☐ 1st Su	mmer 🗆	2nd Su	ımmer	□ Check	here if you p	lan to attend only	in the summer
14. PERSON TO BE NOTIFIED				. •						hone Number	•	
									c.op			

READ, COMPLETE AND SIGN THE REVERSE SIDE

# **DOCUMENTATION & OATH REQUIREMENT**

As a state supported college we are required to collect documentation evidence of your Texas residency immediately prior to your enrollment. The Admissions/Registrar's Office reserves the right to determine the validity of the documents submitted and to request additional information in order to comply with state residency requirements.

# DOCUMENTS SUBMITTED TO MEET ADMISSIONS REQUIREMENTS BECOME THE PROPERTY OF THE COLLEGE AND WILL NOT BE RETURNED.

# PART I If claim for residency is based upon self, please answer the following questions: How long have you resided in Texas? \_\_\_\_\_Year(s) \_\_\_\_\_ Month(s) Previous State or Country of residence\_\_\_\_ If you came here within the past 5 years, why did you move to Texas? \_\_\_\_\_\_ Education \_\_\_\_\_ Employment \_\_Other (Please Specify) \_\_\_\_\_ \_\_\_\_ State issued \_\_\_\_\_ Exp. Date \_\_\_\_\_ Driver's License Number \_\_\_\_\_ 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 quardian, please answer the following questions: Name of the person upon whom claim is based: \_\_\_ \_\_\_\_\_(parent or quardian) 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 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 Has proof of military assignment in Texas been Home Of Record (State of legal residence):\_\_\_\_ 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.

\_\_\_\_\_\_ Date \_\_\_\_\_\_

