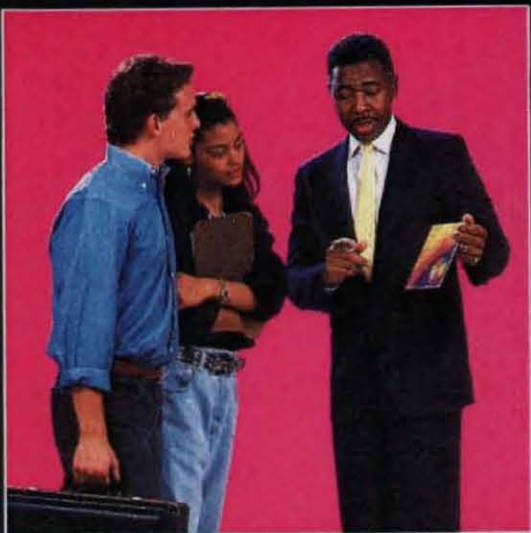


# 1993-94 Cedar Valley College Catalog



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## **TEXAS ACADEMIC SKILLS PROGRAM AND CEDAR VALLEY COLLEGE**

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

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

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

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

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

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

- A.** Students who completed at least three (3) credit hours of college-level work prior to the 1989 Fall Semester will be exempt from taking TASP. Courses that count toward this exemption are those taken at the DCCCD or other regionally-accredited colleges or universities and which will count toward graduation; also, various credit-by-exam programs taken prior to Fall 1989 will result in an exemption. Students enrolled in a DCCCD academic program leading to a certificate may receive a waiver from TASP. Students who score at or above 90 percent correct on all sections of the exit level high school examination (TAAS), or score exceptionally high on the SAT or ACT examinations may be eligible for TASP exemption. The following DCCCD courses or their equivalents will **NOT** count toward the three hours: Any course numbered below 100, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199.

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

- A.** No, it is not necessary that a student take TASP prior to enrolling. However, DCCCD students must take TASP prior to completing 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. **ALL PERFORMANCE GRADES (A - F)** 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 1993, the test will be given on June 26, July 24, September 18 and November 13. During 1994, the test dates are February 26, April 23, June 18 and July 23. TASP registration materials are available in the Counseling Centers and/or Testing Centers of each of the DCCCD colleges.

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

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

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

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

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

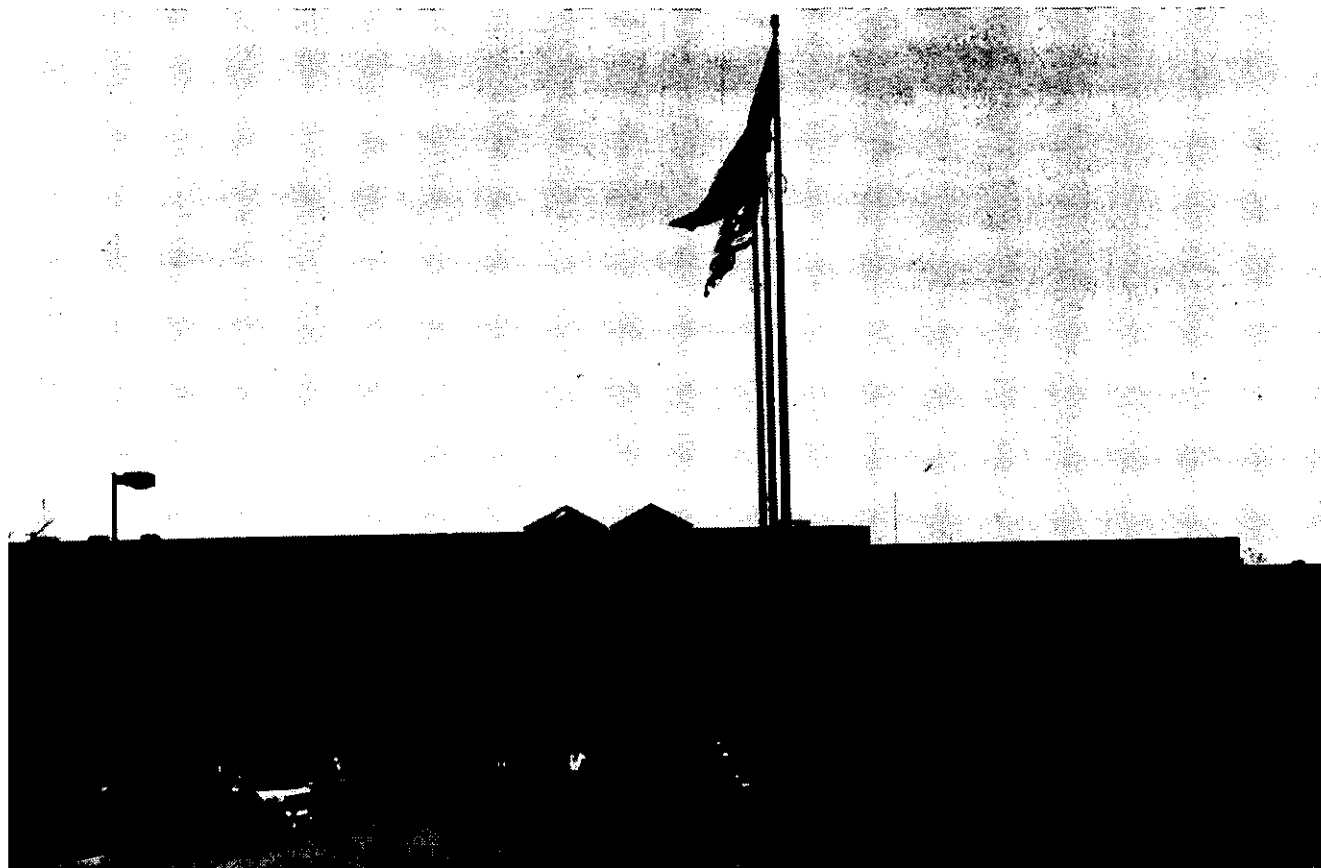
- A.** Unless transfer students qualify for one of the exemptions discussed above, they are required to take TASP. Transfer students from another Texas public college/university are expected to take TASP no later than the semester of enrollment in nine college-level credit hours, and the hours earned at other Texas public colleges **ARE USED** in computing the nine credit hours. Such students must report scores before registering for college-level hours in the DCCCD. Hours earned at private or out-of-state colleges/universities **ARE** used in computing such nine credit hours. If transfer students from such institutions have already exceeded nine hours, they must take TASP within their first semester of enrollment in the DCCCD.

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

**1993-94**

# **Cedar Valley College Catalog**

**Dallas County Community College District**



**Cedar Valley College**  
3030 North Dallas Avenue  
Lancaster, Texas 75134

**Call for information: Admissions, 372-8201**  
**Counseling, 372-8262**

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This publication prepared by the Dallas County Community College District and Cedar Valley 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 handicap.



# 1993-94 Academic Calendar

## Summer Sessions, 1993

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

May 31 (M)	Memorial Day Holiday
June 2-3 (W-R)	Registration (Varies by Campus)
June 7 (M)	Classes Begin
June 10 (R)	4th Class Day
June 11 (F)	Class Day (Only Friday Class Day)
June 24 (R)	Last Day to Withdraw With a Grade of "W"

June 26 (S)	TASP Test Administered
July 5 (W)	Fourth of July Holiday
July 8 (R)	Final Exams
July 8 (R)	Semester Ends
July 12 (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 14 (W)	Registration (All Campuses)
July 15 (R)	Classes Begin
July 16 (F)	Class Day (Only Friday Class Day)
July 20 (T)	4th Class Day
July 24 (S)	TASP Test Administered
August 5 (R)	Last Day to Withdraw With a Grade of "W"

August 17 (T)	Final Exams
August 17 (T)	Semester Ends
August 19 (R)	Grades Due in Registrar's Office by 10 a.m.

## Fall Semester, 1993

August 23 (M)	Faculty Reports
August 23-26 (M-R)	Registration Period (Varies by Campus)
August 27 (F)	Faculty Professional Development
August 30 (M)	Classes Begin
September 3 (F)	Friday Only Classes Begin
September 4 (S)	Saturday Only Classes Begin
September 6 (M)	Labor Day Holiday
September 13 (M)	12th Class Day
September 18 (S)	TASP Test Administered
November 13 (S)	TASP Test Administered
November 19 (F)	Last Day to Withdraw With a Grade of "W"
November 25 (R)	Thanksgiving Holidays Begin
November 29 (M)	Classes Resume
December 10 (F)	Final Exams for Friday Only Classes
December 11 (S)	Final Exams for Saturday Only Classes
December 13-16 (M-R)	Final Exams for M-R Classes
December 16 (R)	Semester Ends
December 20 (M)	Grades Due in Registrar's Office by 10 a.m.
December 24 (F)	College Buildings and Offices Closed for the Holidays

## Spring Semester, 1994

January 3 (M)	College Buildings and Offices Reopen
January 10 (M)	Faculty Reports
January 10-13 (M-R)	Registration Period (Varies by Campus)
January 14 (F)	Faculty Professional Development
January 17 (M)	Martin Luther King, Jr. Day Holiday
January 18 (T)	Classes Begin (M-R) Classes
January 21 (F)	Friday Only Classes Begin
January 22 (S)	Saturday Only Classes Begin
January 31 (M)	12th Class Day
February 24 (R)	District Conference Day
February 25 (F)	Faculty Professional Development
February 25 (F)	Friday Only Classes Meet
February 26 (S)	Saturday Only Classes Meet
February 26 (S)	TASP Test Administered
March 14 (M)	Spring Break Begins
March 18 (F)	Spring Holiday for All Employees
March 21 (M)	Classes Resume
April 1 (F)	Holidays Begin
April 4 (M)	Classes Resume
April 15 (F)	Last Day To Withdraw With a Grade of "W"
April 23 (S)	TASP Test Administered
May 6 (F)	Final Exams—Friday Only Classes
May 7 (S)	Final Exams—Saturday Only Classes
May 9-12 (M-R)	Final Exams for M-R Classes
May 12 (R)	Semester Ends
May 12 (R)	Graduation
May 16 (M)	Grades Due in Registrar's Office by 10 a.m.

## Summer Sessions, 1994

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

May 30 (M)	Memorial Day Holiday
June 1-2 (W-R)	Registration (Varies by Campus)
June 6 (M)	Classes Begin
June 9 (R)	4th Class Day
June 10 (F)	Class Day (Only Friday Class Day)
June 18 (S)	TASP Test Administered
June 28 (T)	Last Day to Withdraw With a Grade of "W"

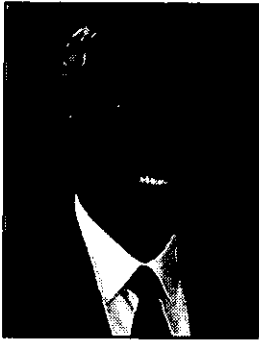
July 4 (W)	Fourth of July Holiday
July 7 (R)	Final Exams
July 7 (R)	Semester Ends
July 11 (M)	Grades Due in Registrar's Office by 10 a.m.

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

July 13 (W)	Registration (All Campuses)
July 14 (R)	Classes Begin
July 15 (F)	Class Day (Only Friday Class Day)
July 19 (T)	4th Class Day
July 23 (S)	TASP Test Administered
August 8 (M)	Last Day to Withdraw With a Grade of "W"

August 16 (T)	Final Exams
August 16 (T)	Semester Ends
August 18 (R)	Grades Due in Registrar's Office by 10 a.m.

# Dallas County Community College District Board of Trustees



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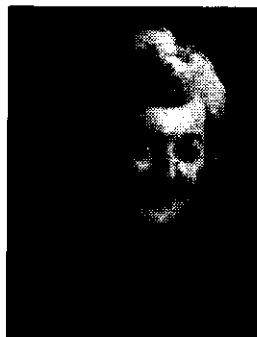
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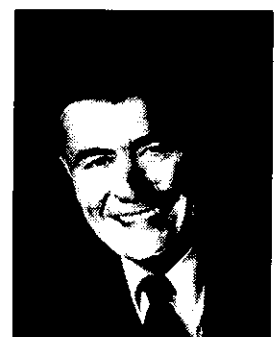
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Chancellor

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# CEDAR VALLEY COLLEGE

Cedar Valley College opened in 1977 on a 353-acre site at 3030 North Dallas Avenue in Lancaster. The school occupies a strategically important position in southern Dallas County, east of Interstate 35 and south of Interstate 20/635. Continuing residential and industrial expansion in this area has thrust Cedar Valley into an increasingly vital role of service in the community.

Cedar Valley provides a broad range of academic transfer programs for students desiring to continue their education at four-year institutions. In addition, Cedar Valley's technical/occupational programs provide many options for gaining training for area job markets in business, industry and the arts. Continuing Education courses provide people of all ages with exciting opportunities for personal growth, recreation and for improvement of job skills. All these are coupled with an outstanding program of career planning and guidance from a competent counseling staff.

## The Campus

Cedar Valley's award winning architecture and careful attention to landscaping have given the College a reputation for being one of the most scenic areas in the Metroplex.

## Accreditation

Cedar Valley College is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools to award the associate degree.

## Institutional Membership

The American Association of Community Colleges  
The League of Innovation in the Community College  
Cedar Valley is recognized and sanctioned by the Coordinating Board of the Texas College and University System and the Texas Education Agency, and is an Affirmative Action Equal Opportunity Institution.

# Cedar Valley College Mission Statement

Cedar Valley College is a publicly supported comprehensive community college committed to developing the potential and increasing the productivity of the people in the communities it serves.

Cedar Valley College maintains an institutional environment of excellence which facilitates and encourages learning; which emphasizes and values quality education; which champions diversity; which promotes student well-being, and which creates a public understanding and commitment to the college and its value to the community.

Cedar Valley College will maintain a comprehensive curriculum and related support services that reflect the needs of the communities it serves and the financial capabilities of the institution. The college will strive to:

- provide a curriculum balanced with academic, occupational and continuing education offerings
- provide opportunities for learning through excellence in teaching
- provide a learner centered environment
- be responsive to current and future needs of the communities it serves
- provide developmental education for effective participation in occupational education and in further higher education
- foster critical thinking and questioning skills in all students
- prepare students personally and academically to meet the demands of a changing world

Cedar Valley College is committed to providing the highest quality educational experiences for each student it serves.

## CEDAR VALLEY COLLEGE ADMINISTRATION

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Vice President of Student Development.....	Jim Harlow.....	372-8261
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Director of Special Services.....	Pam Gist.....	372-8119
Registrar and Director of Admissions.....	John Williamson.....	372-8200
Director of Student Programs and Resources.....	Mary Baldwin.....	372-8236
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Communications and Humanities.....	Jerry Cotton.....	372-8120
Math, Science, Physical Education and Veterinary Technology.....	David Heitman.....	372-8160

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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 40,000 non-credit students per long semester and employ over 1,900 full-time faculty and staff members.

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

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

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

## Mission of the Dallas County Community College District

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

## District Philosophy And Goals

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

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



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

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

a code of ethics and a statement of organizational values;

- makes decisions through a line organizational structure which receives input from those most affected by the decisions;

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

As a major employer, the DCCCD:

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

In its organizational culture, the DCCCD:

- places ultimate value on student success;

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

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

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

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



## District Responsibilities

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

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

## League for Innovation

The Dallas County Community College District is a member of the League for Innovation in the Community College. The League is composed of 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, marital or parental status, race, color, religion, age, national origin or disability. The District provides equal opportunity in accord with federal and state laws. Equal educational opportunity includes admission recruitment, extra-curricular programs and activities, access to course offerings, counseling and testing, financial aid, employment, health and insurance services and athletics. Existing administrative procedures of the College are used to handle student grievances. When a student believes a condition of the College is unfair or discriminatory, the student can appeal to the administrator in charge of that area. Appeals to 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) dates of attendance, (5) educational institution most recently attended and (6) other information, including major field of study and degrees and



awards received.

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

### Student Consumer Information Services

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

## II. IMPORTANT TERMS AND ABBREVIATIONS

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

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

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

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

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

**Class schedule:** A booklet which is published

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

**Common Course Numbers:** Some course descriptions also indicate a Common Course Number. Beginning in the Fall of 1994, the Common Course Number will become the official number of the course. This same Common Course Number is being used for this same course by a number of colleges throughout Texas to help students identify how a course will transfer. However, the lack of a Common Course Number does not necessarily mean a course will not transfer.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Semester:** A term denoting the length of time a student is enrolled in a specific course. For example, there are two long semesters (Fall and Spring) which last approximately 16 weeks. There are two summer sessions or "semesters" (Summer I and Summer II) which last approximately 5 1/2 weeks.

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

**Student services fee:** A fee for activities and services to students, which are considered separate and apart from the regularly scheduled academic functions of the college. Such activities and services include, but are not necessarily limited to, the following: health and medical services; recreational activities; automobile parking privileges; intramural and intercollegiate athletics; artists and lecture series; cultural entertainment series; student publications; and/or student 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 prior to admission to a certificate or degree program, but the assessment is not used to determine admission.

## Admission Requirements

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

## Beginning Freshmen

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

- Graduates from an accredited high school;
- Graduates of an unaccredited high school who are 18 years of age or older;
- Those who have earned a General Education Diploma (G. E. 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;
- Those who are under the age of 18 and who do not have a diploma or G.E.D. may be admitted upon the written recommendation of the principal or superintendent of the last high school attended;
- High school seniors recommended by their high school principal. The College admits a limited number of students in this category. The student may enroll for no more than TWO college courses per semester;
- It is recommended, although not required, that students have adequate immunization for diphtheria, rubeola, rubella, mumps, tetanus and poliomyelitis.

## Transfer Students

Transfer applicants are considered for admission on the basis of their previous college records. Academic standing for transfer applicants is determined by the Registrar's Office according to standards established by

the College. Students on scholastic or disciplinary suspension from another institution must petition the Committee on Admissions and Academic Relations for special approval and provisional admission. Students on probation may also be subject to special approval procedures. Contact the Admissions Office for further information.

Students transferring from a Texas public college or university are subject to the same TASP requirements as are "native" DCCCD students. (See special TASP section). Therefore, transfer students from Texas public colleges and universities who began their college careers in the 1989 Fall Semester and who have accumulated at least 9 hours of college-level credit must have TASP scores on file

with the DCCCD college. Otherwise, enrollment will be limited to remedial and/or other courses which will not count toward graduation.

Students transferring from a non-Texas public college or university who began their college career in the 1989 Fall Semester or later will have to take the TASP test either before or during their semester of enrollment in their 9th credit hour of college-level coursework in the DCCCD. Students transferring with more than 9 hours at a private or out-of-state institution will have to take TASP during their initial semester of enrollment in the DCCCD.

## Former Students

Students formerly enrolled in the Dallas County Community College District must submit an application for readmission to any District college. Students with unsettled financial debts or whose record is blocked for any

other reason at any District college will not be allowed to register.

## 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 alien students. International students are not admitted, however, until all admissions requirements are complete. International students must:

- complete a personal interview with the international student counselor and receive approval from the college;
- students who have English as their primary language and whose country of origin is one in which English is the primary language of instruction and the language spoken at home by the majority population may be eligible for a waiver (e.g., England, Australia, the English-speaking provinces of Canada, Ireland and Jamaica) \*Students who have earned a bachelors, masters or postgraduate degree from an accredited U. S. college or university are exempt from TOEFL;



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

After admission, students must enroll as a full-time student (minimum of 12 credit hours) in order to maintain their status.

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

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

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

Contact the Admissions Office for information.

### Application and Admissions Procedures

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

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

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

An official transcript must bear the institution's embossed seal and signature of the Registrar. Although

transcripts sent electronically over the Electronic Transcript Network will be considered official, a photocopy or facsimile (FAX) is not an official transcript.

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

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

### Reciprocal Tuition Agreement

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

PROGRAM	CAMPUS
Apparel Design	ECC
Automotive Technology	BHC
Dealership-sponsored Technician	
Service Technician	
Aviation Technology	MVC
Air Cargo	
Air Traffic Control	
Aircraft Dispatcher	
Airline Marketing	
Career Pilot	
Fixed Base Operations	
Avionics	MVC
Commercial Music	CVC
Construction Management	NLC
Educational Personnel	RLC
Electrical Technology	NLC
Engineering Technology	RLC
Film/Video Technology	NLC
Food & Hospitality Service	ECC
Interior Design	ECC
Invasive Cardiovascular Technology	ECC
Machine Shop	MVC
Mortgage Banking	NLC
Pattern Design	ECC
Physical Fitness Technology	NLC
Plumbing and Pipefitting	NLC
Social Work Associate	EFC
Substance Abuse Counseling	EFC
Veterinary Technology	CVC
Visual Communications	BHC
Vocational Nursing	ECC

Continues following Tuition & Fees Schedule

# TUITION AND STUDENT SUPPORT FEES

## Fall and Spring Sessions

NOTE: A STUDENT REGISTRATION FEE OF \$5.00 WILL BE INCLUDED IN THE TUITION FOR EACH CREDIT STUDENT EACH SEMESTER. THIS FEE IS NON-REFUNDABLE.

Semester Credit Hours	DALLAS COUNTY				OUT-OF-DISTRICT				OUT-OF-STATE OR COUNTRY			
	Tuition	Student Serv. Fee	Regis. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Total
1	\$ 48	\$10	\$5	\$ 63	\$105	\$10	\$5	\$120	\$ 200	\$10	\$5	\$ 215
2	48	10	5	63	105	10	5	120	200	10	5	215
3	48	10	5	63	105	10	5	120	200	10	5	215
4	64	10	5	79	140	10	5	155	260	10	5	275
5	80	10	5	95	175	10	5	190	325	10	5	340
6	96	10	5	111	210	10	5	225	390	10	5	405
7	112	10	5	127	245	10	5	260	455	10	5	470
8	128	10	5	143	280	10	5	295	520	10	5	535
9	144	10	5	159	315	10	5	330	585	10	5	600
10	160	10	5	175	350	10	5	365	650	10	5	665
11	174	10	5	189	364	10	5	379	715	10	5	730
12	188	10	5	203	378	10	5	393	780	10	5	795
13	202	10	5	217	392	10	5	407	845	10	5	860
14	216	10	5	231	406	10	5	421	910	10	5	925
15	230	10	5	245	420	10	5	435	975	10	5	990
16	244	10	5	259	434	10	5	449	1,040	10	5	1,055
17	258	10	5	273	448	10	5	463	1,105	10	5	1,120
18	272	10	5	287	462	10	5	477	1,170	10	5	1,185
19	286	10	5	301	476	10	5	491	1,235	10	5	1,250
20	300	10	5	315	490	10	5	505	1,300	10	5	1,315

# TUITION AND STUDENT SUPPORT FEES

## Summer Sessions

Semester Credit Hours	DALLAS COUNTY				OUT-OF-DISTRICT				OUT-OF-STATE OR COUNTRY			
	Tuition	Student Serv. Fee	Regis. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Total	Tuition	Student Serv. Fee	Regis. Fee	Total
1	\$ 54	\$10	\$5	\$ 69	\$150	\$10	\$5	\$165	\$225	\$10	\$5	\$240
2	54	10	5	69	150	10	5	165	225	10	5	240
3	54	10	5	69	150	10	5	165	225	10	5	240
4	72	10	5	87	192	10	5	207	284	10	5	299
5	90	10	5	105	240	10	5	255	355	10	5	370
6	108	10	5	123	288	10	5	303	426	10	5	441
7	120	10	5	135	300	10	5	315	497	10	5	512
8	132	10	5	147	312	10	5	327	568	10	5	583
9	144	10	5	159	324	10	5	339	639	10	5	654

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** \$16.00 per credit unit through ten credit units and \$14.00 for each additional credit unit over ten credit units; minimum of \$48.00
- Out-of-District Residents** \$35.00 per credit unit through ten credit units and \$14.00 for each additional credit unit over ten credit units; minimum of \$105.00
- Out-of-State Residents** \$65.00 per credit unit; minimum of \$200.00
- Out-of-Country Residents** \$65.00 per credit unit; minimum of \$200.00

### SUMMER SESSION

- Dallas County Residents** \$18.00 per credit unit through six credit units and \$12.00 for each additional credit unit over six credit units; minimum of \$54.00
- Out-of-District Residents** \$48.00 per credit unit through six credit units and \$12.00 for each additional credit unit over six credit units; minimum of \$150.00
- Out-of-State Residents** \$71.00 per credit unit; minimum of \$225.00
- Out-of-Country Residents** \$71.00 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, 1993

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

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

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

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

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

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

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

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

If you are a non-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.

## **Tuition**

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

## **Additional Fees**

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

## **Special Fees And Charges**

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

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

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

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

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

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

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

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

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

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

## **Refund Policy**

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

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

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

#### **Fall and Spring Semesters**

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

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

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

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

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

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

#### **Summer Semesters**

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

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

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

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

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

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

#### **Regular Session**

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

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

#### **Summer Session**

During the first four class days...100%

After the fourth class day...NONE

\* 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.

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

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

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

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

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

(4) The student must submit the request for refund before the end of the semester or summer session for which the refund is requested. Cash refunds are not issued. Refund checks are mailed to the student at the address on file in the Admissions/Registrar's Office.



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

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

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

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

### Returned Checks

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

### Assessment and Advisement Procedures

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

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

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

The assessment program provides information needed in advisement. Academic advisement sessions

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

Details of assessment and advisement procedures are available through the College Counseling 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 enroll immediately (even

if mid-semester) and 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 processed by the Registrar's Office.

### Non-Credit Student (Audit)

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

### Acceptance of Credit In Transfer

Undergraduate credits in transfer will be accepted from colleges and universities recognized by a national accrediting agency equivalent to the Commission on Colleges of the Southern Association of Colleges and Schools.



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

Official transcripts from all higher education institutions 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, a student identification number will be assigned.

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

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

Students who entered the DCCCD Fall, 1989, or thereafter, must take the TASP test prior to accumulating, or during the semester of enrollment in, 9 hours of college credit, and must report TASP scores prior to their next DCCCD enrollment. Students transferring with more than 9 hours at a private or out-of-state institution will have to take TASP during their initial semester enrollment in the DCCCD. Students who have had at least 3 hours of college-level credit prior to Fall, 1989 are exempted from the TASP requirement. Students enrolled in certain DCCCD Certificate programs may be exempt from the TASP requirement.

TASP scores may be utilized in place of the DCCCD Assessment Program, except in math. Students scoring below the state-determined level 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, or the Associate of Applied Science Degree. Students planning to transfer must pass all TASP sections before enrolling in upper division (junior or senior level) courses.

For more complete information on TASP, contact the Counseling 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 borne by the student although financial aid may be available to offset the cost for students deemed eligible.

## IV. ACADEMIC INFORMATION

### Scholastic Standards: Grades And Grade Point Average

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

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

Grade points earned for each course are determined by multiplying the number of points for each grade by the number of credit hours the course carries. For example, a student who takes a 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 2.93:

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

The student's transcript and grade reports will indicate two different G.P.A.'s. G.P.A.(1) is based upon all DCCCD courses in which the student received a performance grade of A-F. G.P.A.(1) is utilized to determine Suspension/Probation status, athletic participation eligibility, and financial aid eligibility. G.P.A.(2) is based upon grade points earned in all DCCCD courses with the exception of those courses numbered 099 and below, Art 199, College



Learning Skills 100, Developmental Communications 120, Human Development 100 and 110, Library Skills 101, Music 199, and Theatre 199 in which a student received a performance grade of A-F. G.P.A. (2) is utilized to determine eligibility for graduation, honor rolls, and eligibility in Who's Who in American Junior Colleges. It is also the G.P.A. 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 "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 chairperson and submitted with the final grade report. When an Incomplete Contract must be submitted without the student's signature, the instructor must include a statement indicating that the student is aware of and in agreement with the contract.

Students who do not complete course requirements may receive a "WX" grade when the instructor determines that reasonable progress has been made and when the student can reenroll for course completion prior to the certification date in the next regular semester. If the student does not complete the course requirements, the "WX" is converted to a performance grade.

### Acceptable Scholastic Performance

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

Acceptable scholastic performance is the maintenance of a grade point average, based on G.P.A.(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 G.P.A.(2), or better. Grade points and hours earned in courses numbered 99 and below, Art 199, College Learning Skills 100, Developmental Communications 120, Human Development 100, Human Development 110, Library Skills 101, Music 199, and Theatre 199 cannot be used to meet graduation requirements.

### Recommended Academic Load

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

### Classification Of Students

#### Freshman:

A student who has completed fewer than 30 credit hours.

#### Sophomore:

A student who has completed 30 or more credit hours.

#### Part-time:

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

#### Full-time:

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

### Class Attendance

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

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

Students who are absent from class for the observance of a religious holiday may take an examination or complete an assignment scheduled for that day within a reasonable

time after the absence if, not later than the 15th day of the semester, the student notified the instructor(s) that the student would be absent for a religious holiday. Sec. 51.911 Tx. Educ. Code.

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

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

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

### **Academic Recognition**

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

### **Scholastic Probation And Scholastic Suspension**

Full-time and part-time students who have completed a total of 12 credit hours are placed on probation if they fail to maintain a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students may be removed from probation when they earn a 2.0 cumulative grade point average, utilizing G.P.A.(1). Students on scholastic probation who achieve either a cumulative grade point average of 1.5 or above or a previous semester grade point average of 2.0 or above are continued on scholastic probation. Students on probation who do not meet the requirements for continued probation are placed on scholastic suspension. Students on suspension from DCCCD or other colleges may not register for the immediately-following semester or summer sessions without special permission from the Vice President of Student Development or designee. All suspended students are required to file a petition for readmission. The conditions for readmission are established and administered by the Vice President of Student Development.

### **Grade Reports**

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

The grade report contains a listing of all credit courses attempted within the DCCCD, as well as information on academic standing. Interim grade reports are issued for other-than-semester length classes.

### **DCCCD Transcript of Credit**

The DCCCD transcript of credit is a chronological listing of college credit courses attempted within the seven college system of the DCCCD. The transcript is official if the document is embossed with the college seal and imprinted with the signature of the Registrar. 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 and the Associate of Applied Science Degree upon students who have completed all requirements for graduation. Each degree candidate must earn the last 25% of the hours for a degree (15 hours for a 60-hour degree, 18 hours for a 72-hour degree, etc.) as a resident student in the DCCCD, or accrue 45 hours in residence in the DCCCD. The last 25% of the credit hours required for graduation in any degree or certificate may not be earned through credit-by examination except as approved by the college Vice President of Instruction.

Students seeking certificates or associate degrees must submit official transcripts of all previous work attempted before a certificate or degree will be awarded. Failure to submit official transcripts directly from the institutions attended will result in the degree or certificate





not being awarded.

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

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

### **The Common Learning Curriculum**

The Common Learning curriculum is composed of required courses and clusters of courses designed to advance the learning which is common to all candidates for a degree, and may include the following goals:

I. Living with Yourself: Each DCCCD college will provide direction and opportunities for students to become more competent in developing themselves as individuals.

II. Living with Others: Each DCCCD college will provide opportunities for students to become more proficient in establishing and maintaining satisfying relationships with others.

III. Living with Environments: Each DCCCD college will provide opportunities for students to understand the relationship between individuals and their environment and make responsible decisions about the use of natural, human, technological, and spatial resources.

IV. Living as a Producer: Each DCCCD college will provide opportunities for students to become more competent as producers.

V. Living as a Consumer: Each DCCCD college will provide opportunities for students to become more competent as consumers.

VI. Living in the Community: Each DCCCD college will provide opportunities for students to become more competent in using their skills and initiative to serve their local, national, and world communities and to improve their quality of life.

VII. Living Creatively: Each DCCCD college will provide opportunities for students to become more proficient in the assessment, development, and application of their creative abilities.

VIII. Living in the Future: Each DCCCD college will provide opportunities for students to become more proficient in anticipating and accommodating change and to become more competent in examining possible alternatives for the future.

IX. Living as a Learner: Each DCCCD college will provide students opportunities to develop learning skills (reading, writing, speech communication, and computation) through assessment, advisement, and instruction.

The Core Curriculum consists of English 101, Speech Communication 101, and a math course numbered 100 or above. A grade of "C" or better in each of the three courses

is required for graduation. Students are strongly advised to enroll in these courses in the first two semesters of study because skills necessary for success in other courses are taught in Core courses.

Common Learning course requirements beyond the Core are designed to help ensure that all graduates have general knowledge as well as the specific knowledge ordinarily associated with a major course of study or a technical program. Candidates for the Associate 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, Business, and Humanities.

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

This degree is primarily designed as the first two years of a four-year degree. 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 101, Speech Communication 101, and math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A.(2), and a passing score on all sections of TASP (if students who 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 101 (3 credit hours) [ A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- A math course numbered 100 or above (3 credit hours) [ A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]

- English 102 (3 credit hours).

- A sophomore literature course (3 credit hours) to be chosen from English 201, 202, 203, 204, 205, 206, 215, OR 216 (English 209 and English 210 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 Astronomy 101 in combination with 103, and Astronomy 102 in combination with 104 OR successfully complete Astronomy 111-112.)

- Humanities (3 credit hours) to be chosen from: Art 104, a foreign language, Humanities 101, English 201,

202, 203, 204, 205, 206, 215 or 216, Music 104, Philosophy 101 OR Theatre 101.

- Physical Education activity course (1 credit hour) (NOTE: Neither chronological age nor military service are acceptable excuses for waiving the physical education requirement.)

- Behavioral Science (3 credit hours) to be chosen from Anthropology, Human Development, Psychology, OR Sociology

- History 101 AND 102 (6 credit hours)  
(NOTE: Only three credit hours of History may be earned through credit-by-examination.)

- Government 201 AND 202 (6 credit hours)

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

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

- Electives (16 - 18 credit hours)

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

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

### **Associate 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 101 and in a 100 or higher math course, a grade point average of at least "C" (2.0), based on G.P.A. (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 101 and 102 (6 credit hours)

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

- Government 201 and 202 (6 credit hours)

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

- English 101 (3 credit hours with a grade of "C" or better)

- A math course numbered 100 or above (3 credit hours with a grade of "C" or better if math is included in the degree plan).

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

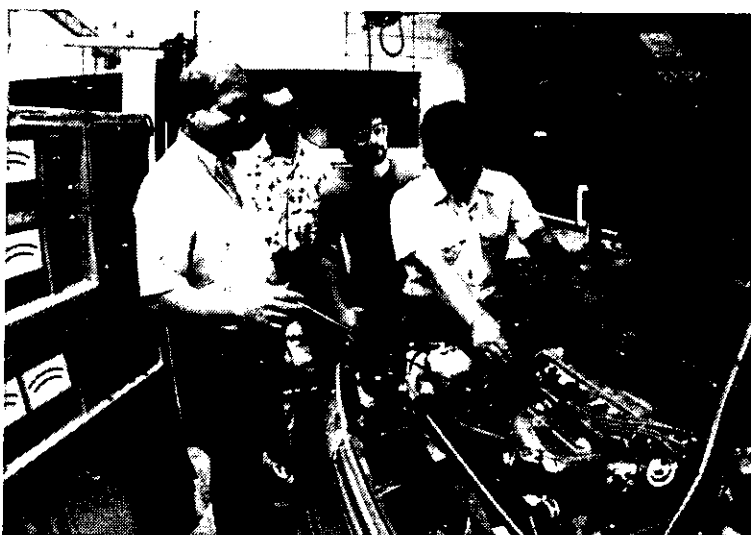
sought. In no case will DCCCD course prerequisites be waived. Students who qualify for an Associate of Arts and Sciences will be granted that degree rather than the Associate of College/University Transfer.

Students wishing to pursue this degree should seek the assistance of the Counseling Center early in their college career to insure their eligibility and to insure a degree plan is appropriately filed with the college Office of Admissions and Registrar.

### **Associate of Applied Science 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 101 OR Communications 131, Speech Communication 101, AND a math course numbered 100 or above), a grade point average of at least "C" (2.0), based on G.P.A. (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 101 OR Communications 131 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- Speech Communication 101 (3 credit hours) [A CORE COURSE REQUIREMENT; A GRADE OF "C" OR BETTER MUST BE EARNED]
- A math course numbered 100 or above (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 credit hours from a Humanities/Fine Arts course: Art 104, a foreign language, Humanities 101, Music 104, Philosophy 101, Theatre 101, English 201, English 202, English 203, English 204, English 205, English 206, English 215, OR English 216
- 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. The DCCCD is currently in the process of reviewing these plans to ensure they include the above-mentioned courses. Until all plans are in compliance, students must take those courses listed in the detailed degree plan and the Associate of Applied Science degree will be granted.

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 G.P.A. for an Associate of Applied Science Degree is based only on the hours used to meet degree requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Music 199, and Theatre 199.

## Tech-Prep

Tech-Prep programs provide high quality, rigorous technical preparation based on a common core of academic courses that meet Texas recommended proficiencies in English, mathematics, science and social studies. Tech-Prep students are provided with options leading to advanced training in four technical clusters: business/computer sciences, engineering technology, health and human

services. DCCCD offers an associate degree and certificates as well as college transfer opportunities based on agreements among area secondary programs as well as 4-year colleges and universities which benefit Tech-Prep students. After successfully completing the required high school courses outlined in a Tech-Prep program, Tech-Prep students may receive college credit toward graduation in certain college programs. Tech-Prep students should check with the College Dean of Career and Continuing Education for specific information.

## Guarantee For Job Competency

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

Special conditions which apply to the guarantee are as follows:

1. The graduate must have earned the Associate of Applied Science Degree beginning May, 1992 or thereafter in an occupational program identified in the college catalog.
2. The graduate must have completed this degree at the District (with a majority of the credits being earned at the District) and must have completed the degree within a four-year time span.
3. Graduates must be employed full-time in an area directly related to the area of program concentration as certified by the Vice President of Instruction.
4. Employment must commence within 12 months of graduation.
5. The employer must certify in writing that the employee is lacking entry-level skills identified by the DCCCD as the employee's program competencies and must specify the areas of deficiency within 90 days of the graduate's initial employment.
6. The employer, graduate, division dean, job placement counselor and appropriate faculty member will develop a written educational plan for retraining.
7. Retraining will be limited to nine credit hours related to the identified skill deficiency and to those classes regularly scheduled during the period covered by the retraining plan.
8. All retraining must be completed within a calendar year from the time the educational plan is agreed upon.
9. The graduate and/or employer is responsible for the cost of books, insurance, uniforms, fees and other course-related expenses.
10. The guarantee does not imply that the graduate will pass any licensing or qualifying examination for a particular career.
11. Students 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" (2.0) grade point average, based on G.P.A.(2), is required. The G.P.A. for a certificate is based only on the hours used to meet certificate requirements. The following courses will not count toward graduation nor the G.P.A. for graduation: Courses numbered 099 and below, Art 199, College Learning Skills 100, Development Communications 120, Human Development 100, Human Development 110, Music 199, and Theatre 199. 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.

### Procedure For Filling Degree And Certificate Plans And For Graduation

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

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

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

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

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

### Waiving Of Scholastic Deficiency

Any student in an academic transfer program may transfer to Applied Science degree or Certificate program. In such a case, the student may choose to have any grades below "C" disregarded. However, the procedure for disregarding low grades may only be exercised while the student is in that career program. If the student changes to an academic transfer program, the original conditions of the academic transfer program must be followed, including the calculation of a cumulative grade point average of all

college credits earned. The procedure for waiving scholastic deficiency applies both to students of this college and to students transferring from other institutions. The student who wishes to use the procedure for waiving scholastic deficiency should so state in writing to the Registrar prior to registration and should inform a counselor of such intentions during the pre-registration advisement session.



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

### Academic Transfer Programs

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

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

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

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

### Earning An Associate Degree Prior To Transferring

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

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

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

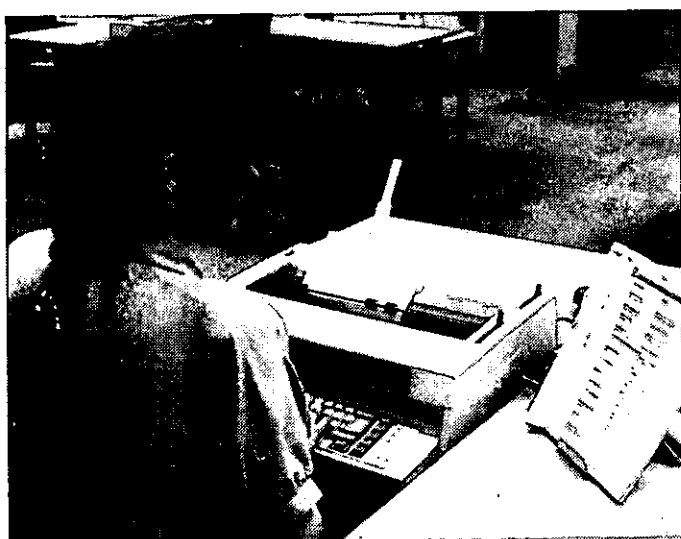
### Choosing A Major And Developing An Educational Plan

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

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

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

- Accounting
- Advertising
- Agriculture
- American Studies
- Anthropology
- Architecture
- Art
- Biological Science
- Botany
- Business Administration
- Chemistry
- City/Regional Planning
- Computer Science
- Dance
- \*Dentistry
- Dietetics
- Drama
- Economics
- Engineering
- English
- Entomology
- Finance
- Fine Arts
- Foreign Languages





Forestry  
 Geography  
 Geology  
 Health Sciences  
 History  
 Home Economics  
 Industrial Arts  
 Interior Design  
 Journalism  
 \*Law  
 Liberal Arts  
 Life Sciences  
 Management  
 Marine Biology  
 Marketing  
 Mathematics  
 Medical Technology  
 \*Medicine  
 Meteorology  
 Microbiology  
 Music  
 Music Education  
 Nursing  
 Occupational Therapy  
 Oceanography  
 Optometry  
 Pharmacy  
 Philosophy  
 Photojournalism  
 Physical Education  
 Physical Science  
 Physical Therapy  
 Physics  
 Political Science  
 Psychology  
 Public Relations  
 Radio/TV/Film  
 Recreation  
 Social Work  
 Sociology  
 Speech Communication  
 Speech Pathology  
 Substance Abuse Counseling  
 Teacher Preparation  
 Telecommunications

Theatre

\*Veterinary Medicine

Wildlife Management

Zoology

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

### College Resources For Transfer Students

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

### The Counseling Center

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

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

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

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

### Course Selection Guides

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

Accounting  
 Aerospace Engineering  
 Agriculture  
 Architecture  
 Art  
 Biology  
 Business Administration  
 Chemical Engineering  
 Chemistry  
 Civil Engineering  
 Computer Science  
 Criminal Justice  
 Economics



Electrical Engineering  
 English  
 Fashion Merchandising  
 Finance  
 Foreign Languages  
 Geography  
 Geology  
 History  
 Industrial Engineering  
 Interior Design  
 Journalism  
 Kinesiology (Exercise and Sports Science)  
 Management  
 Marketing  
 Mathematics  
 Music  
 Music Education  
 Nursing  
 Pharmacy  
 Physical Education  
 Physical Therapy  
 Physics  
 Political Science  
 Pre-Law  
 Pre-Veterinary Medicine  
 Psychology  
 Radio/Television/Film  
 Social Work  
 Sociology  
 Speech Pathology/Audiology  
 Teacher Preparation  
 Undecided

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

### Equivalency Guides

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

### Common Course Numbering System

To help meet the transfer needs of its students, the Dallas County Community College District has joined the Texas Common Course Numbering System Consortium. At the time of this printing, almost all Texas community/junior colleges had moved, or will be moving, 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. If a course has been assigned a common course number, it can be found in parenthesis. For example, the common course number for our English 101 course will be shown as "(ENGL 1301)," and our Math 101 as "(MATH 1314)." 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 the catalog of their choice to learn about any such limitations.

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

### Other Things To Consider

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

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

### Guarantee For Transfer Credit

The DCCCD guarantees to its Associate of Arts and Sciences graduates and other students who have met the requirements of a 60-credit-hour transfer plan the transferability of course credits to those Texas colleges or universities which cooperate in the development of DCCCD Course Selection Guides. If such courses are 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 upon the completion of 61 credit hours which are included in the Student Transfer Guarantee.

Special Conditions which apply to the guarantee are as follows:

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

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

3. The guarantee applies to courses included in a written transfer plan—which includes the institution to which the student will transfer, the baccalaureate major and degree sought, and the date such a decision was made—which must be filed with the appropriate DCCCD college.

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

## VI. OTHER EDUCATIONAL PROGRAMS

### Technical/Occupational Programs

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

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

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

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

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

### Credit By Examination

Students who believe they already meet the requirements of a course by experience or previous training may request credit by examination. The Registrar's Office has knowledge of courses available through this method. The examination may be an approved subject examination (not a general examination) of the College Level Examination Program (CLEP), Advanced Placement Exams (CEEB),

Defense Activity for Nontraditional Education Support (DANTES) or a teacher-made test, depending on the course. Students should insure DCCCD acceptance of specific national exams prior to taking them.

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

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

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

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

### 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 activities. The "CR" grade is awarded for non-traditional course work accepted for credit.
4. Credit may be granted for occupational courses approved by the Coordinating Board of Colleges and Universities.
5. The number of equivalent credits awarded may not exceed the total number of credits required for the student's specific associate degree objective. No graduation, residency, degree or program requirements will be waived as a result of credits earned as provided by this policy.

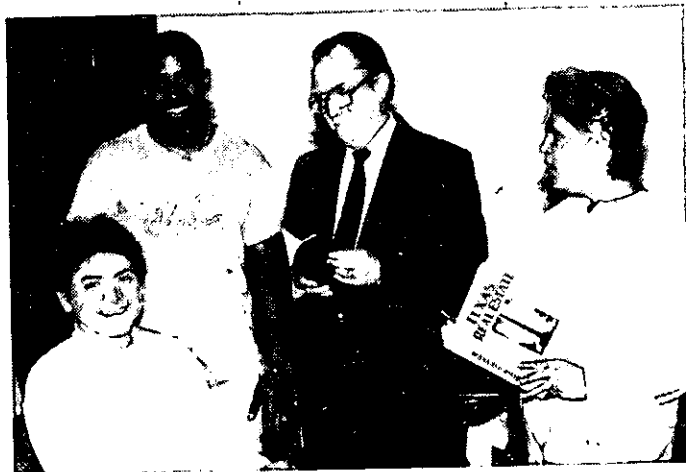
Students desiring to take advantage of this opportunity should consult with the College Advocate for Non-traditional Learning for additional information. Students making application for assessment of prior learning through life experiences are required to enroll in Human Development 110 to facilitate the process.

### High School Articulation/2+2 Agreements

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

### Flexible Entry Courses

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



## Distance Learning Courses

### Telecourses

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

Most telecourses are shown on open broadcast through KDTN-TV2 and on local cable system channels, as well as being available for viewing on campus. A few courses are offered as video cassettes for lease through the colleges' bookstores. Telecourses may be taken in conjunction with on-campus classes and students enroll for telecourses through the normal registration processes. Successful TELECOURSE students are goal oriented and self directed, know how to learn independently and have prerequisite skills such as a college reading level. Telecourse offerings are listed in the credit class schedules published by all DCCCD colleges each semester and subject matter includes:

Accounting	Anthropology
Business	Computer Information Systems
Economics	English
History	Humanities
Government	Management
Health	Psychology
	Sociology

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

## Teleclasses Via DC-NET

A growing number of courses are offered for the LeCroy Center for Educational Telecommunications on Dallas College Network. DC-NET is live television, but with a difference. It is interactive: students watch and listen to the instructor on television and talk with the instructor and with classmates at other sites by using special microphones.

DC-NET classes are available at DCCCD colleges, select business sites and in Dallas, Mesquite, Farmers Branch and Richardson on cable television. Students taking the courses via cable TV interact by using the telephone.

DC-NET provides students with several important benefits:

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

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

- \*\* access to courses at times which may be more convenient for students. Because DC-NET courses have small numbers of students at any one college receive site, and because they often have students at business sites and in homes, courses can be scheduled for the convenience of the few.

DC-NET courses are listed in the colleges' class schedules with special designations. Tests are administered at the testing centers of the colleges of the DCCCD. For more information, call 952-0340.

## Cooperative Work Experience

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

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

To enroll in a cooperative education course, students must:

- \* complete 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/occupational major or file a degree plan
- \* be currently enrolled in a course related to the major area of study;
- \* be approved by the instructor.

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

## International Studies

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

Also offered by many of the campuses are study-abroad opportunities during the summer sessions. Such courses are taught by DCCCD faculty and normally last two to three weeks. In previous years these courses have been offered in Austria, Australia, China, France, Great Britain, USSR, Mexico, Jamaica, Spain, and Italy. For information about any of the semester-length or summer programs, contact the District Office of Student and International Programs at 214-746-2410.

## Human Development Courses

The Human Development curriculum is composed of several different credit courses designed to help students master skills that are necessary for successful everyday living. The courses emphasize different life skills, including educational and career/life planning, interpersonal communication, relationship building, personal and social growth, conflict resolution, leadership, decision making, and success in college. Some campuses offer special sections of Human Development courses which focus on various issues, such as multicultural understanding, gender differences, career change, and life transitions. Some sections are designed for special populations, such as women returning to school, adults making career or job changes, students in academic difficulty, young adults, or academically underprepared students.



Human Development courses transfer to many 4-year institutions as elective credit. These courses use an experimental model which allows for the use of a wide variety of teaching/learning strategies including small group work, journal writing, mini-lectures, selected readings, classroom discussion, team teaching, peer teaching, outside guest speakers, psychometric testing, and volunteer experiences in the community. The Human Development classes are intentionally small to allow students to actively participate in discussions and practice new skills. Most Human Development courses require that students possess college-level skills in reading and writing. Human Development 092, "Student Success," is designed for students who do not possess these skills. Students who enroll in HD 092 need to be currently enrolled in the appropriate developmental reading and/or developmental writing courses.

### **Developmental Studies**

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

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

### **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 also are available in the Evening and Weekend College. Courses are offered both on campus and at selected community locations.

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

### **Learning Resources Center and Student Obligations**

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

The library is a place where students can find print and non-print materials to supplement classroom learning or where - if they choose - they can actually take a course (Library Science 102). The library helps students to learn in their own way and at their own speed. In addition to print materials and reference help, the library may provide slides, tapes, compact discs, computer software, videotapes, and films. The college has a growing collection of

books on a wide variety of general information areas to support academic transfer programs and technical/occupational programs. In addition, there are special collections of career materials and pamphlets. The library also subscribes to current popular and technical periodicals as well as to area and national newspapers.

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

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

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

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

### **Continuing Education Programs**

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

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

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

Because of the nature of Continuing Education course offerings, textbooks may not be required in some courses;

however, other courses will require the purchase of texts and/or special class materials. To enhance the educational experience of those students who enroll in Continuing Education classes, library privileges are afforded them during the term in which they are registered.

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

### **Continuing Education Units (CEU's)**

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

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

Opened in May, 1989, the Bill J. Priest Institute for Economic Development comprises a \$9.2 million training complex located at 1402 Corinth, just south of downtown Dallas. The Institute houses programs serving the business community. The BJPIED Child Care Center, operated by Child Care Dallas, is located on site as a support service available for students of the Edmund J. Kahn Job Training Center and occupants of the Business Incubation Center.

The Institute's program areas include:

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

**The Edmund J. Kahn Job Training Center (JTC)**—Provides short-term, intensive career training and basic skills instruction as well as evening and weekend continuing education courses; career training and instruction to unemployed and under-employed individuals;

**The Small Business Development Center (SBDC)**—Provides counseling, training, and resources to small businesses throughout Dallas County.

**The International Business Center (IBC)**, Located in the World Trade Center, provides services to businesses interested in international trade;

**The Center for Government Contracting (CGC)**—Assists businesses seeking government contracts on municipal, county, state or federal levels;

**Technology Transfer Center (TTC)**—Offers counseling services and training seminars focusing on technology transfer, product development and commercialization, the inventions process and licensing; and

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

**The North Texas-Dallas SBDC**—One of four regional SBDC offices in Texas, is also located in the Priest Institute

for Economic Development. It administers SBDC activities in 49 counties and comprises 16 field centers, including the Dallas SBDC, IBC, CGC and TTC.

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

## **VII. STUDENT DEVELOPMENT**

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

### **Student Programs and Resources**

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

### **Counseling Center Services**

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

1. Career counseling to explore possible vocational directions, occupational information, and self appraisal of interest, personality and abilities. Career Counseling may be available to students enrolled in credit classes only.
2. Academic advisement to develop and clarify educational plans and make appropriate course choices.
3. Confidential counseling sessions to assist students in managing academic environment and dealing with issues which can hinder classroom participation.
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. Problem identification 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 Center administers various tests. Types of tests include:

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

Individuals desiring to take tests in the Centers must provide picture identification and also may be asked to show their student identification card prior to receiving testing materials. Students must be referred by a counselor for psychometric testing. Exceptions must be arranged by faculty in writing.

**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**

Health is the most fundamental human need, and a high standard of physical and mental health is desirable for every human being. The Health Center helps maintain and promote the health of students, faculty, and staff. Services provided by the Health Center include education and counseling about physical and emotional health, emergency first aid treatment, referral to appropriate health care services, tuberculin skin tests and other screening programs, and programs of interest to students and faculty. Students are encouraged to come to the Health Center for their various health needs and questions. No information on a student's health is released without written permission from the student, except as required by law.

## **Placement Services**

The Dallas County Community College District provides job placement services free of charge to DCCCD students (credit and non-credit), alumni, 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 including how to establish employment contacts, complete an application, write a resume and cover letter, and interview for a job.

All DCCCD colleges participate in a computer-assisted job bank which contains full and part-time opportunities in the Metroplex. Such opportunities are categorized by the career program areas offered by the DCCCD. All

Placement Offices strictly adhere to EEO and Affirmative Action Guidelines. Employers listing positions with the DCCCD Job Placement Service must be EEO employers. All services are free of charge.

## **Special Services**

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

## **Student Organizations**

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

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

## **Intercollegiate Athletics**

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

## **Intramural Sports**

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

## **Housing**

The College does not operate dormitories of any kind nor maintain 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." Because all laws of the state are applicable within the campus community, specially trained and educated personnel are commissioned to protect college property, personal property, and individuals on campus. Officers of the College Police Departments are licensed Peace Officers of the State of Texas. These officers are vested with full authority to enforce all Texas laws and rules, regulations, and policies of the College, including the Code of Student Conduct.

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

## Drug-Free Schools and Communities Act

In December, 1989, Congress passed the "Drug-Free Schools and Communities Act." In keeping with this 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. Students are referred to the Code of Student Conduct in this catalog.



## VIII. FINANCIAL AID

Reauthorization of the Higher Education Act of 1965 was signed into law by President Bush on July 23, 1992. The Higher Education Amendments of 1992 included several significant changes to the Federal Financial Aid Programs. Several of these changes altered the methodology for determining students' eligibility and the administration of the programs at the campus level. Due to printing deadlines, the District was unable to incorporate these changes into the Financial Aid section of the catalog. It is recommended that students check with the Financial Aid Office at the college of their preference for updated information regarding the programs and eligibility criteria.

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

### How to Apply

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

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. All eligible non-citizens may be required to submit a copy of an INS card as proof of immigration status before financial assistance can be awarded.

For students who attended other colleges (including our DCCCD colleges), universities, vocational or trade schools, a Financial Aid Transcript must be sent from each previous institution to the Financial Aid office of the school where the student is applying. This procedure is required even though the student may not have received financial assistance at the previous institution.

Students born after December 31, 1959, and who are required under the Military Selective Service Act to register for the draft, must do so before financial aid can be approved. All students who apply for financial aid must sign a Registration Compliance Statement giving their selective service registration status before financial aid can be awarded. All students receiving Federal Pell Grants must also sign an Anti-Drug Abuse statement certifying that they will not violate drug laws, "in conducting any activity with the grant."

### 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 costs until their application can be completed. Applicants should contact the Financial Aid Office at the school to 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 Grant

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 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 8-10 weeks. In response to the Federal Pell Grant application, a Student Aid Report (SAR) will be mailed directly to the student. The student should immediately review the SAR to make sure it is correct, 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 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 maximum award for an academic year is \$4,000; however, the actual amount of the grant may be limited to less than this, depending on the availability of funds at the school, the student's family financial condition and other financial aid the student is receiving. Priority is given to students receiving the Federal Pell Grant. Students must apply each year for the Federal SEOG Grant.

### Texas Public Educational Grant (TPEG)

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

TPEG grant.

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

The TPE-SSIG Program is a state grant that is matched with federal funds to provide financial assistance to needy students attending state-supported colleges in Texas. No more than 10% of the funds may be awarded to non-resident students. To qualify, students must make satisfactory academic progress toward their educational goal and have financial need. The maximum grant for an academic year is \$5,000; however, the actual amount of the grant award may be less depending on the availability of funds and the degree of financial need. Grants are awarded by eligibility on a first-come, first-served basis. Students must apply each year for the TPE-SSIG grant.

## Scholarships

### DCCCD Foundation Scholarships

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

### Miscellaneous Scholarships

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

## Loans

### Federal Stafford Loans (formerly GSL):

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

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

minimum payment will be \$50 per month, and the loan must be repaid within 10 years. Lenders may charge a loan origination fee on each loan in addition to the insurance premium charged on the loan. These charges will be deducted from the proceeds of the loan.

#### Federal Unsubsidized Stafford Loans

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

#### Federal Supplemental Loans to Students (FSLs)

Under the Federal Supplemental Loans to Students (FSLs) Program, independent undergraduate students may be eligible to borrow up to \$4,000 each year for the first two years of academic study. Legislation requires an undergraduate to complete a needs analysis to determine whether there is federal aid eligibility before a Federal SLS can be completed. The loan maximum is \$23,000 for all the years of undergraduate study. The interest rate is variable with a maximum of 11%. For students receiving FSLs only, lenders should be contacted regarding repayment. Most lenders will capitalize the interest if the payments are deferred.

#### 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-Hazelwood 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-Hazelwood 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 least half-time or during the six-month grace period. The interest rate will be variable and will be disclosed by the Coordinating Board at time of disbursement. The minimum payment

will be \$50 per month over a 5- to 10-year period depending on the total amount borrowed. Participation in this loan program is on an individual campus basis.

#### Emergency Short-Term Loans

The colleges of the DCCCD have limited short-term loan funds available which have been established by individuals and organizations, including the DCCCD Foundation, to meet emergency needs to students. Loans are usually limited in amount and bear no interest. These loans must be repaid within 60 days of the date of the loan or the end of the term. A late fee of \$10 will be added for late payment. Because the funds are very limited, students should apply early if financial assistance is needed for registration costs.

#### Employment

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

The Federal Work-Study Program provides part-time employment for students with financial need who are making satisfactory academic progress toward their educational goal. The wage rate is \$4.25 per hour and most students work 15 to 20 hours per week. Students will be paid on the last working 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 year for Federal Work-Study.

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

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

##### Off-Campus Employment

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

##### Tuition Exemption Programs

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

##### Vocational Rehabilitation

The Texas Rehabilitation Commission offers assistance for tuition and fees to students who are vocationally challenged as a result of a physically- or mentally-disabling

condition. This assistance is generally limited to students not receiving other types of aid. For information, contact Texas Rehabilitation Commission, 13612 Midway, Suite 530, Dallas, Texas 75234.

### **Bureau of Indian Affairs**

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

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

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

The Veteran's Benefits Programs are coordinated by the Veterans' Services Office of the College. Services of this office include counseling the veteran concerning benefits, Veterans' Administration loans, Veterans' Administration work study programs, financial problems, career counseling, and other areas related to the veteran's general welfare. Tutoring services are also available to the veteran who is having learning difficulties in one or more subjects. The veteran student should be aware of the Veterans' Administration guidelines and should consult them before taking developmental or television courses. Violation of these guidelines causes complications in receiving monthly benefits or loss of those benefits.

1. A veteran student who plans to enroll in developmental courses must be tested and show a need in basic skills before enrolling in these courses.
2. A veteran student enrolled in television courses must be enrolled in three on-campus semester credit hours. VA payments for TV courses are limited to five semester credit hours per student.
3. A veteran student who has successfully completed credit hours at another college or university before applying for V.A. benefits must submit official academic transcripts to the Admissions Office. The transcript is evaluated and credit granted when applicable. The Admissions Office will evaluate all previous course work and prepare an educational plan.

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

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

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

### **Hazlewood Act**

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

### **Academic Progress Requirements**

To comply with applicable laws and accreditation standards the Dallas County Community College District has developed a policy describing satisfactory progress for both applicants and recipients of student financial aid. A copy of this policy is available in the Financial Aid Office located on each campus.

# CODE OF STUDENT CONDUCT

## 1. PURPOSE

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

## 2. POLICIES, RULES, AND REGULATION

### a. Interpretation of Regulations

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

### b. Inherent Authority

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

### c. Student Participation

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

### d. Standards of Due Process

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

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

### e. Prohibited Conduct

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

### f. Definitions In this code:

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

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

### g. Prohibited Conduct

The following misconduct is subject to disciplinary action:

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



sion of such harm or hazing.

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

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

- (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 (13) 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.

### 3. DISCIPLINARY PROCEEDINGS

#### a. Administrative Disposition

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

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

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

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

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

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

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

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

##### (2) Summons

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

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

(3) Disposition

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

Administrative disposition means:

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

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

b. Student Discipline Committee

(1) Composition: Organization

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

Student Discipline Committee and present evidence to support any allegations of violations.

(2) Notice

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

(3) Preliminary Matters

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

#### (4) Procedure

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

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

#### (5) Evidence

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

#### (6) Record

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

#### (7) Petition for Administrative Review

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

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

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

## APPENDIX A - SANCTIONS

### 1. Authorized Disciplinary Penalties:

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

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

### 2. Definitions:

The following definitions apply to the penalties provided above:

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

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

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

## APPENDIX B - HAZING

### 1. Personal Hazing Offense

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

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

## 2. Organization Hazing Offense

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

## 3. Consent Not a Defense

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

## 4. Immunity from Prosecution

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

## 5. Definition

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

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

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

# Student Grievance Procedure

## 1. Definition

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

## 2. Scope

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

## 3. Procedures

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

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

## 4. Exception To Procedures

### Sexual Harassment:

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

## 5. Appeal Committee

### Procedures:

- a. A student who wishes a grievance to be heard must submit a request in writing to the VPSPD.

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

## CAMPUS PARKING AND DRIVING REGULATIONS

### 1. General Provisions

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

#### c. Permits:

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

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

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

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

- a. **Speeding:** The operation of a vehicle at a speed greater than is reasonable and prudent under existing conditions. The prima facie maximum reasonable and prudent speed on campus streets is twenty (20) miles per hour, and ten (10) miles per hour in parking areas, unless the street or area is otherwise posted.
- b. **Double parking, or otherwise parking, standing or stopping so**

as to impede the flow of traffic.

- c. **Driving the wrong way on a one-way street or lane.**
- d. **Driving on the wrong side of the roadway.**
- e. **Improper parking, so that any portion of a vehicle is outside the marked limits of a parking space.**
- f. **Parking in unauthorized areas, as illustrated by, but not limited to those areas posted as visitor parking, no parking, handicapped parking or loading zones, designated crosswalks, motorcycle areas, or other unauthorized areas as designated by sign.**
- g. **Parking trailers or boats on campus.**
- h. **Parking or driving in areas other than those designated for vehicular traffic, as illustrated by, but not limited to courtyards, sidewalks, lawns, or curb areas.**
- i. **Failure to display a parking permit.**
- j. **Collision with another vehicle, a person, sign or immovable object.**
- k. **Reckless driving.**
- l. **Failure to yield the right-of-way to pedestrians in designated crosswalks.**
- m. **Violation of any state law regulating vehicular traffic.**

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

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

### 4. Citations:

#### a. Types: Citations shall be of two types:

- (1) **Campus Citations:** A campus citation is a notice that the alleged violator's parking and driving privilege or permit has been suspended pending appeal or disposition.
- (2) **Court Citations:** A court citation is a notice of alleged violation of the type used by the Texas Highway Patrol, as authorized by Education Code, Sec. 51.206. Generally, such citations shall be used for violations by visitors, other persons holding no college permit, and employees of the District for excessive violations. However, such citations may be used for the enforcement of any provisions of these regulations.

#### b. Disposition

- (1) **Campus Citation:** A campus citation is returnable to the Department of Campus Safety, and a permit or driving privilege may be reinstated by the payment of a five dollar (\$5.00) service charge per citation at the college business office.
- (2) **Court Citation:** A court citation is returnable to the justice or municipal court in which the case is filed. Disposition of the citation may be made in the same manner as any other criminal case within the jurisdiction of such court.

### 5. Suspension Review: A person receiving a campus citation shall have the right to appeal the suspension of rights by submitting to the college safety committee, within ten (10) days after the date of violation, notice of appeal in writing, which shall state the reasons for such appeal.



6. **Safety Committee:** The safety committee shall consist of not less than three (3) persons appointed by the President, none of whom shall be a campus peace officer. The committee shall meet as needed, but not less than five (5) business days after receipt of notice of appeal. Notice of such meetings shall be given to an appellant not less than twenty-four (24) hours prior thereto.

7. **Penalties**

- a. **Impoundment:** Failure to pay the service charge within ten (10) days after receipt thereof, or, if appealed, within ten (10) days after denial of appeal, shall result in impoundment of the vehicle, denial of readmission to any District college, and withholding of any transcript or degree. If a vehicle is impounded, the owner is liable for any wrecker charges and storage fees in addition to the service charge.
- b. **Multiple Citations:** Receipt of four (4) citations during the period from August 15 of a year to August 14 of the year following will result in suspension of the parking and driving permit or driving privilege for the balance of such year.
- c. **Court Citations:** Penalties for convictions in municipal or justice court are as prescribed by state law, not to exceed \$200 per conviction.

8. **Miscellaneous:** The District nor any of its colleges or employees are responsible for damage to or theft of a vehicle or its contents while on the college campus.

**Communicable Disease Policy**

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

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

**Discrimination**

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

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

**Confidentiality**

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

**Education**

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

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

**Counseling**

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

**SEXUAL HARASSMENT POLICY**

1. **Prohibited Acts:** No student or employee of the District shall engage in sexual harassment. For general policy and procedure purposes, sexual harassment may be described as unwelcome sexual advances, requests for sexual favors, or other physical and expressive behavior of a sexual nature where:

- a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or education; or
- b. submission or rejection of such conduct by an individual is used as basis for academic or employment decisions affecting the individual; or
- c. such conduct has the purpose or effect of substantially interfering with an individual's academic or work performance or creating an intimidating hostile or demeaning employment or educational environment.

2. **Illustrations of Sexual Harassment:** Generally sexual harassment includes any sexual attention which is unwelcome. The following examples of sexual harassment are illustrations of prohibited conduct, but are not an all-inclusive list of such conduct:

- a. Physical assault.
- b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, promotion, grades, or letters of recommendation.
- c. Direct propositions of a sexual nature.
- d. A pattern of conduct intended to discomfort or humiliate a person that includes one or more of the following:
- (1) Comments of a sexual nature.
- (2) Sexually explicit statements, questions, jokes, pictures, or anecdotes.
- (3) Unnecessary touching, patting, hugging, or brushing against a person's body.
- (4) Remarks of a sexual nature about a person's clothing or body.
- (5) Remarks about sexual activity or speculations about previous sexual experience.

In 2.d. above, conduct does not refer to behavior that is legitimately related to the subject matter of a course, if one is involved.

3. **Isolated and Unintentional Offenses:**

- a. A student or employee of the District who, without establishing a pattern of doing so, engages in isolated conduct as described in 2.d. above or who exhibits a pattern of engaging in such conduct, but fails to realize that such actions discomfort or humiliate a person, demonstrates insensitivity. Upon learning of such activities, the highest level administrator at the location shall direct the person engaged in such conduct to participate in an educational program designed to help the person understand the harm of such activities.
- b. If, after participation in the educational program or failing to participate after being directed to do so, a student or employee continues to engage in the conduct described in 2.d. above, the person will be deemed to have engaged in a pattern of conduct intended to discomfort or humiliate the one at whom the actions or statements are directed.

4. **Filing of Complaint:** A complaint alleging a violation of one or more of the foregoing provisions in this procedure may be filed by the complainant only, i.e., the person towards whom the conduct was directed.

## 5. Procedures:

### a. Informal:

(1) At the complainant's option, an informal complaint may be made to various location representatives that shall be selected by the highest level administrator at the location. The administrator shall consult with the presidents of all employee associations at the location prior to selection of the representatives. Representatives shall be trained to receive complaints and counsel with complainants. Representatives will be objective in taking a complaint and advising complainant; they will be sensitive to the complainant and accused, if the accused is informed; and they will not attempt to intimidate complainant from pursuing the matter. Information disclosed to representatives is confidential and may not be disclosed without consent of the complainant unless required by law.

(2) The representative to whom the complaint is made will counsel the complainant as to the options available under this procedure and, at the complainant's request, (i) may assist the complainant informally and/or (ii) assist the complainant in drafting a formal complaint if the complainant decides to file a formal complaint.

(3) The representative to whom the informal complaint is made will not inform the accused of the complainant's action without the consent of the complainant.

(4) Any records created at this informal level shall not identify the complainant and the accused unless a formal complaint is made.

### b. Investigation Prior to Formal Action:

(1) A complainant wishing to make a formal complaint shall file it, in writing, with the District Director of Personnel, if the complainant is an employee, or, with the District Associate Vice Chancellor of Educational Affairs, if a student. The District person receiving a complaint shall send a copy of the complaint to the highest level administrator at the location. The District Personnel Office shall conduct an investigation if the accused is an employee. The Vice President of Student Development or equivalent position shall conduct an investigation if the accused is a student.

(2) The purpose of the investigation is to establish whether there is a reasonable basis for believing that the alleged violation has occurred. In conducting the investigation, the District Personnel Office shall interview the complainant, the accused, and other persons believed to have pertinent factual knowledge. At all times, District Office personnel conducting the investigation will take steps to ensure confidentiality, including without limitation, requiring all parties to agree, in writing, that information disclosed during the investigation will not be disclosed to others. A violation of confidentiality shall be grounds for disciplinary action.

(3) The investigation will afford the accused a full opportunity to respond to the allegations.

(4) Possible outcomes of the investigation are (i) a judgement that the allegations are not warranted; (ii) a negotiated settlement of the complaint; or (iii) initiation of formal action described in succeeding provisions of this procedure.

### c. Process of Taking Formal Action:

(1) The decision to take formal action in cases in which an employee is charged, will be made by the next to highest level administrator at the location. If, after reviewing the report of the investigation, the next to the highest level administrator at the location concludes that there is a reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the administrator shall authorize formal action.

(2) The decision to take formal action in cases in which a student is charged will be made by the Vice President of Student Development or equivalent position. If, after reviewing the report of the investigation, the Vice President of Student Development or equivalent position concludes that there is a reasonable basis for believing that the alleged violation has occurred and a negotiated settlement cannot be reached, the Vice President or equivalent shall authorize formal action. A student accused of a violation of this procedure shall be afforded an opportunity for a hearing under the Code of Student Conduct in this Manual.

(3) If a complaint involves an administrator who is authorized to take formal action as enumerated in (1) above, the decision to take formal action will be made by an administrator of higher rank than the accused administrator shall be assigned to an administrator of higher rank than the accused.

### d. Formal Action:

(1) Formal action involving allegations of violations of one or more of the foregoing provisions in this procedure by an employee will be heard by the highest level administrator at the location serving as "hearing officer", and shall be governed by the following guidelines:

(a) The complainant (represented by the investigator or third party, if desired) and the accused who also may be represented by a third party, may:

(i) present evidence which is relevant as determined by the hearing officer;

(ii) appear at all hearings;

(iii) question all witnesses who testify;

(iv) rebut evidence which is presented; and

(v) copy documentary evidence which is submitted.

(b) A hearing officer has authority to request production of documentary evidence and to order the appearance of witnesses who are employees. Failure of an employee to comply with a request by a hearing officer may be grounds for disciplinary action.

(c) A hearing officer shall make a decision, based upon a preponderance of the evidence presented at the hearing, and shall report the decision within 10 working days to the complainant and the accused.

(d) Based upon the decision, a hearing officer shall promptly make recommendations to appropriate administrative personnel concerning appropriate action, if any, toward the accused and any other persons involved with a complaint. Such recommendations may include, but are not limited to termination of employment, or other action as deemed appropriate by the hearing officer. Any recommendations which are adopted shall utilize existing policies and procedures in this Manual for implementation.

(2) Upon motion from one of the parties made before the start of the hearing, the hearing officer shall close all or part of the hearing. Upon motion from one of the parties after the hearing has started or from some other interested party, the hearing officer may close all or part of the hearing.

## 6. Protection of Complainant and Others:

a. Investigations of complaints will be initiated only with the complainant's consent. The complainant will be informed fully of steps taken during the investigation.

b. All reasonable action will be taken to assure that the complainant and those testifying on behalf of the complainant of supporting the complainant in other ways will suffer no retaliation as a result of their activities in regard to the process. Steps to avoid retaliation may include, but are not limited to:

(1) lateral transfers of one or more of the parties in an employment setting; or

(2) arrangements that employment evaluations concerning the complainant or others be made by an appropriate individual, other than the accused.

c. In extraordinary circumstances, the next to highest level

administrator at the location with the consent of the highest level administrator at the location may, any time during or after an investigation of a sexual harassment complaint, suspend from employment the accused with pay. The next to highest level administrator shall suspend an employee from employment after reviewing the allegations and interviewing the accused and complainant, and if it seems appropriate, others with pertinent knowledge, and the administrator finds that it is reasonably certain that (i) the alleged sexual harassment has occurred and (ii) serious and immediate harm will ensue if the accused continues in employment.

**7. Protection of the Accused:**

- a. At the time the investigation begins, the accused will be informed of the written allegations.
- b. In the event the allegations are not substantiated, all reasonable steps will be taken to restore the reputation of the accused if it has been damaged by the proceeding. An example of such a step may include, but is not limited to, publication of the results of the proceeding.
- c. A complainant found to be intentionally dishonest in making the allegations or to have made them maliciously is subject to disciplinary action which may include, but is not limited to termination of employment. An unsubstantiated complaint is not *per se* malicious or intentionally dishonest.

**8. Protecting Both Parties:**

- a. To the extent possible, the proceedings will be conducted in a confidential manner calculated to protect the interests of both parties.
- b. After the investigation, the parties will be informed of the facts developed in the course of the investigation.

**9. Education: Educational efforts are essential to the establishment of a**

climate that is as free as possible of sexual harassment. The goals to be achieved through education are:

- a. ensuring that all victims (and potential victims) are aware of their rights;
- b. notifying individuals of conduct that is prohibited;
- c. informing administrators and others concerning the proper manner to address complaints of violations; and
- d. helping educate the insensitive concerning the problems this policy and procedure addresses.

The highest level administrator at the location is responsible for achieving the above listed goals.

**10. Preparation and Dissemination of Information:**

- a. The District Director of Personnel is charged with distributing copies of this policy and procedure to all current employees and to all future employees. A copy of this policy and procedure will be included in the college catalog and will be made continually available at appropriate campus centers and offices. It is the responsibility of the highest level administrator at the location to educate all employees concerning the essential elements of this procedure.
- b. The District Director of Personnel will develop a series of training sessions for persons who are likely to receive complaints under this procedure. The highest level administrator at the location is responsible for implementing this training.
- c. The District Director of Personnel will develop or identify a course or counseling designed to inform those who unintentionally violate the provisions in this procedure. The course or assistance shall be mandated for those in violation of provision 3. of this procedure and may be an element in the settlement of a complaint. It also may be mandated for persons found to have violated this procedure.

## Texas Department of Health

### Recommended Adult Immunization Schedule

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

### ALERT!!

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

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

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

#### **TETANUS** (aka. Lockjaw)

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

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

#### **POLIOMYELITIS**

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

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

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

# DALLAS COUNTY COMMUNITY COLLEGE DISTRICT

## 1993-94 Technical/Occupational Programs Offered On Our Campuses

### Career Education Programs

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

### Career Education Programs

	BHC	CVC	EFC	ECC	MVC	NLC	RLC
Fashion Marketing	•	•	•	•	•	•	•
Fire Protection Technology	•	•	•	•	•	•	•
Food And Hospitality Service	•	•	•	•	•	•	•
Graphic Communications	•	•	•	•	•	•	•
Graphic Arts	•	•	•	•	•	•	•
Interior Design	•	•	•	•	•	•	•
International Business & Trade	•	•	•	•	•	•	•
Interpreter Training Program	•	•	•	•	•	•	•
Sign Language Studies	•	•	•	•	•	•	•
Invasive Cardiovascular Technology	•	•	•	•	•	•	•
Legal Assistant	•	•	•	•	•	•	•
Management Careers	•	•	•	•	•	•	•
Administrative Management	•	•	•	•	•	•	•
Mid-Management	•	•	•	•	•	•	•
Postal Service Administration	•	•	•	•	•	•	•
Sales, Marketing & Retail Management	•	•	•	•	•	•	•
Medical Laboratory Technology	•	•	•	•	•	•	•
Medical Transcription	•	•	•	•	•	•	•
Mortgage Banking	•	•	•	•	•	•	•
Motorcycle Mechanics	•	•	•	•	•	•	•
Office Technology	•	•	•	•	•	•	•
Administrative Assistant	•	•	•	•	•	•	•
General Office Clerk	•	•	•	•	•	•	•
Legal Secretary	•	•	•	•	•	•	•
Ornamental Horticulture	•	•	•	•	•	•	•
Greenhouse Florist	•	•	•	•	•	•	•
Interiorscape	•	•	•	•	•	•	•
Landscape Management	•	•	•	•	•	•	•
Landscape Nursery	•	•	•	•	•	•	•
Florist	•	•	•	•	•	•	•
Landscape Gardener	•	•	•	•	•	•	•
Outboard Marine Engine Mechanics	•	•	•	•	•	•	•
Pattern Design	•	•	•	•	•	•	•
Physical Fitness Technology	•	•	•	•	•	•	•
Radiologic Sciences	•	•	•	•	•	•	•
Diagnostic Medical Sonography	•	•	•	•	•	•	•
Radiography Technology	•	•	•	•	•	•	•
Real Estate	•	•	•	•	•	•	•
Respiratory Care, Levels I and II	•	•	•	•	•	•	•
Small Engine Mechanics	•	•	•	•	•	•	•
Social Work Associate-Generalist	•	•	•	•	•	•	•
Human Services	•	•	•	•	•	•	•
Substance Abuse Counseling	•	•	•	•	•	•	•
Surgical Technology	•	•	•	•	•	•	•
Veterinary Technology	•	•	•	•	•	•	•
Video Technology	•	•	•	•	•	•	•
Visual Communications	•	•	•	•	•	•	•
Vocational Nursing	•	•	•	•	•	•	•
Welding Technology	•	•	•	•	•	•	•

BHC — Brookhaven College  
CVC — Cedar Valley College

EFC — Eastfield College  
ECC — El Centro College

MVC — Mountain View College  
NLC — North Lake College

RLC — Richland College

# ASSOCIATE OF ARTS AND SCIENCES DEGREE

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

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

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

REQUIREMENTS	CREDIT HOURS TO BE COMPLETED	REQUIREMENTS	CREDIT HOURS TO BE COMPLETED
<b>CORE COURSES</b>		<b>SOCIAL SCIENCE</b>	
English 101	3	History 101	3
Speech Communication 101	3	History 102	3
*Math (100 level or above courses)	3	Government 201	3
Note: You must receive a grade of "C" or better in each of these courses.		Government 202	3
*See an advisor for the appropriate course selection for your major.		Only 3 hours of History and 3 hours of Government may be earned through credit-by-exam.	
English 102	3		
Sophomore Literature	3	<b>BUSINESS</b>	3
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)		3 credit hours to be chosen from:	
Note: English 209 or 210 will not meet this requirement		Accounting	
		Business	
		Computer Information Systems	
		Economics	
		or	
		Management 136	
		Cooperative Work Experience will not meet this requirement.	
<b>LAB SCIENCE</b>	8		
8 credit hours to be chosen from:		<b>PHYSICAL EDUCATION ACTIVITY</b>	1
Biology		A maximum of 4 physical education activity hours may be counted toward graduation requirements	
Chemistry			
Astronomy (Must be either 111 or 101 plus 103; Must be either 112 or 102 plus 104)			
Geology			
Physics			
or			
Physical Science			
See an advisor for the appropriate course selection for your major.			
<b>HUMANITIES</b>	3	<b>ELECTIVE CREDIT</b>	16
3 credit hours to be chosen from:		Any credit course offered in the DCCCD will count toward graduation with the EXCEPTION of the following courses:	
Art 104		Courses numbered 099 and below	
Humanities 101		Art 199	
Music 104		College Learning Skills 100	
Philosophy 101		Developmental Communications 120	
Theater 101		Human Development 100	
Foreign Language		Human Development 110	
or		Library Science 101	
Literature		Music 199	
(Select from English 201, 202, 203, 204, 205, 206, 215, or 216)		Theater 199	
<b>BEHAVIORAL SCIENCE</b>	3		
3 credit hours to be chosen from:		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.	
Anthropology			
Human Development			
(with the exception of HD 100 and HD 110)			
Psychology			
or			
Sociology			
		<b>TOTAL</b>	61

# ACCOUNTING ASSOCIATE

Offered at all seven campuses

(Associate Degree)

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

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ACC 201 Principles of Accounting I	3
BUS 105 Introduction to Business	3
ENG 101 Composition I	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics	3
OFC 160 Office Calculating Machines	3
	15
<b>SEMESTER II</b>	
ACC 202 Principles of Accounting II	3
ENG 102 Composition II	3
CIS 101 Introduction to Computer Applications	
& Concepts	4
OFC 172 Beginning Typing*	3
SC 101 Introduction to Speech	
Communication	3
	16
<b>SEMESTER III</b>	
ACC 203 Intermediate Accounting I	3
ACC 204 Managerial Accounting or	
ACC 238 Costing Accounting	3
ACC 250 Microcomputer-Based Accounting	
Applications	3
ECO 201 Principles of Economics I	3
+ Elective Social/Behavioral Science	3
ACC 703 Cooperative Work Experience or	
ACC 704 Cooperative Work Experience or	
+ + Elective	3-4
	18-19

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

## SEMESTER IV

ACC 239	Income Tax Accounting	3
BUS 234	Business Law	3
ECO 202	Principles of Economics II	3
OFC 231	Business Communications	3
+ + +	Elective Humanities/Fine Arts	3
+ + +	Elective Any non-ACC course	3
		18

Minimum Hours Required . . . . .67

+ Elective—must be selected from the following:

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

+ + Electives—may be selected from the following:

Any CIS or CS Programming Course		
ACC 204	Managerial Accounting	3
ACC 205	Business Finance	3
ACC 207	Intermediate Accounting II	3
ACC 238	Cost Accounting	3
ACC 703	Cooperative Work Experience	3
ACC 704	Cooperative Work Experience	4
ACC 713	Cooperative Work Experience	3
ACC 714	Cooperative Work Experience	4
BUS 143	Personal Finance	3
MGT 136	Principles of Management	3
MGT 237	Organizational Behavior	3
CIS 262	Contemporary Topics in Computer	
	Information Systems	3
CIS 265	Special Topics in Computer Information Systems	4
MKT 206	Principles of Marketing	3

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

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

+ + + + Elective—must be selected from any non-Accounting course.

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



# AIR CONDITIONING AND REFRIGERATION -- RESIDENTIAL

Cedar Valley, Eastfield, and North Lake only

(Associate Degree)

This program is designed to train students to meet employment requirements in the field of residential air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of residential air conditioners, heat pumps, gas and electric furnaces, humidifiers, and the design of residential air conditioning systems. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

## CREDIT HOURS

### SEMESTER I

ACR 120	Principles of Refrigeration	6
ACR 125	Principles of Electricity	6
MTH 195	Technical Mathematics I or	
MTH 139	Applied Mathematics	3
		15

### SEMESTER II

ACR 130	Residential Cooling Systems	6
ACR 140	Residential Heating Systems	6
PHY 131	Applied Physics	4
		16

### SEMESTER III

ACR 200	Contractor Estimating	6
ACR 212	System Servicing	6
COM 131	Applied Communications or	
ENG 101	Composition I	3
		15

### SEMESTER IV

SC 101	Introduction to Speech Communication	3
PSY 131	Applied Psychology and Human Relations	3
Elective	Humanities/Fine Arts	3
Elective	Any non-ACR course	3
+ Elective		2-4
		14-16

Minimum Hours Required .....60

+ Electives--must be selected from the following:

AB 245	Welding for Auto Body	3
Any ACR (Air Conditioning and Refrigeration) course		
ACR 109	Contemporary Topics I	2
ACR 110	Contemporary Topics II	3
ACR 137	Contemporary Topics III	1
ACR 138	Contemporary Topics IV	2
ACR 139	Contemporary Topics V	3
ACR 221	Refrigeration Loads	3
ACR 222	Advanced Systems	3
ACR 223	Medium Temperature Refrigeration Systems	3
ACR 224	System Testing and Balancing	3
ACR 227	Low Temperature Refrigeration Systems	3
ACR 228	Air Conditioning System Equipment Selection	3
ACR 229	Refrigeration Equipment Selection	3
ACR 230	Energy Conservation	3
ACR 703	Cooperative Work Experience	3
ACR 704	Cooperative Work Experience	4
ACR 713	Cooperative Work Experience	3
ACR 714	Cooperative Work Experience	4
ACC 131	Bookkeeping I	3
BPR 177	Blueprint Reading - Mechanical	2
BUS 105	Introduction to Business	3
CAD 182	Technician Drafting	2
CIS 101	Introduction to Computer Applications & Concepts	4
MGT 153	Small Business Management	3

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

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY -- RESIDENTIAL -- AIR CONDITIONING TECHNICIAN I

*(Provisionally approved by the Coordinating Board.)*

*Cedar Valley, Eastfield, and North Lake only*

*(Certificate of Completion)*

This program is designed to introduce students to the basic concepts of the air conditioning and refrigeration industry. This will include the principles of refrigeration and electricity. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration .....	.6
ACR 125 Principles of Electricity .....	.6
	<u>12</u>
Minimum Hours Required .....	12

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY -- RESIDENTIAL -- AIR CONDITIONING TECHNICIAN II

*(Provisionally approved by the Coordinating Board.)*

*Cedar Valley, Eastfield, and North Lake only*

*(Certificate of Completion)*

This program is designed to train students to meet entry level requirements in the field of air conditioning. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of central air conditioners, room air conditioners, heat pumps, gas and electric furnaces. Throughout the entire program an emphasis is placed on current techniques used by service technicians.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration .....	.6
ACR 125 Principles of Electricity .....	.6
	<u>12</u>
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems .....	.6
ACR 140 Residential Heating Systems .....	.6
	<u>12</u>
Minimum Hours Required .....	24

# AIR CONDITIONING AND REFRIGERATION TECHNOLOGY -- RESIDENTIAL -- AIR CONDITIONING TECHNICIAN III

*(Provisionally approved by the Coordinating Board.)*

*Cedar Valley, Eastfield, and North Lake only*

**(Certificate)**

This program is designed to introduce students to the basic concepts of the air conditioning and refrigeration industry. This will include the installation, repair and maintenance of residential air conditioning equipment. Included in this program is the study of central air conditioners, room air conditioners, heat pumps, gas and electric furnaces. Heat loads, duct design, building plans, construction codes and licensing are also covered. Advanced system diagnosis and troubleshooting are emphasized. Completion of this program will help prepare students for the Texas Air Conditioning and Refrigeration Mechanical Contractor Exams

	CREDIT HOURS
<b>SEMESTER I</b>	
ACR 120 Principles of Refrigeration .....	6
ACR 125 Principles of Electricity .....	6
	<u>12</u>
<b>SEMESTER II</b>	
ACR 130 Residential Cooling Systems .....	6
ACR 140 Residential Heating Systems .....	6
	<u>12</u>
<b>SEMESTER III</b>	
ACR 200 Contractor Estimating .....	6
(Select two from the following) .....	6
COM 131 Applied Communications or	
ENG 101 Composition I .....	(3)
SC 101 Introduction to Speech	
Communication .....	(3)
MTH 100 + (any 100 level math course) .....	(3)
	<u>12</u>
<b>SEMESTER IV</b>	
ACR 212 System Servicing .....	6
	<u>6</u>
Minimum Hours Required .....	42

# AUTOMOTIVE CAREER TECHNICIAN

*Cedar Valley only*

(Associate Degree)

This program prepares the student for full-time employment as an automotive technician. The curriculum is designed to provide the graduate with information, experience and skills needed by technicians. Students are encouraged to take and pass all eight certification tests offered by the National Institute for Automotive Service Excellence while enrolled in the program. Students in this program will be required to participate in cooperative work experience for 12 hours of credit or select ACT 118 classes to total 12 hours of credit. Upon successful completion of the required courses the student will receive an associate degree of applied science.

	CREDIT HOURS
<b>SEMESTER I</b>	
ACT 110 Fundamentals .....	3
ACT 111 Electrical Systems I .....	3
ACT 114 Engine Top End Construction .....	3
ACT 115 Engine Bottom End Construction .....	3
	<u>12</u>
<b>SEMESTER II</b>	
ACT 113 Electrical Systems II .....	3
ACT 116 Automotive Service .....	3
ACT 223 Standard Transmissions & Power Trains .....	3
ACT 224 Automatic Transmissions .....	3
	<u>12</u>
<b>SUMMER SESSION</b>	
ACT 220 Air Conditioning and Heating Systems ..	3
	<u>3</u>
<b>SEMESTER III</b>	
ACT 222 Engine Tune-Up Procedures .....	3
ACT 225 Fuel Injection Systems .....	3
ACT 704 Cooperative Work Experience or ACT 118 Automotive Service .....	4
COM 131 Applied Communications .....	3
SC 101 Introduction to Speech Communication .....	3
	<u>16</u>
<b>SEMESTER IV</b>	
ACT 216 Parts and Service .....	2
ACT 221 Suspension, Steering and Brake Systems .....	3
ACT 714 Cooperative Work Experience or ACT 118 Automotive Service .....	4
MTH 139 Applied Mathematics .....	3
PHY 131 Applied Physics .....	4
	<u>16</u>

## SEMESTER V

ACT 804 Cooperative Work Experience or	
ACT 118 Automotive Service .....	4
Elective Any Non-ACT Course .....	3
Elective Humanities/Fine Arts .....	3
Elective Social/Behavioral Science .....	3
	<u>13</u>

Minimum Hours Required .....72

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.

# AUTOMOTIVE CAREER TECHNOLOGY

*Cedar Valley only*

(Certificate)

This program is designed to provide the student with information, experience and skills needed for a career in the automotive industry. Students are encouraged to take and pass certification tests by the National Institute for Automotive Service Excellence while enrolled in the program. Upon successful completion of the required courses the student will receive a certificate as an automotive technician trainee. Students completing this certificate may choose to continue for the associate degree in the Automotive Career Technician program.

## CREDIT HOURS

### SEMESTER I

ACT 110	Fundamentals .....	3
ACT 111	Electrical Systems I .....	3
ACT 114	Engine Top End Construction .....	3
ACT 115	Engine Bottom End Construction .....	3
		<u>12</u>

### SEMESTER II

ACT 113	Electrical Systems II .....	3
ACT 118	Automotive Service .....	3
ACT 223	Standard Transmissions & Power Trains .....	3
ACT 224	Automatic Transmissions .....	3
		<u>12</u>

### SUMMER SESSION

ACT 220	Air Conditioning and Heating Systems .....	3
		<u>3</u>

### SEMESTER III

ACT 222	Engine Tune-Up Procedures .....	3
ACT 225	Fuel Injection Systems .....	3
ACT 704	Cooperative Work Experience or ACT 118 Automotive Service .....	4
COM 131	Applied Communications .....	3
SC 101	Introduction to Speech Communication .....	3
		<u>16</u>

Minimum Hours Required .....43

# AUTOMOTIVE TECHNOLOGY

Cedar Valley and Eastfield only

(Associate Degree)

The purpose of this program is to prepare students for entry level employment as an automotive technician. This program of study will include theory, diagnosis, repair, overhaul and maintenance of automobiles. Emphasis is placed on operational theory, practical skills and accepted shop procedures.

	CREDIT HOURS
<b>SEMESTER I</b>	
AT 109 Minor Vehicle Service .....	3
AT 110 Engine Repair I .....	4
AT 112 Engine Repair II .....	4
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
MTH 195 Technical Mathematics I .....	3
	17
<b>SEMESTER II</b>	
AT 114 Engine Performance .....	4
AT 116 Fuel and Emission Systems .....	4
AT 119 Electrical Systems .....	3
PHY 131 Applied Physics .....	4
SC 101 Introduction to Speech	
Communication .....	3
	18
<b>SEMESTER III</b>	
AT 222 Heating and Air Conditioning .....	3
AT 223 Brake Systems .....	4
AT 225 Front End Systems .....	4
AT 248 Automotive Electronics .....	3
+ Elective Social/Behavioral Science .....	3
	17
<b>SEMESTER IV</b>	
AT 228 Standard Transmissions and Drive	
Trains .....	3
AT 229 Automatic Transmissions I .....	4
AT 231 Automatic Transmissions II .....	4
AT 703 Cooperative Work Experience .....	3
+ + Elective Humanities/Fine Arts .....	3
Elective Any non-AT course .....	3
	20
Minimum Hours Required .....	72

+ Elective--must be selected from the following:

ANT 101	Cultural Anthropology .....	3
GVT 201	American Government .....	3
GVT 202	American Government .....	3
GVT 211	Introduction to Comparative Politics .....	3
HST 101	History of the United States .....	3
HST 102	History of the United States .....	3
HST 105	Western Civilization .....	3
HST 106	Western Civilization .....	3
HD 104	Educational and Career Planning .....	3
HD 105	Basic Processes of Interpersonal	
	Relationships .....	3
HD 106	Personal and Social Growth .....	3
HD 107	Developing Leadership Behavior .....	3
PSY 101	Introduction to Psychology .....	3
PSY 131	Applied Psychology & Human Relations .....	3
PSY 201	Developmental Psychology .....	3
PSY 205	Psychology of Personality .....	3
SOC 101	Introduction to Sociology .....	3

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

ART 104	Art Appreciation .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
ENG 215	Studies in Literature .....	3
ENG 216	Studies in Literature .....	3
HUM 101	Introduction to the Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to Theater .....	3

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

# AUTOMOTIVE TECHNOLOGY

*Cedar Valley and Eastfield only*

(Certificate)

The purpose of this program is to train persons for entry level positions in the field of automotive technology. A certificate is issued upon successful completion of the program.

	CREDIT HOURS
<b>SEMESTER I</b>	
AT 109 Minor Vehicle Service .....	3
AT 110 Engine Repair I .....	4
AT 112 Engine Repair II .....	4
MTH 195 Technical Mathematics .....	3
	<u>14</u>
<b>SEMESTER II</b>	
AT 114 Engine Performance .....	4
AT 116 Fuel and Emission Systems .....	4
AT 119 Electrical Systems .....	3
ENG 101 Composition I or	
COM 131 Applied Communications .....	3
	<u>14</u>
<b>SEMESTER III</b>	
AT 222 Heating and Air Conditioning .....	3
AT 223 Brake Systems .....	4
AT 225 Front End Systems .....	4
AT 248 Automotive Electronics .....	3
	<u>14</u>
<b>SEMESTER IV</b>	
AT 227 Standard Transmissions and	
Drive Trains .....	4
AT 229 Automatic Transmissions I .....	4
AT 231 Automatic Transmissions II .....	4
AT 703 Cooperative Work Experience or	(3)
AT 704 Cooperative Work Experience .....	4
	<u>15-16</u>
Minimum Hours Required .....	57



# **COMMERCIAL MUSIC -- ARRANGER/COMPOSER/COPYIST**

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the student with the writing skills required for arranging and composing for small and large instrumental and vocal groups in all areas of commercial music, i.e., jazz, rock, pop, country/western. Standard manuscript techniques will be emphasized in actual writing assignments.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Lab .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<u>17-18</u>
<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
PSY 131 Applied Psychology and Human Relations .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<u>17-18</u>
<b>SEMESTER III</b>	
MUS 193 Improvisation .....	3
MUS 189 Computerized Music Production I .....	2
MUS 199 Recital .....	1
MUS 292 Arranging/Orchestration .....	3
MUS 245 Music Theory III .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	<u>14-15</u>

## **SEMESTER IV**

MUS 199 Recital .....	1
MUS 203 Composition .....	3
MUS 246 Music Theory IV .....	3
COM 131 Applied Communications or ENG 101 Composition I .....	3
SC 101 Introduction to Speech Communication .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
Elective Any Non-MUS Course .....	3
	<u>18-19</u>

Minimum Hours Required .....66

+ Ensembles--must be selected from the following:

MUS 103 Guitar Ensemble .....	1
MUS 150 Choir .....	1
MUS 155 Vocal Ensemble .....	1
MUS 160 Band .....	1
MUS 171 Woodwind Ensemble .....	1
MUS 172 Brass Ensemble .....	1
MUS 173 Percussion Ensemble .....	1
MUS 174 Keyboard Ensemble .....	1
MUS 176 Symphonic Wind Ensemble .....	1
MUS 181 Lab Band .....	1
MUS 185 Stage Band .....	1

+ + Applied Music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

**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.

# COMMERCIAL MUSIC -- MUSIC RETAILING

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, small business management. The training is culminated with work experience coordinated through local merchants.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
+ Ensemble .....	1
+ + Applied Music .....	1
	<u>17</u>
<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 199 Recital .....	1
MKT 137 Principles of Retailing .....	3
MKT 230 Salesmanship .....	3
SC 101 Introduction to Speech Communication	3
+ Ensemble .....	1
+ + Applied Music .....	1
	<u>17</u>
<b>SEMESTER III</b>	
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory .....	1
MUS 199 Recital .....	1
MUS 703 Cooperative Work Experience .....	3
MTH 130 Business Mathematics .....	3
PSY 131 Applied Psychology & Human Relations	3
+ + Applied Music .....	1
	<u>14</u>
<b>SEMESTER IV</b>	
MUS 189 Computerized Music Production I .....	2
MUS 199 Recital .....	1
MUS 713 Cooperative Work Experience .....	3
ACC 201 Principles of Accounting I .....	3
MGT 153 Small Business Management .....	3
+ + Applied Music .....	1-2
Elective Any Non-MUS Course .....	3
	<u>16-17</u>

Minimum Hours Required .....64

+ Ensembles--must be selected from the following:

MUS 103	Guitar Ensemble .....	1
MUS 150	Choir .....	1
MUS 155	Vocal Ensemble .....	1
MUS 160	Band .....	1
MUS 171	Woodwind Ensemble .....	1
MUS 172	Brass Ensemble .....	1
MUS 173	Percussion Ensemble .....	1
MUS 174	Keyboard Ensemble .....	1
MUS 176	Symphonic Wind Ensemble .....	1
MUS 181	Lab Band .....	1
MUS 185	Stage Band .....	1

+ + Applied Music--courses must be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.

# COMMERCIAL MUSIC -- MUSIC RETAILING CERTIFICATE

*Cedar Valley only*

(Certificate)

This program is designed to prepare the music major in retailing for the music industry job market. Training is provided in music skills as well as in business, i.e., business of music, salesmanship, retailing techniques.

## CREDIT HOURS

### SEMESTER I

MUS 113	Fundamentals of Music I	3
MUS 117	Piano Class I	1
MUS 196	Business of Music	3
MUS 199	Recital	1
COM 131	Applied Communications or	
ENG 101	Composition I	3
BUS 105	Introduction to Business	3
+ Ensemble		1
+ + Applied Music		1
		16

### SEMESTER II

MUS 189	Computerized Music Production I	2
MUS 199	Recital	1
SC 101	Introduction to Speech	
	Communication	3
MTH 130	Business Mathematics	3
MKT 137	Principles of Retailing	3
MKT 230	Salesmanship	3
+ Ensemble		1
+ + Applied Music		1
		17

Minimum Hours Required 33

+ Ensembles--must be selected from the following:

MUS 103	Guitar Ensemble	1
MUS 150	Choir	1
MUS 155	Vocal Ensemble	1
MUS 160	Band	1
MUS 171	Woodwind Ensemble	1
MUS 172	Brass Ensemble	1
MUS 173	Percussion Ensemble	1
MUS 174	Keyboard Ensemble	1
MUS 176	Symphonic Wind Ensemble	1
MUS 181	Lab Band	1
MUS 185	Stage Band	1

+ + Applied music courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

# COMMERCIAL MUSIC -- PERFORMING MUSICIAN

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare the instrumental and vocal student for performances in commercial music, i.e., jazz, rock, pop, country/western. This training will include work in performance techniques, styles, solo and ensemble work, repertoire for small and large groups, and actual performances.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 145 Music Theory I .....	3
MUS 161 Musicianship I .....	1
MUS 117 Piano Class I .....	1
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Lab .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	17-18
<b>SEMESTER II</b>	
MUS 146 Music Theory II .....	3
MUS 162 Musicianship II .....	1
MUS 118 Piano Class II .....	1
MUS 196 Business of Music .....	3
MUS 199 Recital .....	1
BUS 105 Introduction to Business .....	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	17-18
<b>SEMESTER III</b>	
MUS 193 Improvisation .....	3
MUS 199 Recital .....	1
MUS 292 Arranging/Orchestration .....	3
MUS 293 Independent Study or	
MUS 703 Cooperative Work Experience .....	3
SC 101 Introduction to Speech	
Communication .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
	15-16

## SEMESTER IV

MUS 199 Recital .....	1
MUS 194 Jazz Workshop .....	3
MUS 713 Cooperative Work Experience .....	3
PSY 131 Applied Psychology and Human	
Relations .....	3
+ Ensemble .....	1
+ + Applied Music .....	1-2
Elective Any Non-MUS Course .....	3
	15-16

Minimum Hours Required .....64

+ Ensembles--must be selected from the following:

MUS 103 Guitar Ensemble .....	1
MUS 150 Choir .....	1
MUS 155 Vocal Ensemble .....	1
MUS 160 Band .....	1
MUS 171 Woodwind Ensemble .....	1
MUS 172 Brass Ensemble .....	1
MUS 173 Percussion Ensemble .....	1
MUS 174 Keyboard Ensemble .....	1
MUS 176 Symphonic Wind Ensemble .....	1
MUS 181 Lab Band .....	1
MUS 185 Stage Band .....	1

+ + Applied Music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.

# COMMERCIAL MUSIC -- RECORDING TECHNOLOGY

*Cedar Valley only*

(Associate Degree)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mix down techniques, master tape production, studio techniques, trouble-shooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

## CREDIT HOURS

### SEMESTER I

MUS 145	Music Theory I	3
MUS 161	Musicianship I	1
MUS 117	Piano Class I	1
MUS 190	Survey of Recording	2
MUS 191	Survey of Recording Laboratory	1
MUS 192	Music in America	3
MUS 199	Recital	1
MTH 139	Applied Mathematics	3
+ Ensemble		1
+ + Applied Music		1-2
		<u>17-18</u>

### SEMESTER II

MUS 146	Music Theory II	3
MUS 162	Musicianship II	1
MUS 118	Piano Class II	1
MUS 180	Audio Production for Voice	2
MUS 197	Studio Technology	2
MUS 198	Studio Technology Laboratory	1
MUS 199	Recital	1
COM 131	Applied Communications or	
ENG 101	Composition I	3
+ Ensemble		1
+ + Applied Music		1-2
		<u>16-17</u>

### SEMESTER III

MUS 189	Computerized Music Production I	2
MUS 199	Recital	1
MUS 293	Independent Study or	
MUS 703	Cooperative Work Experience	3
MUS 296	Recording Studio Practices	3
PSY 131	Applied Psychology and Human	
	Relations	3
SC 101	Introduction to Speech Communication	3
+ Ensemble		1
+ + Applied Music		1-2
		<u>17-18</u>

### SEMESTER IV

MUS 196	Business of Music	3
MUS 199	Recital	1
MUS 293	Independent Study or	
MUS 713	Cooperative Work Experience	3
MUS 297	Studio Production	3
BUS 105	Introduction to Business	3
+ Ensemble		1
+ + Applied Music		1-2
Elective	Any Non-MUS Course	3
		<u>18-19</u>

Minimum Hours Required .....68

+ Ensembles--Must be selected from the following:

MUS 103	Guitar Ensemble	1
MUS 150	Choir	1
MUS 155	Vocal Ensemble	1
MUS 160	Band	1
MUS 171	Woodwind Ensemble	1
MUS 172	Brass Ensemble	1
MUS 173	Percussion Ensemble	1
MUS 174	Keyboard Ensemble	1
MUS 176	Symphonic Wind Ensemble	1
MUS 181	Lab Band	1
MUS 185	Stage Band	1

+ + Applied Music--courses to be selected from any music course numbered from MUS 121 through MUS 143 or MUS 221 through MUS 243.

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.

# COMMERCIAL MUSIC -- RECORDING TECHNOLOGY CERTIFICATE

*Cedar Valley only*

(Certificate -- Accelerated Program)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mix down techniques, master tape production, studio techniques, trouble-shooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 113 Fundamentals of Music I .....	3
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory .....	1
MUS 192 Music in America .....	3
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
	<u>13</u>
<b>SEMESTER II</b>	
MUS 196 Business of Music .....	3
MUS 197 Studio Technology .....	2
MUS 198 Studio Technology Laboratory .....	1
MUS 199 Recital .....	1
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
MUS 180 Audio Production for Voice .....	2
+ Elective .....	1
	<u>13</u>
<b>SEMESTER III</b>	
MUS 296 Recording Studio Practices .....	3
	<u>3</u>
<b>SEMESTER IV</b>	
MUS 297 Studio Production .....	3
	<u>3</u>

Minimum Hours Required .....32

+ Elective--must be selected from any music course.

# COMMERCIAL MUSIC -- RECORDING TECHNOLOGY CERTIFICATE

*Cedar Valley only*

(Certificate -- Balanced Semester Program)

This program is designed to prepare commercial musicians with additional skills in the field of recording technology. In addition to preparing the student in vocal or instrumental commercial music techniques, training is provided in the basic console recording skills such as microphone selection and placement, mix down techniques, master tape production, studio techniques, trouble-shooting, and session procedures. Emphasis is placed on the specific needs of the commercial musician in the field of recording.

	CREDIT HOURS
<b>SEMESTER I</b>	
MUS 190 Survey of Recording .....	2
MUS 191 Survey of Recording Laboratory .....	1
MUS 199 Recital .....	1
MTH 139 Applied Mathematics .....	3
	<u>7</u>
<b>SEMESTER II</b>	
MUS 113 Fundamentals of Music I .....	3
MUS 197 Studio Technology .....	2
MUS 198 Studio Technology Laboratory .....	1
MUS 199 Recital .....	1
MUS 180 Audio Production for Voice .....	2
	<u>9</u>
<b>SEMESTER III</b>	
MUS 192 Music in America .....	3
MUS 296 Recording Studio Practices .....	3
COM 131 Applied Communications or	
ENG 101 Composition I .....	3
	<u>9</u>
<b>SEMESTER IV</b>	
MUS 196 Business of Music .....	3
MUS 297 Studio Production .....	3
+ Elective .....	1
	<u>7</u>

Minimum Hours Required .....32

+ Elective--must be selected from any music course.

COMPUTER INFORMATION SYSTEMS - BUSINESS  
COMPUTER INFORMATION SYSTEMS

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
CIS 101 Introduction to Computer Concepts and Applications	4
BUS 105 Introduction to Business or	3
MGT 136 Principles of Management	(3)
MTH 111 Mathematics for Business and Economics I	3
ENG 101 Composition I	3
CIS 106 Problem Solving with the Computer	4
	17
<b>SEMESTER II</b>	
CIS 162 COBOL Programming I	4
MTH 112 Mathematics for Business and Economics II	3
SC 101 Introduction to Speech Communication	3
CIS 160 Data Communications and Operating Systems	3
ACC 201 Principles of Accounting I*	3
	16
<b>SEMESTER III</b>	
CIS 164 COBOL Programming II	4
ECO 201 Principles of Economics I	3
ACC 202 Principles of Accounting II	3
+ Elective	3
+ + Elective	3-4
	16-17
<b>SEMESTER IV</b>	
CIS 210 Assembly Language I or	4
CIS 212 C Programming	(4)
ECO 202 Principles of Economics II	3
+ + + Elective	3
+ + + + Elective	3
+ + + + + Elective	3-4
	16-17

Minimum Hours Required .....65

+ Elective--Any CIS course including CIS 701, CIS 702, CIS 703, or CIS 704

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

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

+ + + Elective--Any NON-CIS course

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

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

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

CIS 121	Text Processing Applications	4
CIS 169	Application Development Tools	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	Pascal Programming for Business	3
CIS 200	Fundamentals of Networking	3
CIS 210	Assembly Language I	4
CIS 212	C Programming	4
CIS 218	Spreadsheet Applications	4
CIS 228	Database Applications	4
CIS 275	User Documentation and Training	3
CIS 701	Cooperative Work Experience	1
CIS 702	Cooperative Work Experience	2
CIS 703	Cooperative Work Experience	3
CIS 704	Cooperative Work Experience	4
CIS 712	Cooperative Work Experience	2
CIS 713	Cooperative Work Experience	3
CIS 714	Cooperative Work Experience	4

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

- CIS 172 or CS 122
- CIS 210 or CS 212

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

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



# COMPUTER INFORMATION SYSTEMS – BUSINESS COMPUTER PROGRAMMER

*Offered at all seven campuses*

(Associate Degree)

This option is intended for the preparation of entry-level 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 CIS courses with a lab component. Students are advised to develop this proficiency.

## CREDIT HOURS

### SEMESTER I

CIS 101	Introduction to Computer Concepts and Applications	4
BUS 105	Introduction to Business or	3
MGT 136	Principles of Management	(3)
MTH 115	College Mathematics I*	3
ENG 101	Composition I	3
CIS 106	Problem Solving with the Computer	4
		17

### SEMESTER II

CIS 160	Data Communications and Operating Systems	3
CIS 162	COBOL Programming I	4
ACC 201	Principles of Accounting I***	3
PSY 131	Applied Psychology and Human Relations**	3
SC 101	Introduction to Speech Communication	3
		16

### SEMESTER III

CIS 164	COBOL Programming II	4
CIS 205	Control Language and Operating Environments	4
+ Elective		3-4
+ + Elective		3
+ + + Elective		3-4
		17-19

### SEMESTER IV

CIS 225	Systems Analysis and Design	4
CIS 258	On-Line Applications	4
CIS 254	Data Base Systems	4
+ + + + Elective		3
+ + + + + Elective		3-4
		18-19

Minimum Hours Required .....68

+ Elective—Any CIS or CS course including CIS 701, CIS 702, CIS 703, CIS 704

+ + Elective—must be selected from the following:

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

+ + + Elective—Any CIS course or ACC 202

+ + + + Elective—Any NON-CIS course

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

CIS 121	Text Processing Applications	4
CIS 169	Application Development Tools	4
CIS 170	RPG Programming	3
CIS 172	BASIC Programming	3
CIS 173	Pascal Programming for Business	3
CIS 200	Fundamentals of Networking	3
CIS 210	Assembly Language I	4
CIS 212	C Programming	4
CIS 218	Spreadsheet Applications	4
CIS 228	Database Applications	4
CIS 275	User Documentation and Training	3
CIS 701	Cooperative Work Experience	1
CIS 702	Cooperative Work Experience	2
CIS 703	Cooperative Work Experience	3
CIS 704	Cooperative Work Experience	4
CIS 712	Cooperative Work Experience	2
CIS 713	Cooperative Work Experience	3
CIS 714	Cooperative Work Experience	4

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

CIS 172 or CS 122  
CIS 210 or CS 212

\*MTH 111 or MTH 130 may be substituted.

\*\*PSY 101 may be substituted.

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

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

# FASHION MARKETING

*Brookhaven and Cedar Valley only*

(Associate Degree)

This two-year program is designed for those interested in careers related to fashion wholesaling and retailing. Students explore merchandising, buying, textiles, display, advertising and computer applications in the fashion industry. Emphasis is placed on cooperative work experience which gives the student necessary preparation and experience needed for an entry-level position.

	CREDIT HOURS
<b>SEMESTER I</b>	
MKT 137 Principles of Retailing .....	3
MKT 239 Automated Inventory Management .....	3
MKT 291 Fashion Merchandising .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
	<b>18</b>
<b>SEMESTER II</b>	
MKT 230 Salesmanship .....	3
DES 135 Textiles .....	3
MKT 251 Visual Merchandising .....	3
PSY 131 Applied Psychology and Human Relations or	
PSY 101 Introduction to Psychology .....	3
ENG 102 Composition II .....	3
SC 101 Introduction to Speech Communication .....	3
	<b>18</b>
<b>SEMESTER III</b>	
MKT 206 Principles of Marketing .....	3
MKT 292 Fashion Design .....	3
HUM 101 Introduction to the Humanities or	
ART 104 Art Appreciation .....	3
MKT 703 Cooperative Work Experience .....	3
Elective Any Non-MKT Course .....	3
	<b>15</b>
<b>SEMESTER IV</b>	
MKT 233 Advertising and Sales Promotion .....	3
MKT 290 Fashion Buying .....	3
MKT 713 Cooperative Work Experience .....	3
ACC 201 Accounting I or	
ACC 131 Bookkeeping .....	3
+ Elective .....	3
	<b>15</b>
Minimum Hours Required .....	<b>66</b>

+ Electives--may be selected from the following:

BUS 234	Business Law .....	3
ECO 201	Principles of Economics I .....	3
ECO 202	Principles of Economics II .....	3
MGT 136	Principles of Management .....	3
MGT 237	Organizational Behavior .....	3
MKT 211	Special Topics in Fashion Marketing .....	1
MKT 212	Special Topics in Fashion Marketing .....	2
MKT 222	Fashion Show Production .....	2
MKT 223	Special Topics in Fashion Marketing .....	3
MKT 224	Computer Graphics: Marketing Applications .....	3

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

## FASHION MARKETING -- RETAIL SALES ASSOCIATE

*Brookhaven and Cedar Valley Only*

(Certificates of Completion)

This certificate program is designed to prepare students for entry-level employment in retail sales in the fashion industry.

	CREDIT HOURS
MKT 137 Principles of Retailing .....	3
SC 101 Introduction to Speech Communication .....	3
MKT 230 Salesmanship .....	3
MKT 703 Cooperative Work Experience .....	3
	<u>12</u>

Minimum Hours Required .....12

## FASHION MARKETING -- SHOWROOM MANAGER

*Brookhaven and Cedar Valley Only*

(Certificate of Completion)

This certificate program is designed to prepare students for career opportunities in the wholesale field of Fashion Marketing.

	CREDIT HOURS
MKT 251 Visual Merchandising .....	3
MKT 291 Fashion Merchandising .....	3
SC 101 Introduction to Speech Communication .....	3
ACC 131 Bookkeeping I .....	3
MKT 290 Fashion Buying .....	3
MKT 230 Salesmanship .....	3
	<u>18</u>

Minimum Hours Required .....18

## FASHION MARKETING -- VISUAL MERCHANDISING ASSISTANT

*Brookhaven and Cedar Valley Only*

(Certificate of Completion)

This certificate program is designed to prepare students for career opportunities in visual merchandising in either the specialty or department store chain.

	CREDIT HOURS
ART 110 Design I .....	3
MKT 251 Visual Merchandising .....	3
MKT 291 Fashion Merchandising .....	3
ART 111 Design II .....	3
+ Elective .....	3
	<u>15</u>

Minimum Hours Required .....15

+ Elective--must be selected from the following:

MKT 223	Special Topics in Fashion Marketing .....	3
VC 110	Introduction to Visual Communications .....	3
VC 111	History of Visual Communications .....	3

MANAGEMENT CAREERS --  
ADMINISTRATIVE MANAGEMENT  
OPTION

Offered at all seven campuses

(Associate Degree)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
+ Elective .....	3
	15
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
ACC 201 Principles of Accounting I .....	3
ENG 102 Composition II .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
+ Elective .....	3
	16
<b>SEMESTER III</b>	
ACC 202 Principles of Accounting II .....	3
BUS 234 Business Law .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Applied Psychology and Human Relations .....	3
SC 101 Introduction to Speech Communication .....	3
	15
<b>SEMESTER IV</b>	
MGT 242 Human Resources Management .....	3
MGT 237 Organizational Behavior .....	3
ECO 202 Principles of Economics II .....	3
OFC 231 Business Communications .....	3
+ + Elective Humanities/Fine Arts .....	3
Elective Any Non-MGT Course .....	3
	18
Minimum Hours Required .....	64

+ Electives--may be selected from the following:

IBT 275	Introduction to International Business and Trade .....	3
IBT 276	International Marketing Management .....	3
IBT 277	International Comparative Management .....	3
IBT 278	International Finance .....	3
IBT 279	International Business Law .....	3
MGT 140	Introduction to Total Quality Management .....	3
MGT 153	Small Business Management .....	3
MGT 171	Introduction to Supervision .....	3
MGT 210	Small Business Capitalization, Acquisition, and Finance .....	3
MGT 211	Small Business Operations .....	3
MGT 212	Special Problems in Business .....	1
MGT 704	Cooperative Work Experience .....	4
MGT 714	Cooperative Work Experience .....	4
MGT 804	Cooperative Work Experience .....	4
MKT 137	Principles of Retailing .....	3
MKT 230	Salesmanship .....	3
MKT 233	Advertising and Sales Promotion .....	3
OFC 160	Office Calculating Machines .....	3
OFC 172	Beginning Typing .....	3

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

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

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

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

# MANAGEMENT CAREERS -- MID-MANAGEMENT OPTION

*Offered at all seven campuses*

(Associate Degree)

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

## CREDIT HOURS

### SEMESTER I

MGT 136	Principles of Management	3
MGT 171	Introduction to Supervision	3
MGT 704	Cooperative Work Experience	4
BUS 105	Introduction to Business	3
ENG 101	Composition I	3
SC 101	Introduction to Speech Communication	3
		<u>19</u>

### SEMESTER II

MGT 242	Human Resources Management	3
MGT 714	Cooperative Work Experience	4
CIS 101	Introduction to Computer Applications and Concepts	4
MTH 111	Mathematics for Business and Economics I or	
MTH 130	Business Mathematics	3
ENG 102	Composition II	3
		<u>17</u>

### SEMESTER III

MGT 237	Organizational Behavior	3
MGT 804	Cooperative Work Experience	4
ACC 201	Principles of Accounting I*	3
ECO 201	Principles of Economics I or	
ECO 105	Economics of Contemporary Social Issues	3
		<u>13</u>

### SEMESTER IV

MGT 244	Problem Solving and Decision Making	3
MGT 814	Cooperative Work Experience	4
+ Elective	Humanities/Fine Arts	3
Elective	Any Non-MGT Course	3
		<u>13</u>

Minimum Hours Required . . . . .62

+ Elective--must be selected from the following:

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

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

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

**MANAGEMENT CAREERS --**  
**MID-MANAGEMENT**

*Offered at all seven colleges*

(Certificate of Completion)

The Mid-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 Mid-Management associate degree option.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 171 Introduction to Supervision .....	3
MGT 704 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER II</b>	
MGT 242 Human Resources Management .....	3
MGT 714 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER III</b>	
MGT 237 Organizational Behavior .....	3
MGT 804 Cooperative Work Experience .....	4
	<u>7</u>
<b>SEMESTER IV</b>	
MGT 244 Problem Solving and Decision Making ..	3
MGT 814 Cooperative Work Experience .....	4
	<u>7</u>
Minimum Hours Required .....	28

# MANAGEMENT CAREERS -- SALES, MARKETING, AND RETAIL MANAGEMENT OPTION

*Brookhaven and Cedar Valley only*

(Associate Degree)

The Sales, Marketing, and Retail Management Option is designed to prepare students for career opportunities in retail management, sales, or marketing. Students specialize in courses in retail management, sales, and marketing. Students also have the opportunity to work in sales, marketing, or retail areas through a sponsoring business firm.

	CREDIT HOURS
<b>SEMESTER I</b>	
MGT 136 Principles of Management .....	3
MKT 137 Principles of Retailing .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
Elective Any Non-MKT & Non-MGT Course .....	3
	15
<b>SEMESTER II</b>	
MKT 206 Principles of Marketing .....	3
MKT 230 Salesmanship .....	3
ENG 102 Composition II .....	3
MKT 239 Automated Inventory Management .....	3
MTH 111 Mathematics for Business and Economics I or	
MTH 130 Business Mathematics .....	3
SC 101 Introduction to Speech Communication .....	3
	18
<b>SEMESTER III</b>	
MKT 233 Advertising and Sales Promotion .....	3
ACC 201 Principles of Accounting I* .....	3
ECO 201 Principles of Economics I .....	3
PSY 131 Applied Psychology and Human Relations .....	3
MKT 703 Cooperative Work Experience .....	3
	15
<b>SEMESTER IV</b>	
ECO 202 Principles of Economics II .....	3
MGT 237 Organizational Behavior .....	3
MGT 242 Human Resources Management .....	3
MKT 713 Cooperative Work Experience .....	3
+ Elective .....	3
	15
Minimum Hours Required .....	63

+ Elective--may be selected from the following:

ART 104	Art Appreciation .....	3
HUM 101	Introduction to the Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 101	Introduction to Philosophy .....	3
THE 101	Introduction to Theatre .....	3

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

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



MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate)

This program is designed to train students to meet entry level requirements in the field of motorcycle mechanics. This will include diagnosis, repair, and maintenance of foreign and domestic motorcycles. Included in this program is the study of carburetion, ignition, and electrical systems, engine overhaul and tune-up, and motorcycle chassis. Throughout the entire program an emphasis is placed on the latest factory recommended techniques.

	CREDIT HOURS
<b>SEMESTER I</b>	
MM 134 Motorcycle Service Principles .....	4
MM 135 Motorcycle Tune-up .....	4
MM 136 Motorcycle Two Stroke Engine/ Transmission .....	4
+ Elective .....	3
	15
<b>SEMESTER II</b>	
MM 137 Motorcycle Four Stroke Engine/ Transmission .....	4
MM 138 Motorcycle Electrical Systems .....	4
MM 139 Motorcycle Chassis and Drive Systems .....	4
+ Elective .....	3
	15
<b>SUMMER SESSION</b>	
MM 703 Cooperative Work Experience .....	3
	3

Minimum Hours Required .....33

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

COM 131	Applied Communications or	
ENG 101	Composition I or	
SC 101	Introduction to Speech Communication . . . . .	3
MTH 139	Applied Mathematics or	
MTH 195	Technical Mathematics . . . . .	3

MOTORCYCLE MECHANICS

Cedar Valley only

(Certificate of Completion)

This program is designed to train students to meet entry level requirements in the field of motorcycle mechanics. This will include diagnosis, repair, and maintenance of foreign and domestic motorcycles. Included in this program is the study of carburetion, ignition, and electrical systems, engine overhaul and tune-up, and motorcycle chassis. Throughout the entire program an emphasis is placed on the latest factory recommended techniques.

	CREDIT HOURS
<b>SEMESTER I</b>	
MM 135 Motorcycle Tune-up .....	4
MM 134 Motorcycle Service Principles .....	4
MM 136 Motorcycle Two Stroke Engine/ Transmission .....	4
	12
<b>SEMESTER II</b>	
MM 137 Motorcycle Four Stroke Engine/ Transmission .....	4
MM 138 Motorcycle Electrical Systems .....	4
MM 139 Motorcycle Chassis and Drive Systems .....	4
	12
<b>SUMMER SESSION</b>	
MM 703 Cooperative Work Experience .....	3
	3

Minimum Hours Required .....27

# OFFICE TECHNOLOGY -- ADMINISTRATIVE ASSISTANT

Offered at all seven campuses

(Associate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing <sup>1</sup> .....	3
BUS 105 Introduction to Business .....	3
	<u>19</u>
<b>SEMESTER II</b>	
ENG 102 Composition II .....	3
OFC 150 Automated Filing Procedures .....	3
OFC 162 Office Procedures <sup>2</sup> .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting .....	3
OFC 179 Office Information Systems Concepts <sup>3</sup> .....	2
OFC 182 Introduction to Word Processing <sup>3</sup> .....	1
	<u>18</u>
<b>SEMESTER III</b>	
OFC 231 Business Communications .....	3
SC 101 Introduction to Speech Communication .....	3
PSY 131 Applied Psychology and Human Relations or	
HD 105 Basic Processes of Interpersonal Relationships .....	3
OFC 185 Basic Machine Transcription <sup>4</sup> .....	1
OFC 282 Word Processing Applications .....	1
OFC 273 Advanced Typing Applications .....	2
Elective Any Non-OFC Course .....	3
	<u>16</u>

## SEMESTER IV

HUM 101 Introduction to the Humanities .....	3
OFC 283 Specialized Software I .....	1
MGT 136 Principles of Management or	
MGT 237 Organizational Behavior .....	3
+ Elective(s) <sup>5, 6</sup> .....	3
OFC 703 Cooperative Work Experience or	
OFC 704 Cooperative Work Experience .....	3-4
	<u>13-14</u>

Minimum Hours Required .....66

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

<sup>2</sup>For legal emphasis, OFC 274 (Legal Secretarial Procedures) may be substituted.

<sup>3</sup>OFC 190 is equivalent to 179, 182 and 185

<sup>4</sup>For legal emphasis, OFC 167 (Legal Terminology and Transcription) may be added.

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

OFC 103 Speedwriting .....	4
OFC 143 Contemporary Topics in Office Technology .....	1
OFC 144 Contemporary Topics in Office Technology .....	2
OFC 145 Contemporary Topics in Office Technology .....	3
OFC 159 Beginning Shorthand .....	4
OFC 183 Keyboarding and Speed for Accuracy .....	1
OFC 284 Specialized Software .....	1

<sup>6</sup>For legal emphasis, BUS 234 (Business Law) may be taken.

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

# OFFICE TECHNOLOGY -- GENERAL OFFICE CLERK

*Offered at all seven campuses*

(Certificate)

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

	CREDIT HOURS
<b>SEMESTER I</b>	
ENG 101 Composition I .....	3
MTH 130 Business Mathematics .....	3
OFC 160 Office Calculating Machines .....	3
OFC 172 Beginning Typing <sup>1</sup> .....	3
BUS 105 Introduction to Business .....	3
CIS 101 Introduction to Computer Applications and Concepts .....	4
	<u>19</u>
<b>SEMESTER II</b>	
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 182 Introduction to Word Processing .....	1
OFC 185 Machine Transcription .....	1
OFC 190 Principles of Word Processing <sup>2</sup> .....	2
OFC 231 Business Communications .....	3
ACC 131 Bookkeeping I or	
ACC 201 Principles of Accounting .....	3
	<u>16</u>
Minimum Hours Required .....	35

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

<sup>2</sup>OFC 190 is equivalent to 179, 182 and 185

## OFFICE TECHNOLOGY -- RECEPTIONIST

*(Pending Coordinating Board Approval for Fall 1993)*

*All seven colleges*

(Certificate of Completion)

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

	CREDIT HOURS
ENG 101 Composition I .....	3
OFC 160 Office Calculating Machines .....	3
OFC 162 Office Procedures .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 182 Introduction to Word Processing .....	1
OFC 282 Word Processing Applications .....	1
OFC 283 Specialized Software .....	1
	<hr/> 15
Minimum Hours Required .....	15

\*Prerequisite: OFC 172 or demonstrated competency.

## OFFICE TECHNOLOGY -- WORD PROCESSING TYPIST

*(Pending Coordinating Board Approval for Fall 1993)*

*All seven colleges*

(Certificate of Completion)

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

	CREDIT HOURS
ENG 101 Composition I .....	3
OFC 173 Intermediate Typing <sup>1</sup> .....	3
OFC 179 Office Information Concepts <sup>2</sup> .....	2
OFC 182 Introduction to Word Processing .....	1
OFC 185 Machine Transcription .....	1
OFC 231 Business Communications .....	3
OFC 282 Word Processing Applications .....	1
OFC 283 Specialized Software .....	1
	<hr/> 15
Minimum Hours Required .....	15

<sup>1</sup>Prerequisite: OFC 172 or demonstrated competency.

<sup>2</sup>OFC 190 is equivalent to OFC 179, 182, and 185.

# OUTBOARD MARINE ENGINE MECHANICS

*Cedar Valley only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of outboard marine engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of outboard marine engines. Included in this program is the study of outboard marine engine fuel, electrical and ignition systems, engine overhaul and tune-up, and lower units. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the outboard marine engine service industry.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

	CREDIT HOURS
<b>SEMESTER I</b>	
OE 144 Outboard Engine Service Principles . . . .	4
OE 145 Outboard Engine Tune-up . . . . .	4
OE 146 Outboard Engine Powerhead Overhaul .4	
+ Elective . . . . .	3
	<u>15</u>
<b>SEMESTER II</b>	
OE 147 Outboard Engine Lower Unit Overhaul . . . . .	4
OE 148 Outboard Engine Electrical Systems . . .4	
OE 724 Cooperative Work Experience . . . . .4	
+ Elective . . . . .	3
	<u>15</u>

Minimum Hours Required . . . . .30

+ Elective—must be selected from the following:

COM 131	Applied Communications or	
ENG 101	Composition I or	
SC 101	Introduction to Speech Communication . . . . .	3
MTH 139	Applied Mathematics or	
MTH 195	Technical Mathematics . . . . .	3

# OUTBOARD MARINE ENGINE MECHANICS

*Cedar Valley only*

(Certificate of Completion)

This program is designed to train students to meet entry level requirements in the field of outboard marine engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of outboard marine engines. Included in this program is the study of outboard marine engine fuel, electrical and ignition systems, engine overhaul and tune-up, and lower units. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the outboard marine engine service industry.

Since not all courses in this program are transferable, students enrolling in this program who may plan to transfer to a four-year institution should consult with an advisor or counselor regarding transfer requirements.

	CREDIT HOURS
<b>SEMESTER I</b>	
OE 145 Outboard Engine Tune-up . . . . .	4
OE 144 Outboard Engine Service Principles . . . .4	
OE 146 Outboard Engine Powerhead Overhaul .4	
	<u>12</u>
<b>SEMESTER II</b>	
OE 147 Outboard Engine Lower Unit Overhaul . . . . .	4
OE 148 Outboard Engine Electrical Systems . . .4	
OE 723 Cooperative Work Experience . . . . .	3
	<u>11</u>
Minimum Hours Required . . . . .	23

# REAL ESTATE

*Cedar Valley, North Lake and Richland only*

(Associate Degree)

The program in real estate is designed to develop the fundamental skills, attitudes and experiences which enable the student to function in decision-making positions in the real estate profession. Successful completion of the program leads to the Associate in Applied Sciences Degree and may be applied toward licensing requirements as determined by the Texas Real Estate Commission.

	CREDIT HOURS
<b>SEMESTER I</b>	
RE 130 Real Estate Principles .....	3
RE 131 Real Estate Finance .....	3
BUS 105 Introduction to Business .....	3
ENG 101 Composition I .....	3
MTH 130 Business Mathematics or	
MTH 111 Mathematics for Business and	
Economics I or	
MTH 139 Applied Mathematics .....	3
	<u>15</u>
<b>SEMESTER II</b>	
RE 133 Real Estate Marketing .....	3
RE 135 Real Estate Appraisal-Residential or	
RE 134 Real Estate Appraisal-Commercial .....	3
RE 136 Real Estate Law .....	3
SC 101 Introduction to Speech	
Communication .....	3
ACC 201 Principles of Accounting I .....	3
	<u>15</u>
<b>SEMESTER III</b>	
RE 138 Promulgated Contract Forms .....	3
ECO 201 Principles of Economics I or	
ECO 105 Economics of Contemporary Social	
Issues .....	3
RE 704 Cooperative Work Experience I .....	4
CIS 101 Introduction to Computer Applications	
and Concepts .....	4
+ Elective Humanities/Fine Arts .....	3
	<u>17</u>
<b>SEMESTER IV</b>	
Elective Any Non-RE Course .....	3
+ + Elective Social/Behavioral Science .....	3
+ + + Elective .....	9
	<u>15</u>
Minimum Hours Required .....	62

+ Elective--must be selected from the following:

ART 104	Art Appreciation .....	3
ENG 201	British Literature .....	3
ENG 202	British Literature .....	3
ENG 203	World Literature .....	3
ENG 204	World Literature .....	3
ENG 205	American Literature .....	3
ENG 206	American Literature .....	3
ENG 215	Studies in Literature .....	3
ENG 216	Studies in Literature .....	3
HUM 101	Introduction to Humanities .....	3
MUS 104	Music Appreciation .....	3
PHI 102	Introduction to Philosophy .....	3
THE 101	Introduction to Theater .....	3
	Foreign Language	

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

ANT 101	Introduction to Anthropology .....	3
GVT 201	American Government .....	3
GVT 202	American Government .....	3
HD 104	Educational and Career Planning .....	3
HD 105	Basic Processes of Interpersonal Relationships ..	3
HD 106	Personal and Social Growth .....	3
HD 107	Developing Leadership Behavior .....	3
PSY 101	Introduction to Psychology .....	3
PSY 201	Developmental Psychology .....	3
PSY 205	Psychology of Personality .....	3
PSY 131	Applied Psychology and Human Relations .....	3
SOC 101	Introduction to Sociology .....	3
SOC 102	Social Problems .....	3

+ + + Recommended Electives:

MKT 230	Salesmanship .....	3
RE 230	Real Estate Office Management Brokerage .....	3
RE 233	Commercial and Investment Real Estate .....	3
RE 235	Property Management .....	3
RE 237	Residential Inspection for Real Estate Agents ..	3
RE 240	Special Problems in Real Estate .....	1
RE 241	Special Problems in Real Estate .....	3
RE 714	Cooperative Work Experience II .....	4

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

# REAL ESTATE -- PROVISIONAL CERTIFICATE

(Pending Coordinating Board Approval for Fall 1993)

*Cedar Valley, North Lake and Richland Only*

(Certificate of Completion)

Candidates for licensure who have completed six hours of other college courses and have completed this certificate of completion program are eligible to sit for the state salespersons examination.

	CREDIT HOURS
<b>SEMESTER I</b>	
RE 130 Real Estate Principles and Practice .....	3
RE 131 Real Estate Finance or	
RE 133 Real Estate Marketing or	
RE 136 Real Estate Law .....	3
	<u>6</u>
Minimum Hours Required .....	6

# REAL ESTATE -- SALESMAN CERTIFICATE

(Pending Coordinating Board Approval for Fall 1993)

*Cedar Valley, North Lake and Richland Only*

(Certificate of Completion)

Candidates for licensure who have completed no hours of other college courses are eligible to sit for the state salespersons examination after completing this twelve hour certificate of completion.

	CREDIT HOURS
RE 130 Real Estate Principles .....	3
	<u>3</u>
<b>Select three from the following:</b>	
RE 131 Real Estate Finance .....	3
RE 133 Real Estate Marketing .....	3
RE 134 Real Estate Appraisal- Commercial .....	3
RE 135 Real Estate Appraisal- Residential .....	3
RE 136 Real Estate Law .....	3
RE 138 Real Estate Promulgated Contract Forms .....	3
RE 233 Commerical and Investment Real Estate .....	3
RE 235 Property Management .....	3
RE 237 Residential Inspection for Real Estate Agents .....	3
	<u>9</u>
Minimum Hours Required .....	12

# REAL ESTATE -- SPECIALIST

(Pending Coordinating Board Approval for Fall 1993)

Cedar Valley, North Lake and Richland Only

(Certificate of Completion)

The Real Estate Specialist Certificate enables the student to sit for the state exam and/or meet the continuing education requirements for the succeeding two years of licensure.

	CREDIT HOURS
RE. 130 Real Estate Principles .....	3
	<u>3</u>
<b>Select five from the following:</b>	
RE 131 Real Estate Finance .....	3
RE 133 Real Estate Marketing .....	3
RE 134 Real Estate Appraisal- Commercial .....	3
RE 135 Real Estate Appraisal- Residential .....	3
RE 136 Real Estate Law .....	3
RE 138 Promulgated Contract Forms .....	3
RE 230 Real Estate Office Management/Brokerage .....	3
RE 233 Commerical and Investment Real Estate .....	3
RE 235 Property Management .....	3
RE 237 Residential Inspection for Real Estate Agents .....	3
RE 241 Special Problems in Real Estate .....	3
RE 704 Cooperative Work Experience .....	4
	<u>15-16</u>

Minimum Hours Required .....18



# SMALL ENGINE MECHANICS

*Cedar Valley only*

(Certificate of Completion)

This program is designed to train students to meet entry level requirements in the field of small engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

	CREDIT HOURS
<b>SEMESTER I</b>	
SE 154 Small Engine Service Principles .....	4
SE 155 Small Engine Tune-Up .....	4
SE 156 Small Engine Two-Stroke Overhaul .....	4
	<u>12</u>

<b>SEMESTER II</b>	
SE 157 Small Engine Four-Stroke Overhaul .....	4
SE 158 Small Engine Electrical Systems .....	4
SE 733 Cooperative Work Experience .....	3
	<u>11</u>

Minimum Hours Required .....23

# SMALL ENGINE MECHANICS

*Cedar Valley only*

(Certificate)

This program is designed to train students to meet entry level requirements in the field of small engine mechanics. This will include theory, diagnosis, repair, overhaul and maintenance of small engines used on lawn mowers, garden tractors, and other small equipment. Included in this program is the study of small engine carburetion and electrical systems, engine overhaul and tune-up, and belt, chain, and direct drive power systems. Throughout the entire program an emphasis is placed on accepted shop techniques used throughout the small engine powered equipment industry.

	CREDIT HOURS
<b>SEMESTER I</b>	
SE 154 Small Engine Service Principles .....	4
SE 155 Small Engine Tune-Up .....	4
SE 156 Small Engine Two-Stroke Overhaul .....	4
+ Elective .....	3
	<u>15</u>

<b>SEMESTER II</b>	
SE 157 Small Engine Four-Stroke Overhaul .....	4
SE 158 Small Engine Electrical Systems .....	4
SE 734 Cooperative Work Experience .....	4
+ Elective .....	3
	<u>15</u>

Minimum Hours Required .....30

+ Elective--must be selected from the following:

COM 131	Applied Communications or	
ENG 101	Composition I or	
SC 101	Introduction to Speech Communication .....	3
MTH 139	Applied Mathematics or	
MTH 195	Technical Mathematics I .....	3

# VETERINARY TECHNOLOGY

*Cedar Valley only*

(Associate Degree)

This program is designed to help meet the need for graduate veterinary technicians as indicated by the American Veterinary Medical Association. The graduate serves primarily as an assistant to veterinarians in private practice, functions in biological research or serves to meet the needs of allied health industries.

The Veterinary Technology curriculum is designed to provide the graduate with information, experience and skills needed to perform all technical duties in a practice, excluding diagnosis, prescribing and surgery. The Veterinary Technology program is accredited by the Committee on Animal Technician Activities and Training of the American Veterinary Medical Association and graduates are qualified to take the Texas Veterinary Medical Association Examination to become a Registered Veterinary Technician (RVT).

Admission to the Veterinary Technology program is limited and applicants should be assessed and advised prior to enrolling in the program. Students are encouraged to have a good academic background in English, mathematics, and the biological sciences.

	CREDIT HOURS
<b>PREREQUISITES</b>	
BIO 101 Introductory Biology .....	4
ENG 101 Composition I .....	3
MTH 139 Applied Mathematics .....	1
SC 101 Introduction to Speech Communication .....	3
	13
<b>SEMESTER I</b>	
VT 113 Medical Terminology .....	1
VT 114 Introduction to Veterinary Technology .....	4
VT 121 Veterinary Anatomy and Physiology I .....	4
OFC 145 Contemporary Topics in Office Technology .....	3
	12
<b>SEMESTER II</b>	
VT 120 Animal Care and Sanitation I .....	1
VT 122 Animal Behavior .....	2
VT 131 Veterinary Anatomy and Physiology II .....	4
PSY 131 Applied Psychology and Human Relations .....	3
+ Elective Humanities/Fine Arts .....	3
	13

## SUMMER SESSION

VT 132 Pharmacology .....	3
VT 134 Animal Care and Sanitation II .....	1
VT 135 Clinical Pathology I .....	5
	9

## SEMESTER III

VT 211 Anesthetics and Surgical Assistance ...	4
VT 212 Large Animal Assisting Techniques ...	4
VT 213 Clinical Pathology II .....	5
VT 214 Animal Care and Sanitation III .....	1
	14

## SEMESTER IV

VT 220 Animal Care and Sanitation IV .....	1
VT 221 Radiographic Principles and Practices .....	3
VT 222 Veterinary Nursing .....	4
VT 223 Laboratory Animal Medicine .....	3
Elective Any Non-VT Course .....	3
	17

## SEMESTER VI (SUMMER SESSION)

VT 703 Cooperative Work Experience .....	3
	3

Minimum Hours Required ..... 65

+ Electives--must be selected from the following:

ART 104 Art Appreciation .....	3
ENG 200-Level Literature .....	3
Foreign Language .....	3-4
HUM 101 Introduction to Humanities .....	3
MUS 104 Music Appreciation .....	3
PHI 101 Introduction to Philosophy .....	3
THE 101 Introduction to Theater .....	3

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

# ACCOUNTING

## ACC 131 Bookkeeping I (3)

The fundamental principles of double-entry bookkeeping are presented and applied to practical business situations. Emphasis is on financial statements, trial balances, work sheets, special journals, and adjusting and closing entries. A practice set covering the entire business cycle is completed. (3 Lec.)

## ACC 132 Bookkeeping II (3)

Prerequisite: Accounting 131. This course covers accruals, bad debts, taxes, depreciation, controlling accounts, and business vouchers. Bookkeeping for partnerships and corporations is introduced. (3 Lec.)

## ACC 201 Principles Of Accounting I (3)

(Common Course Number ACCT 2301)

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.)

## ACC 202 Principles Of Accounting II (3)

(Common Course Number ACCT 2302)

Prerequisite: Accounting 201. This course is a continuation of Accounting 201. 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.)

## ACC 203 Intermediate Accounting I (3)

Prerequisite: Accounting 202. This course is an intensive study of the concepts, principles, and practice of modern financial accounting. Included are the purposes and procedures underlying financial statements. (3 Lec.)

## ACC 204 Managerial Accounting (3)

Prerequisite: Accounting 202. This course is a study of accounting practices and procedures used to provide information for business management. Emphasis is on the preparation and internal use of financial statements and budgets. Systems, information, and procedures used in management planning and control are also covered. (3 Lec.)

## ACC 205 Business Finance (3)

Prerequisites: Economics 201 or 202 and Accounting 201. This course focuses on the financial structure in the free enterprise system. Topics include interest rates, value analysis, the financing of business firms and government, and security markets. Financial requirements for decision-making and capital formation are analyzed. (3 Lec.)

## ACC 207 Intermediate Accounting II (3)

This course continues Accounting 203. Principles and problems in fixed liabilities and capital stock are examined. Equities, business combinations, and the analysis and interpretation of supplementary statements are also included. (3 Lec.)

## ACC 238 Cost Accounting (3)

Prerequisite: Accounting 202. The theory and practice of accounting for a manufacturing concern are presented. The measurement and control of material, labor, and factory overhead are studied. Budgets, variance analysis, standard costs, and joint and by-product costing are also included. (3 Lec.)

## ACC 239 Income Tax Accounting (3)

Prerequisite: Accounting 202 or demonstrated competence approved by the instructor. This course examines basic income tax laws which apply to individuals and sole proprietorships. Topics include personal exemptions, gross income, business expenses, non-business deductions, capital gains and losses. Emphasis is on common problems. (3 Lec.)

## ACC 250 Microcomputer-Based Accounting Applications (3)

Prerequisites: Accounting 202 and Computer Information Systems 101 or demonstrated competence approved by the instructor. This course is designed to provide students with an overview of microcomputer-based accounting systems for small businesses. Actual "hands-on" experience will be provided utilizing an integrated general ledger accounting package, including accounts receivable and accounts payable. In addition, various electronic spreadsheet applications and other topics will be covered. Laboratory fee. (2 Lec., 2 Lab.)

### **ACC 703 Cooperative Work Experience (3)**

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 15 Lab.)

### **ACC 704 Cooperative Work Experience (4)**

Prerequisites: Completion of Accounting 201 and 202 or instructor approval. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, career planning, interpersonal skills, and an exit session. (1 Lec., 20 Lab.)

### **ACC 713 Cooperative Work Experience (3)**

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete three new objectives and work a minimum of 15 hours per week for a total of three credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 15 Lab.)

### **ACC 714 Cooperative Work Experience (4)**

Prerequisite: Completion of Accounting 703 or 704. This course combines work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Each student must complete four new objectives and work a minimum of 20 hours per week for a total of four credit hours. Seminar topics include an orientation session, setting and writing job objectives, and additional independent study of business topics. The independent study topics in this course must be different from those included in the previous cooperative education course. (1 Lec., 20 Lab.)

## **AGRICULTURE**

### **AGR 100 The Agricultural Industry (2)**

(Common Course Number AGRI 1231)

This course is a survey of the trends and opportunities in the agricultural industry. It introduces the student to various types of professional and technical jobs in the industry and the types of agricultural businesses, commodity and trade organizations, and governmental agencies where these jobs may be found. Basic methods of utilizing educational resources such as the Learning Resource Center and agricultural resources within the area will be presented. (2 Lec.)

(Coordinating Board Academic Approval Number 0101035221)

### **AGR 103 Agronomy (4)**

(Common Course Number AGRI 1407)

This course introduces the student to the scientific principles and modern practices used in the production of field and forage crops. Topics include crop classification, variety selection and performance, soil testing, fertilizers, soil types and conditions, environmental factors, production practices, and crop usage. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0204025121)

### **AGR 105 General Animal Science (4)**

(Common Course Number AGRI 1419)

This course is an introduction to modern animal agriculture. Market classification, selection, basic reproduction and nutrition principles, and general management of cattle, swine, sheep, goats, and horses will be presented. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0202015121)

### **AGR 107 General Horticulture (4)**

(Common Course Number AGRI 1415)

This course is an introduction to the practical and scientific methods used in modern horticulture. Basic principles in plant propagation, landscape, greenhouse operation, plant identification, vegetable and fruit production will be included. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0106015121)

### **AGR 111 Introduction To Agricultural Economics (3)**

(Common Course Number AGRI 2317)

This course is an introduction to economic principles and concepts in agriculture as they relate to the local farm and at the national level. The course will make the student aware of economic principles that affect procedures, processing, and the distribution of farm products. Agricultural economics is an introductory level course providing students with a basis for evaluation of economic factors related to agricultural marketing and the general farm operation. (3 Lec.)

(Coordinating Board Academic Approval Number 0101035121)

**AGR 124 Poultry Science (3)**

(Common Course Number AGRI 1327)

This is a basic course designed to introduce the student to the scientific components of the poultry industry. It will include study of the principles of breeding, incubation, feeding, housing, marketing, and disease control of poultry. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0202095121)

**AGR 202 Agricultural Power Units (3)**

(Common Course Number AGRI 2301)

This course is an introduction to the principles of operating, servicing, and adjusting internal combustion engines used in agricultural enterprises. A comparison of gasoline, LP gas, and diesel engines as well as the function and maintenance of the electrical, ignition, fuel, lubrication, and cooling systems will be included. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0102045121)

**AGR 203 Agricultural Construction (3)**

(Common Course Number AGRI 2303)

This is an introduction to construction principles used in agricultural enterprises. Layout and design of agricultural facilities, material selection, specification writing and interpretation, ordinance and environmental compliance, construction estimating, and safe use of selected tools and equipment will be included. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0102015121)

**AGR 204 Dairying (3)**

(Common Course Number AGRI 1311)

This course surveys the dairying industry, dairy breeds, standards for selection and culling, herd replacement, feeding, management, and health maintenance. The food value of milk for the dairy industry, tests for composition and quality utilization and processing of market milk and dairy products will be reviewed. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0202065121)

**AGR 205 Introduction To Food Science (3)**

(Common Course Number AGRI 1329)

This is an introduction to the basic scientific and technological principles of modern food supply systems. Students will receive instruction in the areas of food classification, modern processing, and quality control methods. Laboratory Fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0203015121)

**AGR 211 Computer Applications In Agriculture (3)**

(Common Course Number AGRI 1309)

Prerequisite: Developmental Mathematics 093 or equivalent. This is an introduction to the use of computers in agricultural operations and management. Software and hardware selection, word processing, spreadsheet, database, and BASIC programming applications will be included. Laboratory Fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 0101015121)

**AGR 250 Agricultural Entomology (4)**

(Common Course Number AGRI 1413)

This course is a survey of general and economic entomology as it relates to agriculture. Topics include insect morphology, physiology, identification of the principal orders, economic significance, control of entomological pests of plants, man, animals, and household. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 0204085121)

## **AIR CONDITIONING AND REFRIGERATION**

**ACR 109 Contemporary Topics I (2)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (1 Lec., 2 Lab.)

**ACR 110 Contemporary Topics II (3)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 120 Principles Of Refrigeration (6)**

This course is a comprehensive course that includes Air Conditioning 121 and 122. Students may register in the comprehensive course or the inclusive courses. The physical principles applying to refrigeration systems are studied including thermodynamics, gas laws, heat transfer, refrigerants, pressure-enthalpy diagrams, vapor compression systems, safety procedures and the proper safe use of hand tools. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 121 Principles Of Refrigeration I (3)**

The physical principles applying to refrigeration systems including thermodynamics, gas laws and heat transfer are covered by this course. The proper use of hand tools and safety procedures followed in the industry are presented. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 122 Principles Of Refrigeration II (3)**

Prerequisite: Air Conditioning and Refrigeration 121. This course is a continued study of the physical principles related to refrigeration systems including basic properties of refrigerants and the construction of pressure-enthalpy diagrams. The operation of vapor compression systems are studied in detail. (2 Lec., 3 Lab.)

**ACR 125 Principles Of Electricity (6)**

This course is a comprehensive course that includes Air Conditioning 126 and 127. Students may register in the comprehensive course or the inclusive courses. The electrical principles applied to the air conditioning and refrigeration systems are studied including simple circuits, circuits, basic electrical units, test instruments, construction and diagnosis of complex electrical circuits, alternating current motors and electrical safety procedures. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 126 Principles Of Electricity I (3)**

This course is a study of the principles of electricity as applied in the air conditioning and refrigeration service field. Simple circuits, circuit components, basic electrical units and test instruments are covered. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 127 Principles Of Electricity II (3)**

Prerequisite: Air Conditioning and Refrigeration 126. This course continues the study of electricity applied to air conditioning and refrigeration. Emphasis is placed on the construction and diagnosis of complex electrical circuits and alternating current motors used in the air conditioning and refrigeration service industry. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 130 Residential Cooling Systems (6)**

Prerequisites: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 131 and 132. Students may register in the comprehensive course or the inclusive courses. This course covers compressors, condensers, evaporators, metering devices, pipe sizing, piping practices, seasonal maintenance, electrical systems, system trouble-shooting and system installation. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 131 Residential Cooling Systems I (3)**

Prerequisites: Air Conditioning and Refrigeration 122 and 127. The principles of refrigeration and electricity are applied to residential cooling systems. Emphasis is placed on compressors, condensers, evaporators, metering devices and electrical components function and relationship. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 132 Residential Cooling Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 131. This course includes pipe sizing, piping practices, seasonal maintenance, system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 137 Contemporary Topics III (1)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (1 Lec.)

**ACR 138 Contemporary Topics IV (2)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (2 Lec.)

**ACR 139 Contemporary Topics V (3)**

Topics studied in this course will vary based on areas of special interest and recent developments in the air conditioning and refrigeration service industry. Topics covered in this course will be annotated in the class schedule. This course may be repeated for credit when topics vary. (3 Lec.)

**ACR 140 Residential Heating Systems (6)**

Prerequisites: Air Conditioning and Refrigeration 120 and 125. This course is a comprehensive course that includes Air Conditioning 141 and 142. Students may register in the comprehensive course or the inclusive courses. The servicing of residential heating systems is studied. Topics include gas-fired furnaces, electric furnaces, heat pumps, control circuits and other related topics. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 141 Residential Heating Systems I (3)**

Prerequisites: Air Conditioning and Refrigeration 122 and 127. This course is a study of the procedures and principles used in servicing residential heating systems including gas-fired and electric furnaces. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 142 Residential Heating Systems II (3)**

Prerequisite: Air Conditioning and Refrigeration 141. Heat pumps, heating system control circuits and other topics related to residential heating systems are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 200 Contractor Estimating (6)**

This course is a comprehensive course that includes Air Conditioning 209 and 210. Students may register in the comprehensive course or the inclusive courses. The study of load calculations, air duct design, building plans, construction codes, state and local licenses, job estimating and job scheduling are covered in this course. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 209 Contractor Estimating I (3)**

This course is a study of load calculations, air duct design and building plans used in the industry by service contractors. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 210 Contractor Estimating II (3)**

Prerequisite: Air Conditioning and Refrigeration 209. This course continues the study of contractor estimating including construction codes, state and local licenses, job estimating elements, and job scheduling. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 212 System Servicing (6)**

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course is a comprehensive course that includes Air Conditioning 213 and 214. Students may register in the comprehensive course or the inclusive courses. This course includes psychometric air properties, system balancing, the service of humidifiers and electronic air cleaners, advanced system trouble-shooting, and system installation. Laboratory fee. (4 Lec., 5 Lab.)

**ACR 213 System Servicing I (3)**

Prerequisites: Air Conditioning and Refrigeration 132 and 142. The topics of psychometric air properties, system balancing, the service of humidifiers and electronic air cleaners are covered in this course. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 214 System Servicing II (3)**

Prerequisite: Air Conditioning and Refrigeration 213. This course is a continuation of system servicing with emphasis on advanced system trouble-shooting and system installation. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 221 Refrigeration Loads (3)**

Prerequisites: Air Conditioning and Refrigeration 130 and 140. This course focuses on the analysis and estimation of refrigeration loads for medium and low temperature systems. Product storage data and procedures for calculating loads with a variety of products and refrigeration equipment are included. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 222 Advanced Systems (3)**

Prerequisite: Air Conditioning and Refrigeration 221. Large commercial and industrial air conditioning systems are introduced. Basic system designs, equipment and control systems are the main topics. Instruction on air handling units, air volume boxes, centrifugal chillers, absorption systems, cooling towers, water treatment, and chilled water systems is included. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 223 Medium Temperature Refrigeration Systems (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for medium temperature equipment as found in food stores, warehouses, distribution centers, and processing plants are presented. Particular attention is given to electrical and mechanical features and to defrost subsystems. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 224 System Testing And Balancing (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Concepts and procedures for determining the effectiveness and efficiency of an air conditioning system are studied. System balance, capacity, load requirements and energy consumption are considered. Also included are the performance data and the use of test instruments for measurement of air flow, water flow, energy consumption, and recording of temperature. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 227 Low Temperature Refrigeration Systems (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 221. Service and installation procedures for low temperature equipment as found in food stores, warehouses, distribution centers, and industrial plants are presented. Particular attention is given to electrical and mechanical characteristics and to defrost system requirements. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 228 Air Conditioning System Equipment Selection (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 222. Methods of equipment selection are covered for air conditioning load requirements. Consideration is given to system layout, utility service, control schemes, duct sizing, and installation practices. Laboratory fee. (2 Lec., 3 Lab.)

**ACR 229 Refrigeration Equipment Selection (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 223 or 227. This course presents a procedure for selecting equipment and estimating the capacity of commercial refrigeration systems. Consideration is given to component compatibility, system continuity control, balancing, and efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 230 Energy Conservation (3)**

Prerequisite: Credit or enrollment in Air Conditioning and Refrigeration 229. The flow of energy in an air conditioning or refrigeration system is examined in depth. Emphasis is on cost effectiveness and energy savings. Practical situations are examined where industry offers a range of equipment or construction designs using various sources of energy with different degrees of efficiency. Laboratory fee. (2 Lec., 2 Lab.)

**ACR 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration 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 topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 15 Lab.)

**ACR 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Air Conditioning/Refrigeration 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 topics which include job interview and job application techniques, job site interpersonal relations, and employer expectations of employees. (1 Lec., 20 Lab.)

**ACR 713 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Air Conditioning 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 topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 15 Lab.)

**ACR 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Air Conditioning 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 topics which include preparation of resumes, changing jobs, supervising subordinates, and building self-esteem. (1 Lec., 20 Lab.)

## **ANTHROPOLOGY**

**ANT 100 Introduction To Anthropology (3)**

(Common Course Number ANTH 2346)

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)

**ANT 101 Cultural Anthropology (3)**

(Common Course Number ANTH 2351)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multicultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

**ANT 104 American Indian Culture (3)**

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)



**ANT 110 The Heritage Of Mexico (3)**

This course (cross-listed as History 110) 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 110 or Anthropology 110 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**ANT 231 Introduction To Archeology (3)**

(Common Course Number ANTH 2302)

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)

**ART****ART 104 Art Appreciation (3)**

(Common Course Number ARTS 1301)

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)

**ART 105 Survey Of Art History (3)**

(Common Course Number ARTS 1303)

This course covers the history of art from prehistoric time through the Gothic period. It explores the cultural, geophysical, and personal influences on art styles. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035230)

**ART 106 Survey Of Art History (3)**

(Common Course Number ARTS 1304)

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)

**ART 110 Design I (3)**

(Common Course Number ARTS 1311)

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)

**ART 111 Design II (3)**

(Common Course Number ARTS 1312)

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)

**ART 114 Drawing I (3)**

(Common Course Number ARTS 1316)

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)

**ART 115 Drawing II (3)**

(Common Course Number ARTS 1317)

Prerequisite: Art 114. This course is an expansion of Art 114. It stresses the expressive and conceptual aspects of drawing, including advanced compositional arrangements, a range of wet and dry media, and the development of an individual approach to theme and content. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007055230)

**ART 116 Jewelry Design And Construction (3)**

(Common Course Number ARTS 2341)

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)

**ART 117 Advanced Jewelry Design And Construction (3)**

(Common Course Number ARTS 2342)

Prerequisite: Art 116. This course continues Art 116. Advanced fabrication, lost wax casting, setting of faceted stones, and forging and shaping of metal, including repousse and chasing are presented. Emphasis is on original design. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007135130)

**ART 118 Creative Photography For The Artist I (3)**

Prerequisites: Art 110, Art 114, or demonstrated competence approved by the instructor. Creative use of the camera is studied. Photosensitive materials are examined as a means of making expressive graphic images. Emphasis is on black and white processing and printing techniques. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5006057130)

**ART 119 Creative Photography For The Artist II (3)**  
Prerequisite: Art 118 or demonstrated competence approved by the instructor. This course is a continuation of Art 118. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5006057130)

**ART 165 Fundamental Design Studio I (4)**  
(Common Course Number ARCH 1403)  
Prerequisites: Interior Design program major. Basic concepts of design limited to black and white values are studied including form, scale, space, proportion, rhythm, theme, variety, accent, unity, texture, and pattern as applied to two-dimensional and three-dimensional abstract projects. This course is intended for students enrolled in applied arts programs. Laboratory fee. (2 Lec., 5 Lab.)  
(Coordinating Board Academic Approval Number 0402015422)

**ART 199 Problems In Contemporary Art (1)**  
Area artists, critics, and art educators speak with students about the work exhibited in the gallery and discuss current art styles and movements. They also discuss specific aspects of being artists in contemporary society. This course may be repeated for credit. (1 Lec.)  
(Coordinating Board Academic Approval Number 5007035330)

**ART 201 Drawing III (3)**  
(Common Course Number ARTS 2323)  
Prerequisites: Art 110, Art 111, Art 115, sophomore standing, or demonstrated competence approved by the instructor. This course covers the analytic and expressive drawing of the human figure. Movement and volume are stressed. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007055330)

**ART 202 Drawing IV (3)**  
(Common Course Number ARTS 2324)  
Prerequisites: Art 201, sophomore standing, or demonstrated competence approved by the instructor. This course continues Art 201. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007055330)

**ART 203 Art History (3)**  
Prerequisites: Art 105 and Art 106. The development of the art of western culture during the Renaissance Period is presented. Emphasis is on the development of Renaissance art in Northern and Southern Europe. (3 Lec.)  
(Coordinating Board Academic Approval Number 5007035230)

**ART 204 Art History (3)**  
Prerequisites: Art 105 and Art 106. The development of the art of western culture from the late 19th century through today is presented. Emphasis is on the development of modern art in Europe and America. (3 Lec.)  
(Coordinating Board Academic Approval Number 5007035230)

**ART 205 Painting I (3)**  
(Common Course Number ARTS 2316)  
Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. This studio course stresses fundamental concepts of painting with acrylics and oils. Emphasis is on painting from still life, models, and the imagination. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007085230)

**ART 206 Painting II (3)**  
(Common Course Number ARTS 2317)  
Prerequisite: Art 205. This course continues Art 205. Emphasis is on individual expression. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007085230)

**ART 208 Sculpture I (3)**  
(Common Course Number ARTS 2326)  
Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Various sculptural approaches are explored. Different media and techniques are used. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ART 209 Sculpture II (3)**  
(Common Course Number ARTS 2327)  
Prerequisite: Art 208. This course continues Art 208. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007095130)

**ART 210 Commercial Art I (3)**  
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. The working world of commercial art is introduced. Typical commercial assignments are used to develop professional attitudes and basic studio skills. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5004027129)

**ART 215 Ceramics I (3)**  
(Common Course Number ARTS 2346)  
Prerequisites: Art 110, Art 111, Art 115 or demonstrated competence approved by the instructor. This course focuses on the building of pottery forms by coil, slab, and use of the wheel. Glazing and firing are also included. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007115130)

**ART 216 Ceramics II (3)**  
(Common Course Number ARTS 2347)  
Prerequisite: Art 215 or demonstrated competence approved by the instructor. Glaze technology is studied. Advanced problems in the creation of artistic and practical ceramic ware. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5007115130)

**ART 217 Watercolor I (3)**

(Common Course Number ARTS 2366)

Prerequisites: Art 110, Art 111, and Art 115 or demonstrated competence approved by the instructor. This course explores studio techniques in water base media. Emphasis is placed on exploration of a variety of modes and techniques as a means to original expression. This course may be repeated for credit. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ART 218 Watercolor II (3)**

(Common Course Number ARTS 2367)

Prerequisite: Art 217. This course continues the development of skills in water base media. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007085330)

**ART 220 Printmaking I (3)**

(Common Course Number ARTS 2333)

Prerequisites: Art 110, Art 111, Art 115, or demonstrated competence approved by the instructor. Basic printmaking processes are introduced. Included are planographic, intaglio, stencil and relief processes. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

**ART 222 Printmaking II (3)**

(Common Course Number ARTS 2334)

Prerequisite: Art 220. This course is a continuation of Printmaking I. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007105130)

**ART 227 Design III (3)**

(Common Course Number ARTS 2311)

Prerequisites: Art 110, 111, 114, and 115. This course is a development of two- and three-dimensional projects in a variety of materials. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ART 229 Design IV (3)**

Prerequisite: Art 227. This course is a continued investigation into the problems of two- and three-dimensional concepts. Emphasis is on individual expression. Laboratory fee. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5004015330)

**ART 232 Fibers I (3)**

(Common Course Number ARTS 2336)

Prerequisites: Art 110, 111, 114, and 115. This course explores the problems of design, construction, and form utilizing basic fiber techniques. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007125130)

**ART 233 Fibers II (3)**

(Common Course Number ARTS 2337)

Prerequisite: Art 232. This course is a continuation of Art 232. It further explores fiber techniques and processes. (2 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 5007125130)

## ASTRONOMY

**AST 101 Descriptive Astronomy (3)**

(Common Course Number PHYS 1311)

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)

**AST 102 General Astronomy (3)**

(Common Course Number PHYS 1312)

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)

**AST 103 Astronomy Laboratory I (1)**

(Common Course Number PHYS 1111)

Prerequisite: Credit or concurrent enrollment in Astronomy 101. 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)

**AST 104 Astronomy Laboratory II (1)**

(Common Course Number PHYS 1112)

Prerequisite: Credit or concurrent enrollment in Astronomy 102. 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)

**AST 111 Fundamentals Of Astronomy (4)**

(Common Course Number PHYS 1411)

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)

**AST 112 General Introductory Astronomy (4)**

(Common Course Number PHYS 1412)

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)

## **AUTOMOTIVE CAREER TECHNICIAN**

**ACT 110 Fundamentals (3)**

This course introduces general auto maintenance procedures. Topics include shop safety, hand tools, shop equipment, manuals and schematic diagrams. (3 Lec.)

**ACT 111 Electrical Systems I (3)**

The theory and principles of electrical systems are presented. Batteries, starters, charging systems, and ignition systems are studied. Emphasis is on testing and basic service procedures. (3 Lec.)

**ACT 113 Electrical Systems II (3)**

Prerequisite: Automotive Career Training 111 or demonstrated competence approved by the instructor. Advanced electrical systems are presented. Topics include solid state and microprocessor electronics used in the automobile. Emphasis is on system and component diagnosis and troubleshooting, and on the proper use of test equipment. Upon completion of this course, the student is prepared for A.S.E. Electrical Systems Examination. (3 Lec.)

**ACT 114 Basic Top End Construction (3)**

Theory of the internal combustion engine is studied including the design, identification and operation of cylinder heads and valve trains. Also included are camshaft designs and applications and valve train diagnosis. Emphasis is on problem diagnosis and repair, and on the use of test equipment. (3 Lec.)

**ACT 115 Engine Bottom End Construction (3)**

Prerequisite: Automotive Career Technician 114 or concurrent enrollment. Procedures to disassemble an engine, diagnose problems and reassemble an engine are covered. Topics also include vehicle driveability and road testing. Emphasis is on diagnosis and precision measuring techniques. Upon completion of this course, the student is prepared for the A.S.E. Engine Repair Examination. (3 Lec.)

**ACT 116 Automotive Service (3)**

Mastery of automotive vehicle or component system repair is practiced. Emphasis is on mastering current automotive competencies. Laboratory fee. (8 Lab.)

**ACT 118 Automotive Service (4)**

Mastery of automotive vehicle or component system repair is practiced. Emphasis is on mastering current automotive competencies. This course may be repeated for credit. Laboratory fee. (10 Lab.)

**ACT 212 Special Automotive Applications (1)**

This is a skill development course designed to allow students to develop specialized objectives under instructional supervision. Students may upgrade existing skills or develop a new skill. This course may be repeated for credit for a maximum of three credit hours. (2 Lab.)

**ACT 216 Parts And Service (2)**

This course provides instruction in parts identification, stocking, shipping, receiving, inventory control, human relations, communications, counter service, sales and merchandising. Emphasis is on developing customer relations and customer satisfaction. (2 Lec.)

**ACT 220 Air Conditioning And Heating Systems (3)**

This course covers basic thermodynamics principles of heating and air conditioning systems. Topics include systems, components, systems testing, diagnosis, and servicing. Also included are control systems. Upon completion of this course, the technician is prepared for the A.S.E. Heating and Air Conditioning Systems Examination. (3 Lec.)

**ACT 221 Suspension, Steering And Brake Systems (3)**

Suspension, steering and brake systems are covered. Disc and drum brakes, front and rear suspension systems, and manual and power steering systems are included. Tires, wheels, and alignment are also studied. Emphasis is on inspection, diagnosis, and service techniques. Upon successful completion of this course, the technician is prepared for the A.S.E. Front End and Brake Systems Examinations. (3 Lec.)

**ACT 222 Engine Tune-Up Procedures (3)**

Tune-up procedures are presented. The fuel system, carburetor, ignition system, and emission control systems are covered. Emphasis is on precision diagnosis by the use of the engine analyzer as well as trouble-shooting procedures. Upon successful completion of this course, the technician is prepared for the A.S.E. Engine Tune-Up and Performance Examination. (3 Lec.)

**ACT 223 Standard Transmissions And Power Trains (3)**

This course includes the study of clutches, standard transmissions, drive line, and differentials. Gear trains, universal joints, axles, and bearings are covered. Emphasis is placed on drive line components for both conventional and transverse applications. Upon completion of this course, the technician is prepared for the A.S.E. Standard Transmission and Rear Axle Examination. (3 Lec.)

**ACT 224 Automatic Transmission (3)**

This course covers the operation, diagnosis, and repair procedures of automatic transmissions. Gear trains, torque converters, hydraulic systems, and control circuits are studied. Emphasis is placed on in-line and transverse applications. Upon completion of this course, the technician is prepared for the A.S.E. Automatic Transmission Examination. (3 Lec.)

**ACT 225 Fuel Injection System (3)**

Principles and functions of automotive fuel injectors, diagnosis and repair are covered. The course also reviews fuel pumps, gas tanks, emission control systems and their diagnosis, repair and adjustment. (3 Lec.)

**ACT 704 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**ACT 714 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**ACT 804 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and preparation for Automotive Service Excellence Technical Certification. The student, employer and instructor will develop a written competency-based learning plan with specific learning objectives designed to prepare the student for selected Automotive Service Excellence Certification Tests. The student will develop a new set of learning objectives each semester. The seminars consist of topics designed to prepare the student for selected Automotive Service Excellence Certification Tests and the administration of such tests. (1 Lec., 20 Lab.)

**ACT 814 Cooperative Work Experience (4)**

Prerequisites: The student must be enrolled in the Automotive Career Technician program and working 40 hours per week in the automotive industry. This course combines work experience and successful completion of the Automotive Service Excellence Certification program. The student, employer and instructor will develop a written competency-based learning plan designed to prepare the student for successful entry into the automotive technology industry as an Automotive Service Excellence Certified Master Technician. The seminars consist of topics designed to prepare the student for successful completion of the Automotive Service Excellence Certification program and employer/employee expectations. (1 Lec., 20 Lab.)

# **AUTOMOTIVE TECHNOLOGY**

## **AT 109 Minor Vehicle Service (3)**

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

## **AT 110 Engine Repair I (4)**

The operational theory of the internal combustion engine is studied. Engine rebuilding, mechanical diagnosis and failure analysis are introduced. Emphasis is on the proper use of hand tools, measuring instruments and equipment. Laboratory fee. (120 Contact Hours)

## **AT 112 Engine Repair II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 110. This course is a continuation of Automotive Technology 110. Engine rebuilding is continued with emphasis on in-service automotive repair. Laboratory fee. (120 Contact Hours)

## **AT 114 Engine Performance (4)**

Techniques for diagnosing the automobile engine and other areas are covered. Electronics and conventional ignition systems are stressed. Carburetion and fuel injection systems are introduced. Complete tune-up procedures, using the latest test equipment are studied to insure the proper application to the automobile. Laboratory fee. (120 Contact Hours)

## **AT 116 Fuel And Emission Systems (4)**

This course covers the principles and functions of the automotive fuel system including the carburetor, fuel pump, gas tank and emission control systems. Diagnosis and repair and adjustment of emission control systems, repair and adjustment of the carburetor, fuel injection and their components are stressed. Laboratory fee. (120 Contact Hours)

## **AT 119 Electrical Systems (3)**

This course covers the automobile electrical system, including batteries, wiring, lighting, alternators, generators, starters and voltage regulators. The use of electrical test equipment and schematics are covered. The proper care and use of tools is stressed. Laboratory fee. (90 Contact Hours)

## **AT 163 Introduction To Automotive Service (3)**

This course introduces shop operations, customer relations, flat rate manuals, service manuals, safety, organizational design, pay structure, equipment, tools and basic operational theories. Also included are service procedures for lubrication, batteries, the cooling system, wheels and tires and new car pre-delivery service. Laboratory fee. (90 Contact Hours)

## **AT 164 Engine Systems I (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course covers the theory, operation, and diagnosis of the internal combustion engine. Cylinder head, valve train, and camshaft repair procedures are studied. Also covered are the repair and diagnosis of the lubrication and cooling systems. Laboratory fee. (90 Contact Hours)

## **AT 165 Engine Systems II (3)**

Prerequisite: Automotive Technology 164 or demonstrated competence approved by the instructor. This course is a continuation of Automotive Technology 164. Engine removal and replacement, major engine diagnosis, and repair of the crankshaft, engine block, and rings are stressed, including accurate measurement procedures. Laboratory fee. (90 Contact Hours)

## **AT 166 Brake Systems (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course will cover the fundamental operation of the hydraulic brake system. Basic hydraulic principles will be reviewed. Emphasis will be given to the operation of disc, drum, power boost and anti-lock systems. Laboratory fee. (90 contact hours)

## **AT 167 Steering And Suspension (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes a thorough study of the various types of automotive front and rear suspension systems, steering systems (both standard and power assisted) and recommended service and repair procedures. Various steering geometry angles will be defined and explained. The principles and procedures of four-wheel or thrust-line alignment will be covered on most common suspension types. Tire service relating to alignment will be stressed. Laboratory fee. (90 Contact Hours)

**AT 168 Standard Transmissions And Drive Trains (3)**

Prerequisite: Automotive Technology 163 or demonstrated competence approved by the instructor. This course includes an in-depth study of torque and gearing as applied to standard transmissions, transaxles, differentials, final drives, drive axles and clutches. Proper methods of diagnosis, adjustment and repair of these components will be covered in both theory and practical application. Laboratory fee. (90 Contact Hours)

**AT 212 Special Automotive Applications (1)**

This is a skill development course designed to allow students to program their own specialized objectives under instructional supervision. This course will permit the student to upgrade existing skills or develop a new skill. This course may be repeated for credit as topics vary for a maximum of three credit hours. Laboratory fee. (30 Contact Hours)

**AT 222 Heating And Air Conditioning Systems (3)**

This course focuses on the principles of operation and service techniques applied to automobile and air conditioning systems. Topics include components; testing, diagnosing, charging and repair practices. Laboratory fee. (90 Contact Hours)

**AT 223 Brake Systems (4)**

This course covers diagnosis and repair of both drum and disc brake systems, power brake boosters, master cylinders, wheel cylinders and related component parts. Laboratory fee. (120 Contact Hours)

**AT 225 Front End Systems (4)**

This course will cover the proper techniques and procedures for complete front-end service, wheel alignment, replacement of worn parts, balancing wheels and related front-end and steering mechanisms. Laboratory fee. (120 Contact Hours)

**AT 228 Standard Transmission And Drive Trains (3)**

This course includes the operating principles, construction, and maintenance of the manual transmission and related drive-train components. Laboratory fee. (90 Contact Hours)

**AT 229 Automatic Transmissions I (4)**

The theory, operation and diagnosis of automatic transmissions are studied. Rebuilding of automatic transmissions is introduced. Laboratory fee. (120 Contact Hours)

**AT 231 Automatic Transmissions II (4)**

Prerequisite: Credit or concurrent enrollment in Automotive Technology 229. This course is a continuation of Automotive Technology 229. Transmission rebuilding is continued with emphasis on in-service automobile repair. Laboratory fee. (120 Contact Hours)

**AT 240 Basic Automotive Electronics (2)**

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. A study of solid state and microprocessor electronics as related to an automotive electrical system with emphasis on inputs (sensors), outputs (actuators), and active devices. Diagnosis and repair procedures are covered using analog and digital test equipment. Laboratory fee. (60 Contact Hours)

**AT 241 Automatic Transmissions I (3)**

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the theory of automatic transmissions, as well as principles of operation and diagnosis of most popularly used automatic transmissions. This course establishes a firm foundation in principles and fundamentals for advanced application in Automotive Technology 242. All minor services, adjustments, and diagnostic procedures will be demonstrated. Laboratory fee. (90 Contact Hours)

**AT 242 Automatic Transmissions II (3)**

Prerequisites: Automotive Technology 240 and Automotive Technology 241 or demonstrated competence approved by the instructor. This course applies the principles and fundamentals from Automatic Transmissions I in the major repair and overhaul of specific transmissions. Proper safety procedures, disassembly, repair and reassembly procedures will be emphasized in order to accomplish a professional repair. Laboratory fee. (90 Contact Hours)

**AT 243 Electrical Systems (3)**

Prerequisite: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the function of the automotive (high current) electrical system. Included will be a review of basic electrical theory and current flow. Emphasis will be given to alternator operation, D.C. motor operation, and trouble-shooting. Also covered will be wiring diagrams, switches, relays, fuses and light operation. Laboratory fee. (90 Contact Hours)

**AT 244 Heating And Air Conditioning Systems (3)**

Prerequisites: Automotive Technology 163 and Physics 131 or demonstrated competence approved by the instructor. This course will cover the fundamental operations of air conditioning and heating systems. Basic heat transfer will be reviewed. Emphasis will be given to the basic system operation as well as climate controls. Laboratory fee. (90 Contact Hours)

**AT 245 Ignition And Emission Controls (3)**

Prerequisites: Automotive Technology 240 or demonstrated competence approved by the instructor. Automotive Technology 245 is a course of study on the theory, operation, maintenance, diagnosis and repair of ignition systems and emission controls. This is the first of two courses on engine performance. Basic mechanical engine diagnosis will be reviewed. This course will include electronic ignition, distributorless ignition and emission control systems. Also included is fundamentals of electronic engine controls. Engine analyzers and scan tools will be introduced as a means to diagnose engine performance problems. Laboratory fee. (90 Contact Hours)

**AT 246 Fuel And Emission Systems (3)**

Prerequisite: Automotive Technology 245 or demonstrated competence approved by the instructor. Automotive Technology 246 is a continuation of Automotive Technology 245 and is a course of study on the theory, operation, maintenance, diagnosis and repair of fuel systems. It includes mechanical and electric fuel delivery systems. The use of engine analyzers and scan tools to diagnose engine performance problems will be emphasized. It will also include the adjustments and procedures related to computer "learn" strategies. Laboratory fee. (90 Contact Hours)

**AT 247 Vehicle Driveability (3)**

Automotive Technology 247 is a course of study on vehicle driveability using an holistic approach. It focuses on all vehicle systems and how their operation can affect engine performance and total vehicle driveability. Emphasis will be placed on procedures to isolate the problem to specific system(s) and to determine the root cause of the driveability complaint. Laboratory fee. (90 Contact Hours)

**AT 248 Automotive Electronics (3)**

Prerequisite: Automotive Technology 119 or demonstrated competency approved by the instructor. A study of solid state and microprocessor electronics used in the automotive electrical system with emphasis on diagnostic and trouble-shooting procedures and use of test equipment. Laboratory fee. (90 Contact Hours)

**AT 249 LPG And CNG Automotive Applications (3)**

Upon successful completion of this course, the student will be able to identify the components of an LPG and CNG fuel system used on passenger cars and light trucks. The student will be able to safely and properly install, service, maintain and fuel these types of vehicles. (90 Contact Hours)

**AT 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Automotive 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 experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, work place procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 15 Lab.)

**AT 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Automotive 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 experience. Students must develop new learning objectives each semester. The seminars consist of topics which include introduction to co-op, orientation for developing the learning plan, work place procedures and ethics; preparation of repair orders, warranty claims and related documentation; developing service-oriented attitudes on the job; and investigation of automotive-related careers. (1 Lec., 20 Lab.)

**AT 713 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Automotive 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 experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 15 Lab.)



### **AT 714 Cooperative Work Experience (4)**

**Prerequisites:** Completion of two courses in the Automotive 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 experience. Students must develop new learning objectives each semester. The seminars consist of topics which include job site interpersonal relations, supervising subordinates and technical updates. (1 Lec., 20 Lab.)

## **BIOLOGY**

### **BIO 101 General Biology (4)**

(Common Course Number BIOL 1406)

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)

### **BIO 102 General Biology (4)**

(Common Course Number BIOL 1407)

This course is a continuation of Biology 101 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)

### **BIO 110 Introductory Botany (4)**

(Common Course Number BIOL 1411)

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)

### **BIO 115 Biological Science (4)**

(Common Course Number BIOL 1408)

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)

### **BIO 116 Biological Science (4)**

(Common Course Number BIOL 1409)

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)

### **BIO 120 Introduction To Human Anatomy And Physiology (4)**

**Prerequisite:** Prior enrollment in Biology 115 is recommended for those with no previous high school biology. Major topics include cell structure and function, tissues, organization of the human body, and the following organ systems: skeletal, muscular, nervous, and endocrine. This course is a foundation course for specialization in Associate Degree Nursing and allied health disciplines. Other students interested in the study of structure and function of the human body should consult a counselor. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

### **BIO 121 Introduction To Human Anatomy And Physiology (4)**

**Prerequisite:** Biology 120. This course is a continuation of Biology 120. Major topics include the following organ systems: digestive, circulatory, respiratory, urinary, and reproductive. Emphasis is on homeostasis. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

### **BIO 123 Applied Anatomy And Physiology (4)**

This course surveys human anatomy and physiology. The various body systems are studied and examined. This course is suggested for students of the health occupations in accordance with their program requirements. It is open to other students. This course will apply toward meeting the science requirement for non-science majors. No previous science background is presumed. Laboratory fee. (3 Lec., 2 Lab.)

### **BIO 203 Intermediate Botany (4)**

**Prerequisites:** Biology 101 and 102. 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)

**BIO 211 Invertebrate Zoology (4)**

(Common Course Number BIOL 2418)

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.)

**BIO 216 General Microbiology (4)**

(Common Course Number BIOL 2420)

Prerequisite: Biology 102 or 121 or demonstrated competence approved by the instructor. Topics include growth, reproduction, nutrition, genetics, and ecology of microorganisms, as well as aspects of microbial disease, immunology and chemotherapy. Laboratory activities constitute a major part of the course. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2605015124)

**BIO 218 Field Biology (3)**

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)

**BIO 221 Anatomy And Physiology I (4)**

(Common Course Number BIOL 2401)

Prerequisite: Biology 102 or demonstrated competence approved by the instructor. This course examines cell structure and function, tissues, and the skeletal, muscular, and nervous systems. Emphasis is on structure, function, and the interrelationships of the human systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 222 Anatomy And Physiology II (4)**

(Common Course Number BIOL 2402)

Prerequisite: Biology 221 or demonstrated competence approved by the instructor. This is the second course of a two course sequence. Structure and function as related to the human circulatory, respiratory, urinary, digestive, reproductive, and endocrine systems are studied. Emphasis is placed on the inter relationships of these systems. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BIO 223 Environmental Biology (3)**

(Common Course Number BIOL 2306)

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)

**BIO 226 Genetics (4)**

(Common Course Number BIOL 2416)

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)

**BIO 230 Mammalian Physiology (4)**

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)

**BIO 235 Comparative Anatomy Of The Vertebrates (4)**

Prerequisites: Biology 101 and 102. For science majors and pre-medical and pre-dental students. Major groups of vertebrates are studied. Emphasis is on morphology and evolutionary relationships. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 2607065124)

**BLUEPRINT READING****BPR 177 Blueprint Reading - Mechanical (2)**

Engineering drawings are described and explained. Topics include multi view projection, sections, auxiliaries, bill of materials, symbols, notes, conventions, and standards. The skills of visualization, dimensioning, and sketching of machine parts are covered. (1 Lec., 3 Lab.)

**BPR 178 Blueprint Reading - Architectural (2)**

The different architectural type prints are read. Specifications and more complex prints such as structural, electrical, HVAC and plumbing are included. (1 Lec., 3 Lab.)

## BUSINESS

### **BUS 105 Introduction To Business (3)**

(Common Course Number BUSI 1301)

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)

### **BUS 143 Personal Finance (3)**

(Common Course Number BUSI 1307)

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)

### **BUS 234 Business Law (3)**

(Common Course Number BUSI 2301)

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

### **CHM 101 General Chemistry (4)**

(Common Course Number CHEM 1411)

Prerequisites: Developmental Mathematics 093 or equivalent and any one of the following: high school chemistry, Chemistry 115, or the equivalent. This course is for science and science-related majors. Fundamental concepts of chemistry are presented including states and properties of matter, the periodic table, chemical reaction types and energy relationships, chemical bonding, atomic and molecular structure, stoichiometry, gas laws and solutions. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHM 102 General Chemistry (4)**

(Common Course Number CHEM 1412)

Prerequisite: Chemistry 101. This course is for science and science-related majors. It is a continuation of Chemistry 101. Previously learned and new concepts are applied. Topics include reaction kinetics and chemical equilibrium, acids, bases, salts and buffers, thermodynamics, colligative properties of solutions, electrochemistry, transition-metal chemistry, nuclear chemistry, qualitative inorganic analysis and an introduction to organic chemistry. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHM 115 Chemical Science (4)**

Prerequisite: Developmental Mathematics 091 or the equivalent. This course is for non-science majors. Fundamental concepts are presented in lecture and laboratory including the periodic table, atomic structure, chemical bonding, reactions, stoichiometry, states of matter, properties of metals, nonmetals and compounds, acid-base theory, oxidation-reduction, solutions and nuclear chemistry. Descriptive chemistry is emphasized. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHM 116 Chemical Science (4)**

Prerequisite: Chemistry 115 or demonstrated competence approved by the instructor. This course is for non-science majors. It surveys organic chemistry and biochemistry. The reactions, syntheses, nomenclature, uses, purposes and properties of the important classes of organic and biochemical compounds are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4005015239)

### **CHM 201 Organic Chemistry I (4)**

(Common Course Number CHEM 2423)

Prerequisite: Chemistry 102. This course is for science and science-related majors. It introduces the fundamental classes of organic (carbon) compounds and studies aliphatic and aromatic hydrocarbons in detail. It includes occurrence, structure, stereochemistry, nomenclature, and reactions and mechanisms of synthesis. Lab includes: synthesis, purification by distillation, recrystallization, extraction and chromatography, and identification by spectroscopic, physical and chemical methods. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

### **CHM 202 Organic Chemistry II (4)**

(Common Course Number CHEM 2425)

Prerequisite: Chemistry 201. This course is for science and science-related majors. It is a continuation of Chemistry 201. Topics studied include properties and syntheses of aliphatic and aromatic systems of aldehydes, ketones, carboxylic acids, esters, ethers, amines, alcohols and amides. Further topics include polyfunctional and heterocyclic compounds, amino acids, proteins, lipids and carbohydrates. Laboratory includes qualitative organic analysis. Laboratory fee. (3 Lec., 4 Lab.)

(Coordinating Board Academic Approval Number 4005045239)

### **CHM 203 Quantitative Analysis (4)**

(Common Course Number CHEM 2401)

Prerequisite: Chemistry 102, Mathematics 101. A survey of methods used in analytical chemistry: gravimetric and volumetric methods based on equilibria, oxidation-reduction, and acid-base theory, spectrophotometry, chromatography and electroanalytical chemistry. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025139)

### **CHM 205 Chemical Calculations (2)**

(Common Course Number CHEM 1207)

Prerequisite: Chemistry 102. Chemical calculations are reviewed. Emphasis is on stoichiometry and chemical equilibrium. (2 Lec.)

(Coordinating Board Academic Approval Number 4005025239)

### **CHM 234 Instrumental Analysis (4)**

(Common Course Number CHEM 2402)

Prerequisite: Chemistry 203 or demonstrated competence approved by the instructor. The role of modern electronic instrumentation in analysis is explored. Topics include infrared and ultraviolet spectroscopy, gas chromatography, potentiometric titration, electrochemistry, continuous flow analysis, scintillation counting, electrophoresis, flame photometry, and atomic absorption spectrophotometry as analytical tools. Laboratory fee. (2 Lec., 6 Lab.)

(Coordinating Board Academic Approval Number 4005025139)

## **COLLEGE LEARNING SKILLS**

### **CLS 100 College Learning Skills (1)**

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. 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)

## **COMMUNICATIONS**

### **COM 131 Applied Communications (3)**

Prerequisite: An appropriate assessment test score (ACT, DCCCD, or SAT). This course focuses on student writing. It emphasizes reading and analytical thinking skills and introduces research skills. Students practice writing for a variety of audiences and purposes, primarily job-related. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

## **COMPUTER INFORMATION SYSTEMS**

### **CIS 101 Introduction to Computer Applications And Concepts (4)**

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.)

### **CIS 103 Introduction to Computer Information Systems (3)**

This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (3 Lec., 1 Lab.)

### **CIS 106 Problem Solving With The Computer (4)**

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. (3 Lec., 4 Lab.)

### **CIS 111 Data Entry Applications And Concepts (3)**

Prerequisite: Office Careers 176 or one year typing in high school or demonstrated competence approved by the instructor. This course provides hands on experience using a personal computer for data entry applications. Students will learn to use a data entry utility program to create, change, and modify data sets, as well as enter variable data. Speed and accuracy will be stressed. Laboratory fee. (2 Lec., 4 Lab.)

### **CIS 116 Systems Management/Operations I (4)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 101 or demonstrated competence approved by the instructor. The interrelationships among computer systems, hardware, software, and personnel 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.)

**CIS 121 Text Processing Applications (4)**

Prerequisite: Computer Information Systems 101 or demonstrated competence approved by the instructor. The course covers the use of microcomputers in preparing and editing documents, the mechanics of writing and the composition of various types of communications including letters. Topics include entry and editing, reformatting, search and replace, cut-and-paste, file and print operations, utilities including spelling checkers, outliners, and office productivity tools. Office automation concepts including desk top publishing, facsimile and networking are covered. Students will learn to use commercially available text processors. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 126 Systems Management/Operations II (4)**

Prerequisites: Computer Information Systems 101 and Computer Information Systems 116 or demonstrated competence approved by the instructor. Concepts and functions of an operating system in a multi-user environment using physical and logical files are presented. Topics include system and control language programming and commands; interpretation of messages and codes; maintaining system security; introduction to data communications; data base screen and report design aids, query and update methods used on mainframes, midrange, and personal computer systems. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 160 Data Communications And Operating Systems (3)**

Prerequisite: Computer Information Systems 101 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.)

**CIS 162 COBOL Programming I (4)**

Prerequisites: Computer Information Systems 101, credit or concurrent enrollment in Computer Information Systems 106, or demonstrated competence approved by the instructor. This course develops structured programming skills using the COBOL language. Topics include input/output, comparisons, control breaks, introductory table concepts, and report formats. Skills in problem analysis, using design tools, coding, testing, and documentation are also developed. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 164 COBOL Programming II (4)**

Prerequisites: Computer Information Systems 106 and 162 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the COBOL language. Topics include advanced table concepts, sort techniques, disk file organizations and maintenance, debugging techniques, copy techniques, and subprograms. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 169 Application Development Tools (4)**

Prerequisite: Three credit hours in a programming language course 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.)

**CIS 170 RPG Programming (3)**

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course introduces programming skills using an RPG language. Topics include basic listings with levels of totals, array processing, exception reporting, sequential and keyed file processing. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 172 BASIC Programming (3)**

Prerequisite: Computer Information Systems 101 or demonstrated competence approved by the instructor. This course covers the fundamentals of the BASIC programming language. Topics include structured program development, Input/Output operations, interactive concepts and techniques, selection and iteration, arrays, functions, string handling, and file processing. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 173 Pascal Programming For Business (3)**

Prerequisite: Three credit hours in a programming language course or demonstrated competence approved by the instructor. This course is an introduction to the Pascal programming language. Topics will include structured programming and problem-solving techniques as they apply to business applications. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 200 Fundamentals Of Networking (3)**

Prerequisite: Computer Information Systems 160 or demonstrated competence approved by the instructor. This course presents the fundamentals of computer networking. Topics include network planning, cost evaluation, design, and implementation. (3 Lec., 1 Lab.)

**CIS 205 Control Language And Operating Environments (4)**

Prerequisite: Computer Information Systems 162 or 116 or demonstrated competence approved by the instructor. This course introduces mainframe operating system concepts, terminology, job control language, and utilities. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 207 Network Software (4)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 200 and credit or concurrent enrollment in Computer Information Systems 221, or demonstrated competence approved by the instructor. This course presents networking software as applied to local area networks. Topics include the OSI reference model, IEEE 802 standards for LANS, 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. (3 Lec., 4 Lab.)

**CIS 210 Assembly Language I (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course focuses on basic concepts and instructions using a current mainframe assembler language and structured programming techniques. Topics include decimal features, fixed point operations using registers, selected macro instructions, introductory table concepts, editing printed output, and reading memory dumps. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 212 C Programming (4)**

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. This course covers the fundamentals of the C Programming language. Topics include structured programming and problem solving techniques. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 215 Micro Assembly Language (4)**

Prerequisite: Six credit hours in programming language courses or demonstrated competence approved by the instructor. The basic elements of the assembler language are introduced and structured programming and top-down design techniques are applied. Topics include architecture and machine definition, data description and other assembler pseudo-ops, logic and shift, arithmetic processing, table concepts, printing, string and screen processing, macro definition, and disk processing. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 218 Spreadsheet Applications (4)**

Prerequisites: Computer Information Systems 101 and 106 or demonstrated competence approved by the instructor. The course covers the theory and uses of electronic spreadsheets using commercially available packages. Topics include formula creation, template design, formatting features, statistical, mathematical and financial functions, file operations, report generation, graphics, and macro programming. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 220 Assembly Language II (4)**

Prerequisite: Computer Information Systems 210 or demonstrated competence approved by the instructor. Advanced programming skills will be developed using a current mainframe assembler language. Topics include advanced fixed point operations, indexing, disk file organization and maintenance, advanced table concepts, data and bit manipulation techniques, macro writing, subprogram linkages, advanced problem analysis, debugging techniques, and introduction to floating point operations. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 221 PC Operating Systems And Utilities (4)**

Prerequisites: Six credit hours in Computer Information Systems or demonstrated competence approved by the instructor. This course covers operating system concepts and includes scheduling, data and memory management, the use of batch files, and "path techniques" to facilitate efficient use of secondary storage. Back-up techniques, operating system commands, and operating system enhancer programs and utilities will be analyzed. Laboratory fee. (3 Lec., 3 Lab.)

**CIS 224 PC Hardware (3)**

Prerequisite: Credit or concurrent enrollment in Computer Information Systems 221 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, modify and patch short assembler language programs. Laboratory fee. (2 Lec., 3 Lab.)

**CIS 225 Systems Analysis And Design (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course introduces and develops skills to analyze existing business systems, to design new systems using structured methodology, and to prepare documentation. Emphasis is on a case study involving all facets of systems analysis and design. (3 Lec., 4 Lab.)

**CIS 228 Database Applications (4)**

Prerequisites: Computer Information Systems 101 and 106 or demonstrated competence approved by the instructor. This course covers microcomputer database management concepts using commercially available software. Topics include terminology, organizing data and designing files, report and menu generation, indexing, selection/queries, browsing, file operations, and program development. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 254 Data Base Systems (4)**

Prerequisite: Computer Information Systems 164 or demonstrated competence approved by the instructor. This course is an introduction to applications program development in a data base environment with emphasis on loading, modifying, and querying a data base. Topics include data base design, data management, and structured query language. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 256 Computer Center Management (3)**

Prerequisites: Computer Information Systems 126 or demonstrated competence approved by the instructor. The management of a computer center is examined. Topics include management theory, production, scheduling, security, networking, basic problem determination and system tuning. Methods for computer selection and evaluation are also presented. (3 Lec.)

**CIS 258 On-Line Applications (4)**

Prerequisites: Computer Information Systems 160 and 164 or demonstrated competence approved by the instructor. This course 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.)

**CIS 260 Contemporary Topics In Computer Information Systems (1)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (1 Lec.)

**CIS 262 Contemporary Topics In Computer Information Systems (3)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Recent developments and topics of current interest are studied. May be repeated when topics vary. (3 Lec.)

**CIS 263 Special Topics In Computer Information Systems (3)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated when topics vary. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 265 Special Topics In Computer Information Systems (4)**

Prerequisite: Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of computer information systems are studied. May be repeated as topics vary. Laboratory fee. (3 Lec., 4 Lab.)

**CIS 272 Advanced BASIC Techniques (3)**

Prerequisite: Computer Information Systems 172 or demonstrated competence approved by the instructor. This course continues the development of programming skills using the BASIC language and its application to typical business problems. Topics include multidimensional arrays, random access files, and graphics. Laboratory fee. (2 Lec., 2 Lab.)

**CIS 275 User Documentation And Training (3)**

Prerequisites: Speech Communication 101, Computer Information Systems 121 or comparable word processing course or demonstrated competence approved by the instructor. This course covers the practical application of adult learning theory, product documentation, creating user guides and reference manuals, using tutorials, evaluating and using training materials, effective training experiences, concepts of desk top publishing, and presentation graphics. (3 Lec., 1 Lab.)

**CIS 277 Network Hardware (4)**

Prerequisites: Computer Information Systems 207 and credit or concurrent enrollment in Computer Information Systems 223, or demonstrated competence approved by the instructor. This course presents networking hardware as applied to local area networks. Topics include 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. (3 Lec., 4 Lab.)

**CIS 281 Applied Studies (3)**

Prerequisites: Computer Information Systems 224 and twelve additional credit hours from this option or demonstrated competence approved by instructor. This course applies PC analyst skills to business situations. Topics include planning and implementing solutions to business-related problems, incorporating student knowledge of hardware, software, applications packages, training, documentation, communication skills, and problem solving skills. (2 Lec., 3 Lab.)

**CIS 287 Network Problems And Applications (4)**

Prerequisites: Computer Information Systems 207 and credit or concurrent enrollment in Computer Information Systems 277, 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. (3 Lec., 4 Lab.)

**CIS 297 UNIX Operating System (4)**

Prerequisite: Computer Information Systems 101 or demonstrated competence approved by the instructor. This course introduces the UNIX operating system and includes topics about the file system, the shell, standard editor, and shell programming. (3 Lec., 4 Lab.)

**CIS 701 Cooperative Work Experience (1)**

Prerequisite: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 5 Lab.)

**CIS 702 Cooperative Work Experience (2)**

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.)

**CIS 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 15 Lab.)

**CIS 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Computer Information Systems program or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include job interview and application techniques, job site interpersonal relations, preparation of resumes, building self-esteem, setting and writing job objectives, time and stress management techniques, career interest/aptitude test, evaluation and planning, vendor presentation and professional development. (1 Lec., 20 Lab.)



### **CIS 712 Cooperative Work Experience (2)**

**Prerequisite:** Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 10 Lab.)

### **CIS 713 Cooperative Work Experience (3)**

**Prerequisite:** Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 15 Lab.)

### **CIS 714 Cooperative Work Experience (4)**

**Prerequisite:** Completion of one course in Computer Information Systems 701, 703 or 704. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Student must develop new learning objectives each semester. The seminar consists of topics which include setting and writing job objectives and directed independent studies of computer-related topics such as expert systems, new vendor products or presentation graphics. (1 Lec., 20 Lab.)

## **COMPUTER SCIENCE**

### **CS 113 Computing Science I (3)**

(Common Course Number COSC 1315)

**Prerequisite:** Two years of high school algebra or Developmental Math 093 or demonstrated competence approved by the instructor. This introductory course is designed to meet the requirements for a four-year degree with a major or minor in computer science, mathematics, or a scientific field. 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)

### **CS 114 Computing Science II (3)**

(Common Course Number COSC 2318)

**Prerequisites:** Computer Science 113 and Math 101 or demonstrated competence approved by the instructor. This course is a continuation of Computer Science 113 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)

## **DANCE**

### **DAN 116 Rehearsal and Performance (1)**

(Common Course Number DANC 1151)

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)

### **DAN 155 Jazz I (1)**

(Common Course Number DANC 1147)

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)

### **DAN 156 Jazz II (1)**

(Common Course Number DANC 1148)

**Prerequisite:** Dance 155 or demonstrated competence approved by the instructor. Work on skills and style in jazz dance is continued. Technical skills, combinations of steps and skills into dance patterns, and exploration of composition in jazz form are emphasized. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

### **DAN 160 Introduction to Dance History (3)**

(Common Course Number DANC 2303)

A history of dance forms is presented. Primitive, classical, and contemporary forms are included. (3 Lec.)

(Coordinating Board Academic Approval Number 5003015430)

### **DAN 161 Beginning Ballet I (2)**

(Common Course Number DANC 1241)

This course explores basic ballet techniques. Included are posture, balance, coordination, rhythm, and flow of physical energy through the art form. Theory, terminology, ballet history, and current attitudes and events in ballet are also studied. Barre exercises and center floor combinations are given. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 163 Beginning Ballet II (2)**

(Common Course Number DANC 1242)

Prerequisite: Dance 161. This course is a continuation of Dance 161. Emphasis is on expansion of combinations at the barre. Connecting steps learned at center are added. Jumps and pirouettes are introduced. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 165 Beginning Contemporary Dance I (2)**

(Common Course Number DANC 1245)

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)

**DAN 166 Beginning Contemporary Dance II (2)**

(Common Course Number DANC 1248)

Prerequisite: Dance 165. This course continues and further develops an exploration of Dance 165. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 200 Rehearsal and Performance (1)**

(Common Course Number DANC 1152)

Prerequisite: Dance 116 or demonstrated competence approved by the instructor. This course supplements intermediate dance technique classes. It is a continuation of Dance 116 with emphasis on more advanced concepts as they apply to actual rehearsals and performances. This course may be repeated for credit. (4 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 234 Introduction to Composition I (1)**

(Common Course Number DANC 1101)

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)

**DAN 235 Introduction to Composition II (1)**

(Common Course Number DANC 1102)

Prerequisites: Dance 234 and demonstrated competence approved by the instructor. This course is a continuation of Dance 234. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015530)

**DAN 252 Coaching and Repertoire (1)**

(Common Course Number DANC 1112)

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)

**DAN 253 Improvisation (1)**

(Common Course Number DANC 1113)

Prerequisite: Dance 156 or 163. This course consists of creative problem-solving utilizing basic elements of design. This course may be repeated for credit. Laboratory fee. (2 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 255 Jazz III (1)**

(Common Course Number DANC 2147)

Prerequisite: Dance 156. This course consists of the development of proper performance framing. Complex jazz rhythms, turns, jumps, and intricate elements of choreography are introduced. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 256 Jazz IV (1)**

(Common Course Number DANC 2148)

Prerequisite: Dance 255. This course is a further exploration of Dance 255. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 258 Intermediate Ballet I (2)**

(Common Course Number DANC 2241)

Prerequisite: Dance 163. 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)

**DAN 260 Intermediate Ballet II (2)**

(Common Course Number DANC 2242)

Prerequisite: Dance 258. This course begins pointe work for women. Specialized beats and tour are begun for men. Individual proficiency and technical virtuosity are developed. This course may be repeated for credit. Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

**DAN 265 Intermediate Contemporary Dance I (2)**

(Common Course Number DANC 2245)

Prerequisite: Dance 166. 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)

**DAN 266 Intermediate Contemporary Dance II (2)**

(Common Course Number DANC 2246)

Prerequisite: Dance 265. This course is a further exploration of Dance 265. This course may be repeated for credit.

Laboratory fee. (1 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5003015230)

## **DEVELOPMENTAL COMMUNICATIONS**

**DC 095 Communication Skills (3)**

This course focuses on strengthening language communications. Topics include grammar, paragraph structure, reading skills, and oral communication. Emphasis is on individual testing and needs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085135)

**DC 120 Communication Skills (3)**

This course is for students with significant communication problems. It is organized around skill development, and students may enroll at any time (not just at the beginning of a semester) upon the referral of an instructor. Emphasis is on individual needs and personalized programs. Special attention is given to oral language. Contacts are made with other departments to provide other ways of learning for the students. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3201085135)

## **DEVELOPMENTAL LEARNING**

**DL 094 Learning Skills Improvement (1)**

Learning skills are strengthened. Emphasis is on individual needs and personalized programs. This course may be repeated for a maximum of three credits. (2 Lab.)

(Coordinating Board Academic Approval Number 3201015235)

## **DEVELOPMENTAL MATHEMATICS**

Developmental Mathematics courses offer a review of mathematical skills. Developmental Mathematics 093 satisfies prerequisites for Mathematics 101, 111, 115, 116 and 117. Developmental Mathematics 091 satisfies prerequisites for Mathematics 130 and 195.

**DM 090 Pre Algebra Mathematics (3)**

This course is designed to develop an understanding of fundamental operations using whole numbers, fractions, decimals, and percentages and to strengthen basic skills in mathematics. The course is planned primarily for students who need to review basic mathematical processes. This is the first three-hour course in the developmental mathematics sequence. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DM 091 Elementary Algebra (3)**

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring, rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**DM 093 Intermediate Algebra (3)**

Prerequisite: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091. This course includes further development of the terminology of sets, operations on sets, properties of real numbers, polynomials, rational expressions, linear equations and inequalities, the straight line, systems of linear equations, exponents, roots, and radicals. Also covered are products and factoring, quadratic equations and inequalities, absolute value equations and inequalities, relations, functions, and graphs. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

## **DEVELOPMENTAL READING**

Students can improve their academic success by taking the appropriate reading courses. For an assessment of which course to begin with, talk with a reading faculty member or a counselor.

**DR 090 Developmental Reading (3)**

This course presents basic reading comprehension and vocabulary skills. Basic study skills are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DR 091 Developmental Reading (3)**

This course continues the development of reading comprehension and vocabulary skills. Study skills are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

**DR 093 Developmental Reading (3)**

This course offers further development of reading comprehension, vocabulary, and study skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085235)

## **DEVELOPMENTAL WRITING**

Students can improve their writing skills by taking Developmental Writing. These courses are offered for three hours of credit.

**DW 090 Developmental Writing (3)**

This course introduces the writing process. Course topics include practice in getting ideas, writing and rewriting, making improvements, and correcting mistakes. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DW 091 Developmental Writing (3)**

This course focuses on the writing process. Course topics include inventing, drafting, revising, and editing multi-paragraph papers. Building reading skills, using resources, developing thinking skills, and improving attitudes toward writing comprise other course topics. A learning lab is available to provide additional assistance. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**DW 093 Developmental Writing (3)**

This course refines student writing skills in inventing, drafting, revising, and editing multi-paragraph papers. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085335)

**EARTH SCIENCE****ES 117 Earth Science (4)**

(Common Course Number GEOL 1401)

This course is for the non-science major. It covers the interaction of the earth sciences and the physical world. Geology, astronomy, meteorology, and space science are included. Selected principles and concepts of the applied sciences are explored. This course is also offered as Physical Science 119. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

**ECOLOGY****ECY 291 People And Their Environment (3)**

(Common Course Number 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****ECO 105 Economics Of Contemporary Social Issues (3)**

(Common Course Number ECON 1303)

This course is a study of the economics of current social issues and public policy, including such matters as anti-trust 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 201 or 202). This course, however, will not replace either Economics 201 or 202 where these courses are required in a university transfer curriculum. (3 Lec.)

(Coordinating Board Academic Approval Number 1904025242)

**ECO 201 Principles Of Economics I (3)**

(Common Course Number ECON 2301)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECO 202 Principles Of Economics II (3)**

(Common Course Number ECON 2302)

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECO 203 Economics of Global Issues (3)**

(Common Course Number ECON 2311)

Prerequisite: ECO 201 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)

## ENGINEERING

### EGR 101 Engineering Analysis (2)

(Common Course Number ENGR 1201)

Prerequisite: Two years of high school algebra or Developmental Mathematics 093 or demonstrated competence approved by the instructor. A mathematical scheme of analysis appropriate in engineering design is presented. Topics include natural quantities, vectors, Newton's laws, work, energy, first law of thermodynamics, information, dimensional analysis, physical modeling, compatibility, continuity, and interpretation of analytic results. Computer programming is taught and used in processing information for analysis. (2 Lec.)

(Coordinating Board Academic Approval Number 1401015129)

## ENGLISH

(Also see Developmental Reading and Developmental Writing.) Additional instruction in writing and reading is available through the Learning Skills Center.

### ENG 101 Composition I (3)

(Common Course Number ENGL 1301)

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)

### ENG 102 Composition II (3)

(Common Course Number ENGL 1302)

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

### English In The Sophomore Year

English 201, 202, 203, 204, 205, 206, 215, and 216 are independent units of three credit hours each. Any one of these courses will satisfy DCCCD degree requirements in sophomore English.

### ENG 201 British Literature (3)

(Common Course Number ENGL 2322)

Prerequisite: English 102. 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)

### ENG 202 British Literature (3)

(Common Course Number ENGL 2323)

Prerequisite: English 102. This course includes significant works of British writers from the Romantic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2308015135)

### ENG 203 World Literature (3)

(Common Course Number ENGL 2332)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include works from other cultures. It covers the Ancient World through the Renaissance. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### ENG 204 World Literature (3)

(Common Course Number ENGL 2334)

Prerequisite: English 102. This course includes significant works of Continental Europe and may include selected works of other cultures from the Renaissance to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015235)

### ENG 205 American Literature (3)

(Common Course Number ENGL 2327)

Prerequisite: English 102. This course includes significant works of American writers from the Colonial through the Romantic Period. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### ENG 206 American Literature (3)

(Common Course Number ENGL 2328)

Prerequisite: English 102. This course includes significant works of American writers from the Realistic Period to the present. (3 Lec.)

(Coordinating Board Academic Approval Number 2307015135)

### ENG 209 Creative Writing (3)

(Common Course Number ENGL 2307)

Prerequisite: English 102. 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)

### ENG 210 Technical Writing (3)

(Common Course Number ENGL 2311)

Prerequisites: English 101 and English 102. The technical style of writing is introduced. Emphasis is on the writing of technical papers, reports, proposals, progress reports, and descriptions. (3 Lec.)

(Coordinating Board Academic Approval Number 2311015135)

### ENG 215 Studies In Literature (3)

Prerequisite: English 102. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

## **ENG 216 Studies In Literature (3)**

Prerequisite: English 102. This course includes selections in literature organized by theme, interdisciplinary content or major author. Course titles and descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

## **ENGLISH AS A SECOND LANGUAGE**

The English As A Second Language ESL credit curriculum is designed to develop a student's pre-academic language proficiency in the areas of listening, speaking, reading, and writing. The plan of study consists of sixteen courses divided into four proficiency levels and four skill areas (Listening-Speaking, Reading, Writing, and Grammar). The credit curriculum is designed to interface both with other ESL programs and with developmental studies or college level programs on each campus. A student enters this program by taking an English placement test and then by being advised by a specially trained ESL academic advisor.

### **ESL 031-034 (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.

### **ESL 041-044 (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.

### **ESL 051-054 (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.

### **ESL 061-064 (Grammar)**

These courses are designed to complement the ESL 051-054 writing series. They provide instruction and practice with discrete grammar points necessary for effective writing.

## **INGLES COMO SEGUNDO IDIOMA**

El programa de credito academico de Ingles Como Segundo Idioma ESL esta disenado para desarrollar el dominio del idioma pre-academico del estudiante en las areas de escuchar, hablar, leer y escribir. El plan de estudio consiste en 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.

### **ESL 031-034 (Escuchar y Conversar)**

Estos cursos preparan al alumno para comunicarse con confianza en situaciones sociales y academicas. Se desarrollan las varias funciones del lenguaje, se mejora la pronunciacion y comprension auditiva y se practica la comunicacion academica y transcultural. Las actividades didacticas incluyen describir lugares y objetos, proyectos en grupo, presentaciones orales y debates formales.

### **ESL 041-044 (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.

### **ESL 051, ESL 052, ESL 053, ESL 054**

Estos cursos estan disenados con el objeto de ayudar los alumnos a obtener fluidez y confianza en escritura. Los cursos se enfocan en el proceso de escritura. A traves de crear, planear y revisar, los estudiantes produzcan escritos para diferentes audiencias y con diversos propósitos.

### **ESL 061, ESL 062, ESL 063, ESL 064**

Estos cursos estan disenados para complementar la serie de Escritura 051-054. Dichos cursos proveen instruccion y ejercicios practicos, asi como puntos esenciales de gramatica necesarios para la efectiva comunicacion escrita.

## ENGLISH AS A SECOND LANGUAGE

### ESL 031 ESL Listening/Speaking (3)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESL 032 ESL Listening/Speaking (3)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESL 033 ESL Speaking (3)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESL 034 ESL Academic Speaking (3)

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.) This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085535)

### ESL 041 ESL Reading (3)

This course focuses on language development through reading activities. It includes reading comprehension, vocabulary building, study skills techniques, and intercultural sharing. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESL 042 ESL Reading (3)

This course continues language development through reading comprehension and vocabulary building. It introduces paragraph organization, idiom study, and adapting reading rate for different purposes. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESL 043 ESL Reading (3)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESL 044 ESL Reading (3)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085635)

### ESL 051 ESL Writing (3)

This course stresses the creation of sentences and groups of sentences. It also introduces basic spelling rules and vocabulary development. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### ESL 052 ESL Writing (3)

This course introduces the development of controlled and guided paragraphs using a variety of organizational structures and stresses logic patterns of English. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### ESL 053 ESL Writing (3)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

### ESL 054 ESL Writing (3)

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 061 ESL Grammar (3)**

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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 062 ESL Grammar (3)**

This course reviews basic elements of English grammar introduced in ESL 061 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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 063 ESL Grammar (3)**

This course reviews grammar points studied in ESL 061 and ESL 062 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. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**ESL 064 ESL Grammar (3)**

This course reviews grammar points studied in ESL 061, ESL 062, and ESL 063 and analyzes complex elements of those points. In addition, it introduces passive voice and conditional sentences. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 3201085735)

**FASHION MARKETING**

(See MARKETING)

**FRENCH****FR 101 Beginning French (4)**

(Common Course Number FREN 1411)

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)

**FR 102 Beginning French (4)**

(Common Course Number FREN 1412)

Prerequisite: French 101 or the equivalent. This course is a continuation of French 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609015131)

**FR 201 Intermediate French (3)**

(Common Course Number FREN 2311)

Prerequisite: French 102 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)

**FR 202 Intermediate French (3)**

(Common Course Number FREN 2312)

Prerequisite: French 201 or the equivalent. This course is a continuation of French 201. Contemporary literature and composition are studied. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015231)

**FR 203 Introduction To French Literature (3)**

(Common Course Number FREN 2303)

Prerequisite: French 202 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. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FR 204 Introduction To French Literature (3)**

(Common Course Number FREN 2304)

Prerequisite: French 202 or demonstrated competence approved by the instructor. This course is a continuation of French 203. It includes readings in French literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015331)

**FR 207 French Conversation I (3)**

(Common Course Number FREN 2306)

Prerequisite: French 101 and French 102 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 201. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)

**FR 208 French Conversation II (3)**

(Common Course Number FREN 1310)

Prerequisite: French 201 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 202. (3 Lec.)

(Coordinating Board Academic Approval Number 1609015431)



**FR 211 French for Business I (3)**

Prerequisites: French 201 or the equivalent. This course exposes students to the French language used in business including the terminology and idioms of French business language in special oral and written communication. Emphasis is placed on the structure and content of French business correspondence. Authentic materials are used to give students a contemporary view of business as it is conducted in French society. This course is not a substitute for French 201 or 202. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

**FR 212 French for Business II (3)**

Prerequisite: French 211 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 French in a business setting via practice of receptive and productive linguistic skills. The course also provides training in cross-cultural communication skills. It 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 French 201 or 202. (3 Lec.)

(Coordinating Board Academic Approval Number to be assigned. This is a unique need course.)

**GEOGRAPHY****GPY 101 Physical Geography (3)**

(Common Course Number GEOG 1301)

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)

**GPY 102 Economic Geography (3)**

(Common Course Number GEOG 2312)

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)

**GPY 103 Cultural Geography (3)**

(Common Course Number GEOG 1302)

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)

**GPY 104 World Regional Geography (3)**

(Common Course Number GEOG 1303)

A study of major developing and developed regions with emphasis on awareness of prevailing world conditions and developments, including emerging conditions and trends, and awareness of diversity of ideas and practices to be found in those regions. Course content may include one or more regions. (3 Lec.)

(Coordinating Board Academic Approval Number 4507015342)

**GEOLOGY****GEO 101 Physical Geology (4)**

(Common Course Number GEOG 1403)

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)

**GEO 102 Historical Geology (4)**

(Common Course Number GEOG 1404)

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)

**GEO 103 Introduction To Oceanography (3)**

(Common Course Number GEOG 1345)

The physical and chemical characteristics of ocean water, its circulation, relationship with the atmosphere, and the effect on the adjacent land are investigated. The geological development of the ocean basins and the sediment in them is also considered. Laboratory fee. (2 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 4007035139)

**GEO 201 Introduction To Rocks And Mineral Identification (4)**

(Common Course Number GEOG 2409)

Prerequisites: Geology 101 and 102. This course introduces crystallography, geochemistry, descriptive mineralogy, petrology, and phase equilibria. Crystal models and hand specimens are studied as an aid to rock and mineral identification. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

**GEO 205 Field Geology (4)**

Prerequisites: Eight credit hours of geology or demonstrated competence approved by the instructor. Geological features, landforms, minerals, and fossils are surveyed. Map reading and interpretation are also included. Emphasis is on the identification, classification and collection of specimens in the field. This course may be repeated for credit. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

**GEO 207 Geologic Field Methods (4)**

(Common Course Number GEOL 2407)

Prerequisites: Geology 101 and 102. This course covers basic geologic and topographic mapping, observation of geologic structures, and examination of petrologic systems in an actual field setting. Students will spend a major portion of the course collecting data for and constructing topographic and geologic maps and geologic cross sections and columns. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015539)

**GEO 209 Mineralogy (4)**

Prerequisites: Geology 101 and 102 and Chemistry 102. This course covers basic geochemistry; crystal chemistry; crystallography, including symmetry elements, stereographic and gnomonic projections, Miller indices, crystal systems, and forms; x-ray diffraction; optical properties of minerals; descriptive mineralogy including identification of hand specimens; and phase equilibria. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4006015239)

**GERMAN****GER 101 Beginning German (4)**

(Common Course Number GERM 1411)

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)

**GER 102 Beginning German (4)**

(Common Course Number GERM 1412)

Prerequisite: German 101 or the equivalent. This course is a continuation of German 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1605015131)

**GER 201 Intermediate German (3)**

(Common Course Number GERM 2311)

Prerequisite: German 102 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)

**GER 202 Intermediate German (3)**

(Common Course Number GERM 2312)

Prerequisite: German 201 or the equivalent. This course is a continuation of German 201. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1605015231)

**GOVERNMENT****GVT 201 American Government (3)**

(Common Course Number GOVT 2301)

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 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

**GVT 202 American Government (3)**

(Common Course Number GOVT 2302)

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 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

**GVT 211 Introduction To Comparative Politics (3)**

(Common Course Number GOVT 2331)

A comparative examination of governments, politics, problems and policies with illustrative cases drawn from a variety of political systems. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**HISTORY****HST 101 History Of The United States (3)**

(Common Course Number HIST 1301)

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)

**HST 102 History Of The United States (3)**

(Common Course Number HIST 1302)

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)

**HST 103 World Civilizations (3)**

(Common Course Number HIST 2321)

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)

**HST 104 World Civilizations (3)**

(Common Course Number HIST 2322)

This course is a continuation of History 103. The modern history and cultures of Asia, Africa, Europe, and the Americas, including recent developments, are presented. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015342)

**HST 105 Western Civilization (3)**

(Common Course Number HIST 2311)

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)

**HST 106 Western Civilization (3)**

(Common Course Number HIST 2312)

This course is a continuation of History 105. It follows the development of civilization from the Enlightenment to current times. Topics include the Age of Revolution, the beginning of industrialism, 19th century, and the social, economic, and political factors of recent world history. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015442)

**HST 110 The Heritage Of Mexico (3)**

(Common Course Number HIST 2380)

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 112 Latin American History (3)**

(Common Course Number HIST 2331)

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.)

**HST 120 Afro-American History (3)**

(Common Course Number HIST 2381)

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)

**HST 204 American Minorities (3)**

(Common Course Number HUMA 2319)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one of the two. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3-Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 205 Advanced Historical Studies (3)**

Prerequisite: Six hours of history. An in-depth study of minority, local, regional, national, or international topics is presented. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4508015642)

## **HUMAN DEVELOPMENT**

### **HD 092 Student Success (3)**

In this orientation course, students are introduced to academic and personal goal-setting and learning skills that enhance their chances for educational success. Students will learn how to develop positive attitudes toward themselves, improve communication and decision-making skills, and make effective use of campus resources. This course supports students enrolling in other appropriate remediation. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 100 Educational Alternatives (1)**

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 104 Educational And Career Planning (3)**

This course is designed to teach students the ongoing process of decision-making as it relates to career/life and educational planning. Students identify the unique aspects of themselves (interests, skills, values). They investigate possible work environments and develop a plan for personal satisfaction. Job search and survival skills are also considered. (3 Lec.)

### **HD 105 Basic Processes Of Interpersonal Relationships (3)**

This course is designed to help the student develop a self-awareness that will enable him/her to relate more effectively to others. Students are made aware of their feelings, values, attitudes, verbal and nonverbal behaviors. The course content, which utilizes an experiential model, also focuses on developing communication and problem-solving skills. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 106 Personal And Social Growth (3)**

This course focuses on the interactions between the individual and the social structures in which he/she lives. Roles, social influences and personal adjustments to the world around us are explored in readings and classroom discussion. Human behavior, the diversity of lifestyles and the components of a healthy personality are studied in an effort to develop a pattern for growth that demonstrates a responsibility to self and society. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 107 Developing Leadership Behavior (3)**

The basic purpose of this course is to help the student develop leadership and human relation skills. Topics include individual and group productivity, value systems, appropriate communication skills, and positive attitudes in a group environment. The concepts of leadership are explored through both theory and practice. These leadership activities can be applied to the student's personal, business, and professional interactions. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 108 The Master Student Course (3)**

This course will provide an opportunity for the student to learn, practice and adopt specific strategies to support his or her success in college. Topics include individual learning skills, self-monitoring, goal-setting, problem solving, critical thinking, stress/time management, understanding motivation and procrastination, test anxiety, memory, creativity, and the importance of supportive relationships. (3 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

### **HD 110 Assessment Of Prior Learning (1)**

Prerequisite: Limited to students in Technical-Occupational Programs. Demonstrated competence approved by the instructor is required. This course is designed to assist students in documenting prior learning for the purpose of applying for college credit. Students develop a portfolio which includes a statement of educational/career goals, related noncollegiate experiences which have contributed to college-level learning, and documentation of such experiences. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

## **HUMANITIES**

### **HUM 101 Introduction To The Humanities (3)**

(Common Course Number HUMA 1301)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

### **HUM 102 Advanced Humanities (3)**

(Common Course Number HUMA 1302)

Prerequisite: Humanities 101 or demonstrated competence approved by the instructor. Human value choices are presented through the context of the humanities. Universal concerns are explored, such as a person's relationship to self and to others and the search for meaning. The human as a loving, believing and hating being is also studied. Emphasis is on the human as seen by artists, playwrights, film makers, musicians, dancers, philosophers, and theologians. The commonality of human experience across cultures and the premises for value choices are also stressed. (3 Lec.)

(Coordinating Board Academic Approval Number 2401035142)

## **LIBRARY SKILLS**

### **LS 102. College Library Research Methods and Materials (3)**

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 is 2501019135)

## **MANAGEMENT**

### **MGT 136 Principles Of Management (3)**

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

### **MGT 140 Introduction To Total Quality Management (3)**

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.)

### **MGT 153 Small Business Management (3)**

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.)

### **MGT 160 Principles Of Purchasing (3)**

An introduction to the purchasing function is provided. The course covers purchasing tasks and responsibilities, analytical techniques in buying, organizational interrelationships and coordination, measurement and control, and legal implications. Special emphasis is placed on the five tenets of buying: quality, quantity, time, price and source. (3 Lec.)

### **MGT 171 Introduction To Supervision (3)**

This course is a study of today's supervisors and their problems. The practical concepts of modern-day, first-line supervision are described. Emphasis is on the supervisor's major functions, such as facilitating relations with others, leading, motivating, communicating, and counseling. (3 Lec.)

### **MGT 210 Small Business Capitalization, Acquisition And Finance (3)**

Prerequisite: Accounting 201 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.)

### **MGT 211 Small Business Operations (3)**

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.)

### **MGT 212 Special Problems In Business (1)**

Each student will participate in the definition and analysis of current business problems. Special emphasis will be placed on relevant problems and pragmatic solutions that integrate total knowledge of the business process in American society. This course may be repeated for credit up to a maximum of three credit hours. (1 Lec.)

**MGT 237 Organizational Behavior (3)**

The persisting human problems of administration in modern organizations are covered. The theory and methods of behavioral science as they relate to organizations are included. (3 Lec.)

**MGT 242 Human Resources Management (3)**

This course presents the fundamentals, theories, principles, and practices of people management. Emphasis is on people and their employment. Topics include recruitment, selection, training, job development, interactions with others, labor/management relations, and government regulations. The managerial functions of planning, organizing, staffing, directing, and controlling are also covered. (3 Lec.)

**MGT 244 Problem Solving And Decision-Making (3)**

The decision-making process and problem-solving as key components are the focus of this course. Topics include: individual, group, and organizational decision-making; logical and creative problem-solving techniques; and the use of decision aids by managers. Application of theory is provided by experiential activities such as small group discussions, case studies, and simulations. (3 Lec.)

**MGT 704 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 171 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving leadership skills and goal-setting. (1 Lec., 20 Lab.)

**MGT 714 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 242 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on the role of managers in job analysis/job descriptions and interviewing techniques. (1 Lec., 20 Lab.)

**MGT 804 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 237 or demonstrated competence approved by the instructor. This course is designed to develop the student's managerial skills through the completion of a written competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on improving motivational techniques and communicating. (1 Lec., 20 Lab.)

**MGT 814 Cooperative Work Experience (4)**

Prerequisite: Previous credit in or concurrent enrollment in Management 244 or demonstrated competence approved by the instructor. This course is designed to develop the competency-based learning plan describing varied student learning objectives and planned work experience. Emphasis is on individual and group decision-making and rational and creative problem solving. (1 Lec., 20 Lab.)

## MARKETING

**MKT 137 Principles Of Retailing (3)**

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.)

**MKT 206 Principles Of Marketing (3)**

The scope and structure of marketing are examined. Marketing functions, consumer behavior, market research, sales forecasting, and relevant state and federal laws are analyzed. (3 Lec.)

**MKT 211 Special Topics In Fashion Marketing (1)**

Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of three credit hours. (1 Lec.)

**MKT 212 Special Topics In Fashion Marketing (2)**

Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of four credit hours. (2 Lec.)

**MKT 222 Fashion Show Production (2)**

Students will learn artistic fashion presentation essential in apparel promotion. The topics included are show themes, set design, apparel selection, accessories, make-up, modeling, commentary, direction, staging, music, lighting, budgeting and scheduling. Student productions and attendance of fashion shows are emphasized. Laboratory fee. (2 Lec.)

**MKT 223 Special Topics In Fashion Marketing (3)**  
Selected topics in fashion marketing are presented in this course which may include showroom management, fashion markets, apparel production, cultural and international influences. Special topics may vary from semester to semester to address contemporary concerns. This course may be repeated for credit when topics vary, up to a maximum of six credit hours. (3 Lec.)

**MKT 224 Computer Graphics: Marketing Applications (3)**

This course presents an overview of computer graphics systems utilizations in design, manufacturing and marketing. Students will generate advertising and product presentations, sketches, charts, graphs, slides, transparencies and videos with specialized graphics hardware and software. No prior computer experience is necessary. (3 Lec., 1 Lab.)

**MKT 230 Salesmanship (3)**

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.)

**MKT 233 Advertising And Sales Promotion (3)**

This course introduces the principles, practices, and media of persuasive communication. Topics include buyer behavior, use of advertising media, and methods of stimulating sales people and retailers. The management of promotion programs is covered, including goals, strategies, evaluation, and control of promotional activities. (3 Lec.)

**MKT 239 Automated Inventory Management (3)**

Through the use of computer models, students will operate their own retail stores with emphasis on inventory management. Intensive practice with buying, mark-downs, price tag generation, sales, and analysis will be emphasized. Accounts payable for store vendors, and accounts receivable for store customers will also be covered. Laboratory fee. (3 Lec., 1 Lab.)

**MKT 251 Visual Merchandising (3)**

Concepts and skills essential to effectively promote fashion merchandise are the focus of this course. Experience will be gained in principles and elements of design, color, props, lighting, sign layout, budget, themes and sources of materials. These components will be applied to the creation of interior and window displays that sell. Laboratory fee. (3 Lec., 1 Lab.)

**MKT 290 Fashion Buying (3)**

This course focuses on the principles of fashion buying. It is designed to prepare the student for employment as an assistant buyer or buyer of fashion merchandise. (3 Lec.)

**MKT 291 Fashion Merchandising (3)**

This course introduces the field of fashion. Emphasis is on its historical development and trends, career opportunities, marketers, and merchandising methods. (3 Lec.)

**MKT 292 Fashion Design (3)**

This course is an introductory study in the fields of apparel manufacturing and design. Color, theory, design principles, silhouette, and organization of women's, men's, and children's wear lines will be explored. Emphasis will be placed on design theory rather than actual practice. (3 Lec.)

**MKT 703 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Fashion Marketing, or Sales, Marketing and Retail programs or demonstrated competence approved by the 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. Students must develop new learning objectives each semester. Seminar topics will include personal issues, business ethics, customer service and interpersonal skills. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

**MKT 713 Cooperative Work Experience (3)**

Prerequisite: Previous credit in Marketing 703, completion of two courses in the Fashion Marketing or Sales, Marketing and Retail programs or demonstrated competence approved by the 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 experience. Students must develop new learning objectives each semester. Seminar topics in the areas of business, communications, organizational behavior, networking, and professional organizations will be included. Analysis and evaluation of job performance will be completed by faculty and employer. (1 Lec., 15 Lab.)

## MATHEMATICS

(See Developmental Mathematics also. Supplementary instruction in mathematics is available through the Learning Resources Center.)

### **MTH 101 College Algebra (3)**

(Common Course Number MATH 1314)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

### **MTH 102 Plane Trigonometry (3)**

(Common Course Number MATH 1316)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

### **MTH 103 College Algebra (3)**

Prerequisites: Two years of high school algebra and an appropriate assessment score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (4 Lec.)

(Coordinating Board Academic Approval Number is 2701015437.)

### **MTH 109 Precalculus Mathematics (4)**

(Common Course Number MATH 2312)

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)

### **MTH 111 Mathematics For Business And Economics I (3)**

(Common Course Number MATH 1324)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes equations, inequalities, matrices, linear programming; linear, quadratic, polynomial, rational, exponential, and logarithmic functions; and probability. Applications to business and economics problems are emphasized. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

### **MTH 112 Mathematics For Business And Economics II (3)**

(Common Course Number MATH 1325)

Prerequisite: Mathematics 111. This course includes limits, differential calculus, integral calculus, and appropriate applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015237)

### **MTH 115 College Mathematics I (3)**

(Common Course Number MATH 1332)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of sets, logic, sets of numbers, and mathematical systems. Additional topics will be selected from mathematics of finance, introduction to computers, introduction to statistics, and introduction to matrices. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

### **MTH 116 College Mathematics II (3)**

(Common Course Number MATH 1333)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. Designed for liberal arts students, this course includes the study of algebra, linear programming, permutations, combinations, probability, and geometry. Recreational and historical aspects of selected topics are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)

### **MTH 117 Fundamental Concepts Of Mathematics For Elementary Teachers (3)**

(Common Course Number MATH 1335)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course includes the structure of the real number system and geometry. Emphasis is on the development of mathematical reasoning needed for elementary teachers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015137)



**MTH 121 Analytic Geometry (3)**

(Common Course Number MATH 1348)

Prerequisite: Mathematics 102 or equivalent. This course is a study of the real numbers, distance, the straight line, conics, transformation of coordinates, polar coordinates, parametric equations, and three-dimensional space. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015537)

**MTH 124 Calculus I (5)**

(Common Course Number MATH 2513)

Prerequisite: Mathematics 109 or 121 or equivalent. This course is a study of limits, continuity, derivatives, and integrals of algebraic and transcendental functions, with applications. (5 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MTH 130 Business Mathematics (3)**

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is intended primarily for students in specialized occupational programs. It is a study of simple and compound interest, bank discount, payrolls, taxes, insurance, mark up and mark down, corporate securities, depreciation, and purchase discounts. (3 Lec.)

**MTH 136 Mathematics for Allied Health (3)**

Prerequisite: Developmental Mathematics 090 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.)

**MTH 139 Applied Mathematics (3)**

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

**MTH 195 Technical Mathematics I (3)**

Prerequisites: One year of high school algebra and an appropriate assessment test score or Developmental Mathematics 091 or the equivalent. This course is designed for technical students. It covers the basic concepts and fundamental facts of plane and solid geometry, computational techniques and devices, units and dimensions, the terminology and concepts of elementary algebra, functions, coordinate systems, simultaneous equations, and stated problems. (3 Lec.)

**MTH 196 Technical Mathematics II (3)**

Prerequisite: Mathematics 195. This course is designed for technical students. It includes a study of topics in algebra, an introduction to logarithms, and an introduction to trigonometry, trigonometric functions, and the solution of triangles. (3 Lec.)

**MTH 202 Introductory Statistics (3)**

(Common Course Number MATH 1342)

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)

**MTH 215 Discrete Mathematics (3)**

(Common Course Number MATH 2305)

Prerequisites: Mathematics 124 and an introductory programming course. This course is a study of sets, algebraic structures (relations, functions, groups, and Boolean Algebra), combinatorics, graphs, logic, algorithms, and applications to computing devices. (3 Lec.)

(Coordinating Board Academic Approval Number 2703017137)

**MTH 221 Linear Algebra (3)**

(Common Course Number MATH 2318)

Prerequisite: Mathematics 124 or equivalent. This course is a study of matrices, linear equations, dot products, cross products, geometrical vectors, determinants, n-dimensional space, and linear transformations. (3 Lec.)

(Coordinating Board Academic Approval Number 2701016137)

**MTH 225 Calculus II (4)**

(Common Course Number MATH 2414)

Prerequisite: Mathematics 124 or the equivalent. This course is a study of techniques of integration, polar coordinates, parametric equations, topics in vector calculus, sequences, series, indeterminate forms, and partial differentiation with applications. (4 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MTH 226 Calculus III (3)**

(Common Course Number MATH 2315)

Prerequisite: Mathematics 225 or the equivalent. This course is a study of topics in vector calculus, functions of several variables, and multiple integrals, with applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015937)

**MTH 230 Differential Equations (3)**

(Common Course Number MATH 2320)

Prerequisite: Mathematics 225 or demonstrated competence approved by the instructor. This course is a study of ordinary differential equations, including linear equations, systems of equations, equations with variable coefficients, existence and uniqueness of solutions, series solutions, singular points, transform methods, boundary value problems, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2703015137)

**MTH 297 Technical Mathematics III (3)**

Prerequisite: Mathematics 196. This course will introduce the concepts and applications of calculus used in the field of Engineering Technology. Included are basic concepts from analytic geometry, differential calculus, and integral calculus. Practical application of the derivative and of integration in technology will be emphasized. (3 Lec.)

**MOTORCYCLE MECHANICS****MM 134 Motorcycle Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to motorcycles are also covered. Laboratory fee. (120 Contact Hours)

**MM 135 Motorcycle Tune-Up (4)**

This course covers the tune-up procedures for two and four cycle motorcycles, including ignition service, carburetion theory and service, and complete adjustment procedures. Laboratory fee. (120 Contact Hours)

**MM 136 Motorcycle Two Stroke Engine/Transmission (4)**

This course includes overhaul procedures for two stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**MM 137 Motorcycle Four Stroke Engine/Transmission (4)**

This course includes overhaul procedures for four stroke motorcycle engines and transmissions. Laboratory fee. (120 Contact Hours)

**MM 138 Motorcycle Electrical Systems (4)**

This course includes the theory of operation and troubleshooting procedures for motorcycle ignition, charging systems, and accessories. Laboratory fee. (120 Contact Hours)

**MM 139 Motorcycle Chassis And Drive Systems (4)**

Included in this course is the theory of operation and service procedures for motorcycle front and rear suspensions, wheel and brake systems, and final drives. Laboratory fee. (120 Contact Hours)

**MM 703 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Motorcycle Mechanics 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 topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

**MUSIC****MUS 103 Guitar Ensemble (1)**

(Common Course Number MUSI 1137)

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)

**MUS 104 Music Appreciation (3)**

(Common Course Number MUSI 1306)

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)

**MUS 105 Italian Diction (1)**

(Common Course Number MUSI 1160)

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)

**MUS 106 French Diction (1)**

(Common Course Number MUSI 2161)

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)

**MUS 107 German Diction (1)**

(Common Course Number MUSI 2160)

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)

**MUS 108 English Diction (1)**

(Common Course Number MUSI 1161)

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)

**MUS 110 Music Literature (3)**

(Common Course Number MUSI 1308)

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)

**MUS 111 Music Literature (3)**

(Common Course Number MUSI 1309)

This course is a continuation of Music 110. The compositional procedures and forms used by composers are studied. Emphasis is on the Classical, Romantic, and Modern periods. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUS 112 Guitar Literature And Materials (3)**

The body of music for the guitar is surveyed. Emphasis is on the repertoire of instruments in the guitar family, such as the lute. Transcription and arranging are studied as well as the selection of a program for public performance. (3 Lec.)

(Coordinating Board Academic Approval Number 5009025230)

**MUS 113 Foundations Of Music I (3)**

(Common Course Number MUSI 1300)

This course is the initial course to prepare students with limited music training for Music 145. 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)

**MUS 114 Foundations Of Music II (3)**

Prerequisite: Music 113 or demonstrated competence approved by the instructor. This course prepares students with limited music training for Music 145 and increases their general music understanding. Emphasis is on rhythmic and melodic training, chord functions, melody, textures, and basic analysis of music. (3 Lec.)

(Coordinating Board Academic Approval Number 5009045430)

**MUS 115 Jazz Improvisation (2)**

(Common Course Number MUSI 1263)

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)

**MUS 117 Piano Class I (1)**

(Common Course Number MUSI 1181)

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)

**MUS 118 Piano Class II (1)**

(Common Course Number MUSI 1182)

Prerequisite: Music 117 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)

**MUS 119 Guitar Class I (1)**

(Common Course Number MUSI 1192)

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)

**MUS 120 Guitar Class II (1)**

(Common Course Number MUSI 1193)

Prerequisite: Music 119 or demonstrated competence approved by the instructor. This course is a continuation of Music 119. Emphasis is on classical guitar techniques and music reading skills. This course may be repeated for credit. (2 Lab.)

(Coordinating Board Academic Approval Number 5009035130)

**MUS 121-143 Applied Music-Minor (1)**

This course is open to students enrolled in music theory, ensembles, and other music major and minor courses. It provides private instruction in the student's secondary area and consists of a one-half hour lesson a week. Private music may be repeated for credit. Laboratory fee required. (1 Lec.)

**MUS 121 Applied Music-Piano (1)**

(Common Course Number MUAP 1169)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 122 Applied Music-Organ (1)**

(Common Course Number MUAP 1165)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 123 Applied Music-Voice (1)**

(Common Course Number MUAP 1181)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 124 Applied Music-Violin (1)**

(Common Course Number MUAP 1101)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 125 Applied Music-Viola (1)**

(Common Course Number MUAP 1105)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 126 Applied Music-Cello (1)**

(Common Course Number MUAP 1109)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 127 Applied Music-Double Bass (1)**  
(Common Course Number MUAP 1113)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 128 Applied Music-Flute (1)**  
(Common Course Number MUAP 1117)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 129 Applied Music-Oboe (1)**  
(Common Course Number MUAP 1121)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 130 Applied Music-Clarinet (1)**  
(Common Course Number MUAP 1129)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 131 Applied Music-Bassoon (1)**  
(Common Course Number MUAP 1125)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 132 Applied Music-Saxophone (1)**  
(Common Course Number MUAP 1133)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 133 Applied Music-Trumpet (1)**  
(Common Course Number MUAP 1137)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 134 Applied Music-French Horn (1)**  
(Common Course Number MUAP 1141)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 135 Applied Music-Trombone (1)**  
(Common Course Number MUAP 1145)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 136 Applied Music-Baritone (1)**  
(Common Course Number MUAP 1149)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 137 Applied Music-Tuba (1)**  
(Common Course Number MUAP 1153)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 138 Applied Music-Percussion (1)**  
(Common Course Number MUAP 1157)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 139 Applied Music-Harp (1)**  
(Common Course Number MUAP 1177)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 140 Applied Music-Guitar (1)**  
(Common Course Number MUAP 1181)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 141 Applied Music-Electric Bass (1)**  
(Common Course Number MUAP 1115)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 143 Applied Music-Drum Set (1)**  
(Common Course Number MUAP 1158)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 145 Music Theory I (3)**  
(Common Course Number MUSI 1311)  
Prerequisite: Music 113 and 114 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 161 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045130)

**MUS 146 Music Theory II (3)**  
(Common Course Number MUSI 1312)  
Prerequisite: Music 145 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 162 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045130)

**MUS 147 Synthesizer Class I (1)**  
Prerequisite: Music 117 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)

**MUS 148 Synthesizer Class II (1)**  
Prerequisite: Music 147 or prior music synthesizer experience. This course is a continuation of Music 147. 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)

**MUS 150 Chorus (1)**  
(Common Course Number MUSI 2143)  
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)

**MUS 151 Voice Class I (1)**  
(Common Course Number MUSI 1183)  
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)

**MUS 152 Voice Class II (1)**

(Common Course Number MUSI 1184)

This course is a continuation of Music 151. It is open to all non-voice majors. Emphasis is on solo singing, appearance in studio recital, stage deportment, and personality development. Two group lessons are given a week. This course may be repeated for credit. (2 Lab.)  
(Coordinating Board Academic Approval Number 5009085130)

**MUS 153 Digital Music Production (3)**

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 5009045130.)

**MUS 154 Digital Music Production (3)**

Prerequisite: Successful completion of Music 153 or demonstrated competence approved by the instructor. This course is a continuation of Music 153 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.)

**MUS 155 Vocal Ensemble (1)**

(Common Course Number MUSI 1143)

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)

**MUS 156 Madrigal Singers (1)**

(Common Course Number MUSI 1152)

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)

**MUS 160 Band (1)**

(Common Course Number MUSI 1237)

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)

**MUS 161 Musicianship I (1)**

(Common Course Number MUSI 1116)

Prerequisite: Music 113 and 114 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 145 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUS 162 Musicianship II (1)**

(Common Course Number MUSI 1117)

Prerequisite: Music 161. This course is a continuation of Music 161. It is recommended that students enrolled in Music 146 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045630)

**MUS 166 History Of Jazz/Rock Music (3)**

(Common Course Number MUSI 1310)

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)

**MUS 170 Orchestra (1)**

(Common Course Number MUSI 1123)

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)

**MUS 171 Woodwind Ensemble (1)**

(Common Course Number MUSI 1133)

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)

**MUS 172 Brass Ensemble (1)**

(Common Course Number MUSI 1134)

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)

**MUS 173 Percussion Ensemble (1)**

(Common Course Number MUSI 1138)

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)

**MUS 174 Keyboard Ensemble (1)**

(Common Course Number MUSI 1132)

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)

**MUS 175 String Ensemble (1)**

(Common Course Number MUSI 1139)

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)

**MUS 176 Symphonic Wind Ensemble (1)**

(Common Course Number MUSI 1140)

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)

**MUS 177 Chamber Ensemble (1)**

(Common Course Number MUSI 1151)

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 5009035630)

**MUS 180 Audio Production For Voice (2)**

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 copyrighting, and studio and sound support production. The course concludes with individually produced advertising jingles. (1 Lec., 2 Lab.)

**MUS 181 Lab Band (1)**

(Common Course Number MUSI 2237)

Prerequisite: Demonstrated competence approved by the instructor. Students study and perform various forms of commercial music, such as jazz, pop, avant-garde, and fusion. Student arranging, composing, and conducting are encouraged. This course may be repeated for credit. (3 Lab.)

(Coordinating Board Academic Approval Number 5009035630)

**MUS 184 Jazz Ensemble (1)**

(Common Course Number MUSI 1125)

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)

**MUS 189 Computerized Music Production I (2)**

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.)

**MUS 190 Survey Of Recording (2)**

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.)

**MUS 191 Survey Of Recording Laboratory (1)**

Prerequisite: Successful completion of or concurrent enrollment in Music 190. This course parallels Music 190 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.)

**MUS 192 Music In America (3)**

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.)

**MUS 193 Improvisation (3)**

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.)

**MUS 194 Jazz Workshop (3)**

This course is for the advanced instrumentalist and 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.)

**MUS 196 Business Of Music (3)**

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.)

**MUS 197 Studio Technology (2)**

Prerequisites: Music 190 and 191 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.)

**MUS 198 Studio Technology Laboratory (1)**

Prerequisite: Completion of or concurrent enrollment in Music 197 or demonstrated competence approved by the instructor. This course reinforces, by application and demonstration, the theory covered in Music 197. 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.)

**MUS 199 Recital (1)**

This is an on-campus concert/seminar series designed to provide a laboratory and listening experience as an extension of classroom music studies. Concerts, seminars and workshops are presented by guest artists and lecturers, faculty members and students. This is a one-hour credit course and may be repeated for credit. (2 Lab.)

**MUS 203 Composition (3)**

(Common Course Number MUSI 1186)

Prerequisites: Music 145 and 146 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)

**MUS 205 Guitar Pedagogy (1)**

(Common Course Number MUSI 2192)

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)

**MUS 217 Piano Class III (1)**

(Common Course Number MUSI 2181)

Prerequisite: Music 117 and 118 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)

**MUS 218 Piano Class IV (1)**

(Common Course Number MUSI 2182)

Prerequisite: Music 217 or demonstrated competence of the instructor. This course is a continuation of functional keyboard skills in Music 217 with greater emphasis on advanced harmonization and appropriate technical skills. It is designed as a preparation for the piano proficiency exam for the music major, but is also open to any interested student. It is recommended that music majors also study privately. (2 Lab.)

(Coordinating Board Academic Approval Number 5009075130)

**MUS 221-243 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.)

**MUS 221 Applied Music-Piano (2)**

(Common Course Number MUAP 2269)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 222 Applied Music-Organ (2)**

(Common Course Number MUAP 2265)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 223 Applied Music-Voice (2)**

(Common Course Number MUAP 2281)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 224 Applied Music-Violin (2)**

(Common Course Number MUAP 2201)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 225 Applied Music-Viola (2)**

(Common Course Number MUAP 2205)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 226 Applied Music-Cello (2)**

(Common Course Number MUAP 2209)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 227 Applied Music-Double Bass (2)**

(Common Course Number MUAP 2213)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 228 Applied Music-Flute (2)**

(Common Course Number MUAP 2217)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 229 Applied Music-Oboe (2)**

(Common Course Number MUAP 2221)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 230 Applied Music-Clarinet (2)**

(Common Course Number MUAP 2229)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 231 Applied Music-Bassoon (2)**  
(Common Course Number MUAP 2225)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 232 Applied Music-Saxophone (2)**  
(Common Course Number MUAP 2233)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 233 Applied Music-Trumpet (2)**  
(Common Course Number MUAP 2237)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 234 Applied Music-French Horn (2)**  
(Common Course Number MUAP 2241)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 235 Applied Music-Trombone (2)**  
(Common Course Number MUAP 2245)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 236 Applied Music-Baritone (2)**  
(Common Course Number MUAP 2249)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 237 Applied Music-Tuba (2)**  
(Common Course Number MUAP 2253)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 238 Applied Music-Percussion (2)**  
(Common Course Number MUAP 2257)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 239 Applied Music-Harp (2)**  
(Common Course Number MUAP 2277)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 240 Applied Music-Guitar (2)**  
(Common Course Number MUAP 2261)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 241 Applied Music-Electric Bass (2)**  
(Common Course Number MUAP 2215)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 243 Applied Music-Drum Set (2)**  
(Common Course Number MUAP 2258)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 245 Music Theory III (3)**  
(Common Course Number MUSI 2311)  
Prerequisite: Music 145 and 146 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 271 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045230)

**MUS 246 Music Theory IV (3)**  
(Common Course Number MUSI 2312)  
Prerequisite: Music 245 or demonstrated competence approved by the instructor. This course is a continuation of the topics developed in Music 245. The preceding materials are expanded to include melody, harmony, tonality, and the formal processes of 20th century music. It is recommended that students enrolled in Music 272 enroll in this course. (3 Lec.)  
(Coordinating Board Academic Approval Number 5009045230)

**MUS 251-270 Applied Music-Major (3)**  
This course is primarily for music performance majors and is open to students enrolled in music theory, ensembles, 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.)

**MUS 251 Applied Music-Piano (3)**  
(Common Course Number MUAP 2369)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 252 Applied Music-Organ (3)**  
(Common Course Number MUAP 2365)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 253 Applied Music-Voice (3)**  
(Common Course Number MUAP 2381)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 254 Applied Music-Violin (3)**  
(Common Course Number MUAP 2301)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 255 Applied Music-Viola (3)**  
(Common Course Number MUAP 2305)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 256 Applied Music-Cello (3)**  
(Common Course Number MUAP 2309)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 257 Applied Music-Double Bass (3)**  
(Common Course Number MUAP 2313)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 258 Applied Music-Flute (3)**  
(Common Course Number MUAP 2317)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 259 Applied Music-Oboe (3)**  
(Common Course Number MUAP 2321)  
(Coordinating Board Academic Approval Number 5009035430)

**MUS 260 Applied Music-Clarinet (3)**  
(Common Course Number MUAP 2329)  
(Coordinating Board Academic Approval Number 5009035430)



**MUS 261 Applied Music-Bassoon (3)**

(Common Course Number MUAP 2325)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 262 Applied Music-Saxophone (3)**

(Common Course Number MUAP 2333)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 263 Applied Music-Trumpet (3)**

(Common Course Number MUAP 2337)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 264 Applied Music-French Horn (3)**

(Common Course Number MUAP 2341)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 265 Applied Music-Trombone (3)**

(Common Course Number MUAP 2345)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 266 Applied Music-Baritone (3)**

(Common Course Number MUAP 2349)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 267 Applied Music-Tuba (3)**

(Common Course Number MUAP 2353)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 268 Applied Music-Percussion (3)**

(Common Course Number MUAP 2357)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 269 Applied Music-Harp (3)**

(Common Course Number MUAP 2377)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 270 Applied Music-Guitar (3)**

(Common Course Number MUAP 2361)

(Coordinating Board Academic Approval Number 5009035430)

**MUS 271 Musicianship III (1)**

(Common Course Number MUSI 2116)

Prerequisite: Music 161 and 162 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 245 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUS 272 Musicianship IV (1)**

(Common Course Number MUSI 2118)

Prerequisite: Music 271 or demonstrated competence approved by the instructor. This course is a continuation of Music 271. It is recommended that students enrolled in Music 246 enroll in this course. (3 Lab.)

(Coordinating Board Academic Approval Number 5009045730)

**MUS 289 Computerized Music Production II (2)**

Prerequisites: Music 189 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.)

**MUS 292 Arranging/Orchestration (3)**

The knowledge of ranges and the ability to transpose for instruments, to write for voices, and to plan and execute an arrangement is developed. Standard copying techniques, chord voicing, large ensemble writing and combo writing, and use of strings (simulated by string synthesizer) are also included. (3 Lec.)

**MUS 293 Independent Study (3)**

This course is for advanced work in music and is designed to meet specific needs of the student. On approval of the instructor and division chairperson, the student prepares and executes a written contract (proposal for learning). Credit is given upon completion of all aspects of the contract. This course may be repeated for credit. (3 Lec.)

**MUS 296 Recording Studio Practices (3)**

Prerequisites: Music 197 and Music 198. 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.)

**MUS 297 Studio Production (3)**

Prerequisite: Music 296. 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.)

**MUS 703 Cooperative Work Experience (3)**

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.)

### **MUS 713 Cooperative Work Experience (3)**

**Prerequisites:** Completion of Music 703. 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.)

## **NUTRITION**

### **NTR 101 Principles of Nutrition (3)**

(Common Course Number 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**

### **OFC 103 Speedwriting Theory (4)**

**Prerequisites:** Credit or concurrent enrollment in Office Technology 172 or demonstrated competence approved by the instructor. The principles of speedwriting are introduced. Included is the development of the ability to read, write, and transcribe speedwriting notes. Basic spelling, grammar, and punctuation rules are reviewed. Laboratory fee. (3 Lec., 2 Lab.)

### **OFC 106 Speedwriting Dictation And Transcription (4)**

**Prerequisites:** Office Technology 103. Principles of speedwriting are applied to build dictation speed and transcription rate. Special attention is given to the review of grammar, spelling, and punctuation rules. Laboratory fee. (3 Lec., 2 Lab.)

### **OFC 143 Contemporary Topics In Office Technology (1)**

**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.)

### **OFC 144 Contemporary Topics In Office Technology (2)**

**Prerequisites:** Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (2 Lec.)

### **OFC 145 Contemporary Topics In Office Technology (3)**

**Prerequisites:** Will vary based on topics covered and will be annotated in each semester's class schedule. Current developments in the rapidly changing field of office technology are studied. This course may be repeated for credit when topics vary. (3 Lec.)

### **OFC 150 Automated Filing Procedures (3)**

**Prerequisite:** Office Technology 172 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.)

### **OFC 159 Beginning Shorthand (4)**

**Prerequisite:** Credit or concurrent enrollment in Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are introduced. Included is the development of the ability to read, write, and transcribe shorthand outlines. Knowledge of the mechanics of English is also developed. Laboratory fee. (3 Lec., 2 Lab.)

### **OFC 160 Office Calculating Machines (3)**

This course focuses on the development of skills in using electronic calculators. Emphasis is on developing the touch system for both speed and accuracy. Business math and business applications are included. Laboratory fee. (3 Lec.)

### **OFC 162 Office Procedures (3)**

**Prerequisites:** Office Technology 172 or demonstrated competence approved by the instructor. This course bridges the gap between the basic skills courses and current office practices. Topics include records management, electronic filing, reprographics, mail, telephone usage, financial transactions, and interpersonal relations. (3 Lec.)

**OFC 166 Intermediate Shorthand (4)**

Prerequisites: Office Technology 159 and Office Technology 172 or demonstrated competence approved by the instructor. The principles of Gregg Shorthand are studied. Emphasis is on increased speed dictation, accuracy in typing from shorthand notes, and beginning techniques of transcription skills. Also included are oral reading, speed building, and grammar. Office Careers 166 is equivalent to Office Technology 187, 188, and 189. Laboratory fee. (3 Lec., 2 Lab.)

**OFC 167 Legal Terminology And Transcription (3)**

Prerequisites: Office Technology 173 and Office Technology 185 or concurrent enrollment or demonstrated competence approved by the instructor. Legal terms are the focus of this course. Included are the spelling and use of legal terms and Latin words and phrases. Intensive practice is provided in building speed and accuracy in the transcription of legal terms. Laboratory fee. (3 Lec.)

**OFC 172 Beginning Typing (3)**

This course is for students with no previous training in typing. Fundamental techniques in typing are developed. The skills of typing manuscripts, business letters, and tabulations are introduced. Office Technology 172 is equivalent to Office Technology 176, 177, and 178. Laboratory fee. (2 Lec., 3 Lab.)

**OFC 173 Intermediate Typing (3)**

Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. Typing techniques are developed further. Emphasis is on problem-solving. Increasing speed and accuracy in typing business forms, correspondence, and manuscripts are also covered. Laboratory fee. (2 Lec., 3 Lab.)

**OFC 176 Keyboarding (1)**

This course is for students with no previous training in typing. The course introduces the typewriter parts. Alphabetic keys, numeric keys, and symbol keys are covered. Fundamental techniques are refined, and speed is developed. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 179 Office Information Systems Concepts (2)**

Prerequisite: Office Technology 172. This course introduces information/word processing and describes its effect on traditional office operations. Basic information/word processing principles, concepts, terminology and advantages of word processing systems are introduced. This course does not include the operation of a wordprocessor or microcomputer. (2 Lec.)

**OFC 182 Introduction To Word Processing (1)**

Prerequisites: Office Technology 172 or demonstrated competence approved by the instructor. This course introduces the fundamental techniques required in the operation of word processing software. Basic concepts of electronic storage and retrieval involved in creating, printing, centering, and revising documents are introduced. May be repeated for credit using different software. Laboratory fee. (2 Lab.)

**OFC 183 Keyboarding For Speed And Accuracy (1)**

This course provides intensive practice drills for developing speed and accuracy on one-, three-, and five-minute writings. May be taken concurrently with Intermediate Typing or Advanced Typing Applications. May be repeated for credit. Laboratory fee. (2 Lab.)

**OFC 185 Basic Machine Transcription (1)**

Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces the basic equipment, techniques, and skills required to transcribe recorded business information into mailable documents. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Automated equipment and audio transcription machines are used. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 190 Principles Of Word Processing (4)**

Prerequisites: Office Technology 173 or concurrent enrollment. This course introduces word processing and describes its effect on traditional office operations. An understanding of basic word processing principles and fundamental techniques required in the operation of word processing and transcription equipment are introduced. Emphasis is placed on grammar, punctuation, and spelling skills required in word processing operations. Office Technology 190 is equivalent to Office Technology 179, 182, and 185. Laboratory fee. (3 Lec., 3 Lab.)

**OFC 192 Office Machines I (1)**

Business mathematical skills needed to operate office calculators are reviewed. Speed and accuracy skills using ten-key touch are developed. Laboratory fee. (1 Lec.)

**OFC 231 Business Communications (3)**

Prerequisites: Office Technology 172 and English 101 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.)

**OFC 266 Advanced Shorthand (4)**

Prerequisites: Office Technology 166 and Office Technology 173 or demonstrated competence approved by the instructor. Emphasis is on building dictation speed. Producing mailable, typed transcriptions under timed conditions is also stressed. Vocabulary and extensive production work capabilities are developed. Laboratory fee. (3 Lec., 2 Lab.)

**OFC 273 Advanced Typing Applications (2)**

Decision-making and production of all types of business materials under timed conditions are emphasized. A continuation of skill development and a review of typing techniques are also stressed. Accuracy at advanced speeds is demanded. Laboratory fee. (1 Lec., 2 Lab.)

**OFC 274 Legal Secretarial Procedures (3)**

Prerequisite: Completion of, or concurrent enrollment in, Office Technology 167, 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.)

**OFC 282 Word Processing Applications (1)**

Prerequisites: Office Technology 182 or demonstrated competence approved by the instructor. This course is designed for students who have a basic knowledge of word processing. Advanced word processing concepts and machine functions are developed. Special emphasis is placed on producing mailable documents. May be repeated for credit using different emphasis. Laboratory fee. (2 Lab.)

**OFC 283 Specialized Software I (1)**

Specialized applications are performed using automated equipment which the student has previously mastered. Applications may include word processing, graphics, math functions, spreadsheets, databases, desk top publishing, and the use of other software packages. Microcomputers will be used in this course. May be repeated for credit using different emphasis/equipment. Laboratory fee. (2 Lab.)

**OFC 284 Specialized Software II (1)**

Specialized applications are performed using automated equipment that the student has previously mastered. More advanced applications may include graphics, math functions, spreadsheets, databases, and desk top publishing. This course may be repeated for credit using different emphasis/equipment. (2 Lab.)

**OFC 285 Applied Machine Transcription (1)**

Prerequisites: Office Technology 173 or 190 and Office Technology 185 or demonstrated competence approved by the instructor. This course is designed for students with basic skills in machine transcription. Emphasis is placed on increasing accuracy and speed in the timed transcription of recorded information. Composing and dictating business communications are introduced. Laboratory fee. (1 Lec., 1 Lab.)

**OFC 703 Cooperative Work Experience (3)**

Prerequisites: Completion of two courses in the Office 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.)

**OFC 704 Cooperative Work Experience (4)**

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.)

**OFC 713 Cooperative Work Experience (3)**

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.)

**OFC 714 Cooperative Work Experience (4)**

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.)

**OFC 803 Cooperative Work Experience (3)**

Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete three objectives and work a minimum of 15 hours per week for a total of three credit hours. This seminar consists of orientation, setting/writing job objectives, and independent study of business topics. (1 Lec., 15 Lab.)

**OFC 804 Cooperative Work Experience (4)**

Prerequisites: Completion of previous Office Technology 703 or 704 and 713 or 714. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. Students must complete 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.)

**OUTBOARD ENGINE****OE 144 Outboard Engine Service Principles (4)**

The principles of operation and failure analysis of two- and four-cycle engines are covered. The principles of basic electricity as applied to outboard engines are also covered. Laboratory fee. (120 Contact Hours)

**OE 145 Outboard Engine Tune-Up (4)**

The tune-up procedures for outboard engines including ignition service, carburetion theory and service, and complete adjustment procedures are included in this course. Laboratory fee. (120 Contact Hours)

**OE 146 Outboard Engine Powerhead Overhaul (4)**

This course includes overhaul procedures for outboard powerheads. Laboratory fee. (120 Contact Hours)

**OE 147 Outboard Engine Lower Unit Overhaul (4)**

The theory of operation, service, and overhaul procedures for manual, hydraulic, and electric shift lower units are covered. Laboratory fee. (120 Contact Hours)

**OE 148 Outboard Engine Electrical Systems (4)**

The theory of operation and trouble-shooting procedures for outboard engine ignition and charging systems and accessories are covered in this course. Laboratory fee. (120 Contact Hours)

**OE 723 Cooperative Work Experience (3)**

Prerequisite: Completion of two courses in the Outboard Marine Engine Mechanics 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 topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 15 Lab.)

**OE 724 Cooperative Work Experience (4)**

Prerequisite: Completion of two courses in the Outboard Marine Engine Mechanics 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 topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 20 Lab.)

**PHILOSOPHY****PHI 101 Introduction To Philosophy (3)**

(Common Course Number PHIL 1301)

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)

**PHI 103 Critical Thinking (3)**

This course is designed to improve students' critical thinking ability. Students will both analyze and construct arguments. Elementary deductive forms, common fallacies, and inductive reasoning are considered. (3 Lec.)  
(Coordinating Board Academic Approval Number 3801015235)

**PHI 105 Logic (3)**

(Common Course Number PHIL 2303)

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)

**PHI 202 Introduction To Social And Political Philosophy (3)**

(Common Course Number PHIL 2307)

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)

**PHI 203 Ethics (3)**

(Common Course Number PHIL 2306)

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)

**PHI 207 History Of Ancient Philosophy (3)**

(Common Course Number PHIL 2316)

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)

**PHI 208 History Of Modern Philosophy (3)**

(Common Course Number PHIL 2317)

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****PHO 110 Introduction To Photography And Photojournalism (3)**

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)

**PHO 111 Advanced Photography And Photojournalism (3)**

Prerequisite: Photography 110 or demonstrated competence approved by the instructor. Techniques learned in Photography 110 are refined. Emphasis is on photographic communication. Laboratory fee. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 0904015526)

**PHO 115 Special Photographic Topics and Problems (Non-Lab Related) (3)**

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)

**PHO 122 Commercial Photography I (3)**

Prerequisites: Photography 110 and 111 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)

**PHO 123 Commercial Photography II (3)**

Prerequisites: Photography 110 and 111 or demonstrated competence approved by the instructor. This course is a continuation of Photography 122. 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)

### **PHO 207 Photography For Publications (3)**

Prerequisites: Photography 110 and 111 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.)

### **PHO 215 Special Photographic Topics And Problems (3)**

Prerequisites: Photography 110 and 111 or demonstrated competence approved by the instructor. This course of study addresses special photographic topics or problems that may result from technological advances and particular student and/or instructor interests and/or expertise. Topics may include special interest areas such as architectural, landscape, wedding, environmental portraiture and audiovisual slide-with-sound productions. The course will be narrow in scope to provide for in-depth study of the particular topic and may employ visiting instructors with specialized expertise. This course may be repeated for credit. (2 Lec., 4 Lab.)  
(Coordinating Board Academic Approval Number 5006055230)

## **PHYSICAL EDUCATION**

### **PEH 100 Lifetime Sports Activities (1)**

(Common Course Number PHED 1100)

Beginning level skills in various lifetime sports are presented as well as rules, etiquette, safety, strategy, offensive and defensive elements, and conditioning activities where appropriate. Physical Education 100 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PEH 101 Health For Today (3)**

(Common Course Number PHED 1304)

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)

### **PEH 103 Beginning Casting And Angling (1)**

(Common Course Number PHED 1101)

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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PEH 104 Beginning Soccer (1)**

(Common Course Number PHED 1102)

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)

### **PEH 105 Shooting and Firearm Safety (1)**

(Common Course Number PHED 1103)

Course content includes fundamentals of shooting, gun safety and principles of reloading. This course includes personal safety associated with hunting and sport shooting. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

### **PEH 109 Outdoor Recreation (3)**

(Common Course Number PHED 1336)

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)

### **PEH 110 Community Recreation (3)**

(Common Course Number PHED 1337)

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)

### **PEH 112 Beginning Softball (1)**

(Common Course Number PHED 1104)

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)

**PEH 113 Beginning Racquetball (1)**

(Common Course Number PHED 1105)

Basic racquetball skills, rules and strategies are taught and class tournaments are conducted. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 114 Beginning Badminton (1)**

(Common Course Number PHED 1106)

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)

**PEH 115 Physical Fitness (1)**

(Common Course Number PHED 1164)

Students are introduced to health related concepts and activities for the purpose of gaining knowledge and skills necessary to evaluate personal fitness level and to develop a personal lifelong fitness program. Activities include, but are not limited to: aerobics, circuit training, muscular development, flexibility, agility exercises, weight training and body composition. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3105015128)

**PEH 116 Intramural Athletics (1)**

(Common Course Number PHED 1107)

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)

**PEH 117 Beginning Archery (1)**

(Common Course Number PHED 1108)

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)

**PEH 118 Beginning Golf (1)**

(Common Course Number PHED 1109)

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)

**PEH 119 Beginning Tennis (1)**

(Common Course Number PHED 1110)

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)

**PEH 120 Beginning Bowling (1)**

(Common Course Number PHED 1111)

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)

**PEH 121 Folk Dance (1)**

(Common Course Number PHED 1112)

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)

**PEH 122 Beginning Gymnastics (1)**

(Common Course Number PHED 1113)

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)

**PEH 123 Beginning Swimming (1)**

(Common Course Number PHED 1114)

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)

**PEH 124 Social Dance (1)**

(Common Course Number PHED 1115)

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)



**PEH 125 Conditioning Exercise (1)**

(Common Course Number PHED 1116)

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)

**PEH 127 Beginning Basketball And Volleyball (1)**

(Common Course Number PHED 1117)

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)

**PEH 129 Modern Dance (1)**

(Common Course Number PHED 1118)

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)

**PEH 131 Weight Training And Conditioning (1)**

(Common Course Number PHED 1119)

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)

**PEH 132 Self-Defense (1)**

(Common Course Number PHED 1120)

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)

**PEH 133 Jogging for Fitness (1)**

(Common Course Number PHED 1121)

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)

**PEH 134 Outdoor Education (1)**

(Common Course Number PHED 1122)

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)

**PEH 135 Walking For Fitness (1)**

(Common Course Number PHED 1123)

This course is designed for the student who desires cardiovascular fitness by means of a low impact method. Maximum physical fitness is achieved by vigorous walking. The heart rate is elevated to the appropriate target zone for peak conditioning. An extensive warm-up and cool down increases joint and muscle flexibility. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 137 Aerobic Dance (1)**

(Common Course Number PHED 1124)

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)

**PEH 142 Divemaster (2)**

Prerequisite: Physical Education 228 or advanced certification from any of the national certifying organizations. This course is designed for the advanced diver who seeks additional training as an instructional assistant responsible for the organization, teaching and safety of scuba divers. Students who successfully complete this course will receive divemaster certification. This course may be repeated for credit. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

**PEH 143 Aquatic Fitness (1)**

(Common Course Number PHED 1125)

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)

**PEH 144 Introduction To Physical Education (3)**

(Common Course Number PHED 1301)

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)

**PEH 145 Cycling (1)**

(Common Course Number PHED 1126)

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)

**PEH 146 Triathlon Fitness (1)**

(Common Course Number PHED 1127)

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)

**PEH 147 Sports Officiating I (3)**

(Common Course Number PHED 1308)

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)

**PEH 148 Sports Officiating II (3)**

(Common Course Number PHED 1309)

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)

**PEH 149 Canoeing/Kayaking (1)**

(Common Course Number PHED 1128)

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)

**PEH 150 Backpacking/Rock Climbing (1)**

(Common Course Number PHED 1129)

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)

**PEH 200 Lifetime Sports Activities II (1)**

(Common Course Number PHED 1130)

Prerequisite: Associate Physical Education 100 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 200 may be repeated for credit when students select different activities. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 204 Intermediate Soccer (1)**

(Common Course Number PHED 1131)

Prerequisite: Physical Education 104 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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 212 Intermediate Softball (1)**

(Common Course Number PHED 1132)

Prerequisite: Physical Education 112 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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 213 Intermediate Racquetball (1)**

(Common Course Number PHED 1133)

Prerequisite: Physical Education 113 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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 215 Intermediate Physical Fitness (1)**

(Common Course Number PHED 1134)

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)

**PEH 217 Intermediate Archery (1)**

(Common Course Number PHED 1135)

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)

**PEH 218 Intermediate Golf (1)**

(Common Course Number PHED 1136)

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)

**PEH 219 Intermediate Tennis (1)**

(Common Course Number PHED 1137)

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)

**PEH 220 Intermediate Bowling (1)**

(Common Course Number PHED 1150)

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)

**PEH 222 Intermediate Gymnastics (1)**

(Common Course Number PHED 1139)

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)

**PEH 223 Intermediate Swimming (1)**

(Common Course Number PHED 1140)

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)

**PEH 225 Scuba Diving (2)**

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)

**PEH 226 Advanced Life Saving (1)**

(Common Course Number PHED 2155)

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)

**PEH 228 Advanced Open Water Scuba (2)**

Prerequisite: Physical Education 225 or appropriate certifying agency entry level certificate or 10 log book hours. Instruction will include the introductory knowledge and skill development in the open water environment for the student to participate in underwater investigation, deep diving, search and light salvage, and limited visibility/night diving. Safety, special equipment, dive planning and dive buddy procedures will be covered. Upon successful completion of the course, the student will receive advanced open water certification through a qualified certifying agency. Laboratory fee. (1 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 3601085328)

**PEH 231 Intermediate Weight Training (1)**

(Common Course Number PHED 1141)

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)

**PEH 232 Intermediate Self-Defense (1)**

(Common Course Number PHED 1142)

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)

**PEH 233 Intermediate Jogging (1)**

(Common Course Number PHED 1143)

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)

**PEH 234 Water Safety Instructor (2)**

(Common Course Number PHED 2255)

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)

**PEH 235 Walking For Physical Fitness (1)**

(Common Course Number PHED 1144)

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)

**PEH 236 The Coaching Of Football And Basketball (3)**

(Common Course Number PHED 1321)

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)

**PEH 237 Intermediate Aerobic Dance (1)**

(Common Course Number PHED 1145)

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)

**PEH 239 Intermediate Basketball (1)**

(Common Course Number PHED 1146)

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)

**PEH 240 Intermediate Volleyball (1)**

(Common Course Number PHED 1147)

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)

**PEH 241 Intermediate Baseball (1)**

(Common Course Number PHED 1148)

Prerequisite: Demonstrated competence approved by the instructor. Basic skills and techniques are refined beyond the beginner level. Analysis and practice of hitting, fielding, pitching, team play, and competitive play are emphasized. Baseball history and interpretation of the rules are also covered. Course emphasis is placed on the development and preparation for participation on an intercollegiate team. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 245 Intermediate Cycling (1)**

(Common Course Number PHED 1149)

Prerequisite: Physical Education 145 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. This course may be repeated for credit. Laboratory fee. (3 Lab.)

(Coordinating Board Academic Approval Number 3601085128)

**PEH 257 Advanced First Aid And Emergency Care (3)**

(Common Course Number PHED 1306)

This course covers the theory and practice in advanced first aid and emergency care. Various aspects of safety education also are included. The course content has been selected from nationally recognized organizations in safety education and first aid. This course does not satisfy the physical education activity course requirement. (3 Lec.)

(Coordinating Board Academic Approval Number 5103015328)

## PHYSICAL SCIENCE

**PSC 118 Physical Science (4)**

(Common Course Number PHYS 1415)

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)

**PSC 119 Physical Science (4)**

(Common Course Number PHYS 1417)

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 Earth Science 117. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4001015139)

## PHYSICS

**PHY 111 Introductory General Physics (4)**

(Common Course Number PHYS 1401)

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)

**PHY 112 Introductory General Physics (4)**

(Common Course Number PHYS 1402)

Prerequisite: Physics 111. This course is a continuation of Physics 111. Electricity, magnetism, light, and sound are studied. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHY 117 Concepts In Physics (4)**

(Common Course Number PHYS 1405)

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 world-wide energy production are examined. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

**PHY 118 Concepts In Physics (4)**

(Common Course Number PHYS 1407)

This is for non-science majors. It introduces principles of physics and does not require a mathematical background. Emphasis is on modern developments in physics. Topics include acoustics, electricity and magnetism, light and the electromagnetic spectrum, atomic physics, and relativity. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015139)

**PHY 131 Applied Physics (4)**

Prerequisite: Mathematics 195 or concurrent enrollment in Mathematics 195. 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)

**PHY 132 Applied Physics (4)**

Prerequisite: Physics 131. This course is a continuation of Physics 131. Concepts of sound, light, electricity, magnetism, and atomic theory are explained. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015339)

**PHY 201 General Physics (4)**

(Common Course Number PHYS 2425)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is designed primarily for physics, chemistry, mathematics, and engineering majors. The principles and applications of mechanics, wave motion, and sound are studied. Emphasis is on fundamental concepts, problem-solving, notation, and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

**PHY 202 General Physics (4)**

(Common Course Number PHYS 2426)

Prerequisites: Physics 201 and credit or concurrent enrollment in Mathematics 225. This course presents the principles and applications of heat, electricity, magnetism, and optics. Emphasis is on fundamental concepts, problem-solving, notation and units. The laboratory includes a one-hour problem session. Laboratory fee. (3 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 4008015439)

## PSYCHOLOGY

**PSY 101 Introduction To Psychology (3)**

(Common Course Number PSYC 2301)

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)

**PSY 103 Human Sexuality (3)**

(Common Course Number PSYC 2306)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015342)

**PSY 131 Applied Psychology And Human Relations (3)**

Psychological principles are applied to human relations problems in business and industry. Topics include group dynamics and adjustment factors for employment and advancement. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSY 201 Developmental Psychology (3)**

(Common Course Number PSYC 2314)

Prerequisite: Psychology 101. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

### **PSY 202 Applied Psychology (3)**

(Common Course Number PSYC 2302)

Prerequisite: Psychology 101. Psychological facts and principles are applied to problems and activities of life. Emphasis is on observing, recording, and modifying human behavior. Some off-campus work may be required. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015240)

### **PSY 205 Psychology Of Personality (3)**

(Common Course Number PSYC 2316)

Prerequisite: Psychology 101. This course is an introduction to the study of personality. Topics of personality and adjustment will be studied in the context of various personality theories. Emphasis will be on the application of those topics. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015740)

### **PSY 207 Social Psychology (3)**

(Common Course Number PSYC 2319)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015142)

## **READING**

### **RD 101 College Reading And Study Skills (3)**

Comprehension techniques for reading college texts are emphasized. Also included are vocabulary development, critical reading, and rate flexibility. Study skills addressed include listening, note taking, underlining, concentrating, and memory. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

### **RD 102 Speed Reading And Learning (3)**

Reading and learning skills are addressed. Speed reading techniques and comprehension are emphasized. Learning and memory skills are also covered. (3 Lec.)

(Coordinating Board Academic Approval Number 3801015735)

## **REAL ESTATE**

### **RE 130 Real Estate Principles (3)**

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.)

### **RE 131 Real Estate Finance (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or equivalent. This course covers monetary systems, primary and secondary money markets, sources of mortgage loans, federal government programs and loan applications, processes, and procedures. Closing costs, alternative financial instruments, equal credit opportunity act, community reinvestment act, and state housing agency are also included. (3 Lec.)

### **RE 133 Real Estate Marketing (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 or the equivalent. The emphasis of this course is on real estate professionalism and ethics and the satisfaction of all parties. Topics covered include characteristics of successful salesmen, time management, psychology of marketing, listing procedures, advertising, negotiating and closing, financing, and the Deceptive Trade Practices-Consumer Protection Act, as amended, Section 17.01 et seq, Business and Commerce Code. (3 Lec.)

### **RE 134 Real Estate Appraisal-Commercial (3)**

Prerequisite: Real Estate 130 and 131 or the equivalent. This course focuses on commercial principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

### **RE 135 Real Estate Appraisal-Residential (3)**

Prerequisites: Real Estate 130 and 131 or the equivalent. This course focuses on residential principles and methods of appraising. Topics include central purposes and functions of an appraisal, social and economic determinants of value, appraisal case studies, cost, market data and income approaches to value estimates, final correlations, and reporting. (3 Lec.)

**RE 136 Real Estate Law (3)**

Prerequisite: Real Estate 130 or concurrent enrollment in Real Estate 130 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.)

**RE 138 Promulgated Contract Forms (3)**

Concepts of general contract law are reviewed as required by the Real Estate License Act. Emphasis is on detailed instructions and hands-on exercises in preparation of all promulgated contract forms. The course shall include, but not be limited to unauthorized practice of law, broker-lawyer committee, current promulgated forms, commission rules governing use of forms and case studies involving use of forms. (3 Lec.)

**RE 230 Real Estate Office Management/ Brokerage (3)**

Prerequisite: Real Estate 130 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.)

**RE 233 Commercial And Investment Real Estate (3)**

Prerequisite: Real Estate 130 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 shelters depreciation, and applications to property tax. (3 Lec.)

**RE 235 Property Management (3)**

Prerequisite: Real Estate 130 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.)

**RE 237 Residential Inspection For Real Estate Agents (3)**

This course is a study of the different types of building systems and materials used in the design and construction of real property. The course will primarily cover residential construction; however, commercial building systems and materials will also be addressed. Different structural building systems will be studied including wood-related products, concrete and concrete masonry, brick, stone, and steel units. The TREC Promulgated Property Condition Addendum will be addressed along with inspector and client-agreement, tools and procedures, electromechanical systems (plumbing, heating, air conditioning, appliances, energy-saving considerations); and structures (lot and landscape, roofs, chimney, gutters, paving, walls, windows and doors, insect damage and storage areas). (3 Lec.)

**RE 240 Special Problems In Real Estate (1)**

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of three hours of credit. (1 Lec.)

**RE 241 Special Problems In Real Estate (3)**

This is a special problems study course for organized class instruction in real estate. Examples of topics might include: market analysis and feasibility studies, land economics, international real estate, urban planning and development, tax shelter regulations, international money market, environmental impact and energy conservation. This course may be repeated for credit up to a maximum of six hours of credit. (3 Lec.)

**RE 704 Cooperative Work Experience (4)**

Prerequisites: Completion of two core Real Estate courses, concurrent enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

**RE 714 Cooperative Work Experience (4)**

Prerequisites: Completion of two core real estate courses and Real Estate 704, enrollment in a core or related course or instructor approval. This course combines productive work experience with academic study. The student, employer and instructor will develop a written competency-based learning plan with varied learning objectives and work experiences. Students must develop new learning objectives each semester. The seminar consists of the development of a personalized on-the-job training plan and continuation of discussions with field experts on the application of real estate fundamentals which may include brokerage, marketing, finance, law, property management and appraisal in the residential and commercial real estate sectors. (1 Lec., 20 Lab.)

**RELIGION****REL 101 Religion In American Culture (3)**

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)

**REL 102 Contemporary Religious Problems (3)**

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)

**REL 105 The History And Literature Of The Bible (3)**

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)

**REL 201 Major World Religions (3)**

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)

**SMALL ENGINE****SE 154 Small Engine Service Principles (4)**

This course includes the principles of operation and failure analysis of two and four cycle engines. The principles of basic electricity as applied to small engines are also covered. Laboratory fee. (120 Contact Hours)

**SE 155 Small Engine Tune-Up (4)**

This course includes the tune-up procedures for small engines including ignition service and carburetion theory and service. Laboratory fee. (120 Contact Hours)

**SE 156 Small Engine Two Stroke Overhaul (4)**

Overhaul procedures for two stroke engines and drive systems as applied to small engine powered equipment are topics covered in this course. Laboratory fee. (120 Contact Hours)

**SE 157 Small Engine Four Stroke Overhaul (4)**

This course includes overhaul procedures for four stroke engines, drive systems, and hydraulic systems, as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

**SE 158 Small Engine Electrical Systems (4)**

This course includes the theory of operation and troubleshooting procedures for ignition, charging, and accessory systems as applied to small engine powered equipment. Laboratory fee. (120 Contact Hours)

**SE 734 Cooperative Work Experience (4)**

Prerequisites: Completion of two courses in the Small Engine Mechanics 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 topics which include job interview and job application techniques, job site interpersonal relations, employer expectations of employees and service repair liability. (1 Lec., 20 Lab.)

**SOCIOLOGY****SOC 101 Introduction To Sociology (3)**

(Common Course Number SOCI 1301)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multicultural 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)



**SOC 102 Social Problems (3)**

(Common Course Number SOCI 1306)

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)

**SOC 103 Human Sexuality (3)**

(Common Course Number SOCI 2306)

Students may register for either Psychology 103 or Sociology 103 but receive credit for only one of the two. Topics include physiological, psychological, and sociological aspects of human sexuality. (3 Lec.)

(Coordinating Board Academic Approval Number 4201015340)

**SOC 203 Marriage And Family (3)**

(Common Course Number SOCI 2301)

Prerequisite: Sociology 101 recommended. Courtship patterns and marriage are analyzed. Family forms, relationships, and functions are included. Sociocultural differences in family behavior are also included. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015442)

**SOC 204 American Minorities (3)**

(Common Course Number SOCI 2319)

Prerequisite: Sociology 101 or six hours of U.S. history recommended. Students may register for either History 204 or Sociology 204 but may receive credit for only one. The principal minority groups in American society are the focus of this course. The sociological significance and historic contributions of the groups are presented. Emphasis is on current problems of intergroup relations, social movements, and related social changes. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**SOC 206 Introduction To Social Work (3)**

(Common Course Number SOCW 2361)

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)

**SOC 207 Social Psychology (3)**

(Common Course Number SOCI 2326)

Prerequisite: Psychology 101 or Sociology 101. Students may register for either Psychology 207 or Sociology 207 but may receive credit for only one. Theories of individual behavior in the social environment are surveyed. Topics include the socio-psychological process, attitude formation and change, interpersonal relations, and group processes. (3 Lec.)

(Coordinating Board Academic Approval Number 4216015142)

**SOC 209 Selected Topics (3)**

Prerequisite: Sociology 101 or demonstrated competence approved by the instructor. An in-depth study of specific contemporary topics in sociology such as popular culture (including sports, religion and mass media), the military as a social institution, education, medicine, ethnographic film, apartheid, deviance or formal organizations. This course may be repeated for credit when topics vary. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

**SOC 210 Field Studies In American Minorities (3)**

(Common Course Number SOCI 2320)

Prerequisite: Sociology 101 or Sociology 204. 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)

**SOC 231 Urban Social Problems (3)**

The sociology of social institutions is studied. Topics include urbanization, theories of formation, and the impact of urbanization on the individual. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015742)

**SPANISH****SPA 101 Beginning Spanish (4)**

(Common Course Number SPAN 1411)

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)

**SPA 102 Beginning Spanish (4)**

(Common Course Number SPAN 1412)

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

**SPA 201 Intermediate Spanish (3)**

(Common Course Number SPAN 2311)

Prerequisite: Spanish 102 or the equivalent or demonstrated competence approved by the instructor. Reading, composition, and intense oral practice are covered. Grammar is reviewed. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPA 202 Intermediate Spanish (3)**

(Common Course Number SPAN 2312)

Prerequisite: Spanish 201 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 201. Contemporary literature and composition are studied. Grammar is reviewed and expanded. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055231)

**SPA 203 Introduction To Spanish Literature (3)**

(Common Course Number SPAN 2321)

Prerequisite: Spanish 202 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)

**SPA 204 Introduction To Spanish Literature (3)**

(Common Course Number SPAN 2322)

Prerequisite: Spanish 202 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 203. It includes readings in Spanish literature, history, culture, art, and civilization. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055331)

**SPA 207 Spanish Conversation I (3)**

(Common Course Number SPAN 2306)

Prerequisite: Spanish 101 and Spanish 102 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 201. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPA 208 Spanish Conversation II (3)**

Prerequisite: Spanish 201 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 202. (3 Lec.)

(Coordinating Board Academic Approval Number 1609055431)

**SPA 211 Spanish for Business I (3)**

Prerequisite: Spanish 201 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 201 or 202. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

**SPA 212 Spanish for Business II (3)**

Prerequisite: Spanish 211 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 201 or 202. (3 Lec.)

(Coordinating Board Academic Approval Number is to be assigned. This is a unique need course.)

## **SPEECH COMMUNICATION**

**SC 100 Speech Communication Laboratory (1)**

(Common Course Number SPCH 1144)

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)

**SC 101 Introduction To Speech Communication (3)**

(Common Course Number SPCH 1311)

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)

**SC 105 Fundamentals Of Public Speaking (3)**

(Common Course Number SPCH 1315)

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)

**SC 109 Voice And Articulation (3)**

(Common Course Number SPCH 1342)

Students may register for either Speech Communication 109 or Theatre 109 but may receive credit for only one of the two. The mechanics of speech are studied. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**SC 110 Speech Communication Workshop (1)**

(Common Course Number SPCH 1145)

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)

**SC 201 Forensic Workshop (1)**

(Common Course Number SPCH 2144)

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)

**SC 203 Interpersonal Communication (3)**

(Common Course Number SPCH 1318)

Theories and exercises in verbal and nonverbal communication with focus on interpersonal relationships. (3 Lec.)

(Coordinating Board Approval Number 2310015435)

**SC 205 Discussion And Debate (3)**

(Common Course Number SPCH 2335)

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)

**SC 206 Oral Interpretation (3)**

(Common Course Number SPCH 2341)

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)

**SC 208 Group Interpretation (3)**

This course offers practical experience in sharing fiction and nonfiction selections with audiences. Various types of literature are studied for group presentation. Emphasis is on selecting, cutting, and arranging prose and poetry, and applying reader's theatre techniques to group performance of literature. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015735)

**SC 209 Business And Professional****Communication (3)**

(Common Course Number SPCH 1321)

Theories and skills of speech communication as applied to business and professional situations will be studied. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015235)

**THEATRE****THE 101 Introduction To The Theatre (3)**

(Common Course Number DRAM 1310)

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)

**THE 102 Contemporary Theatre (3)**

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)

**THE 103 Stagecraft I (3)**

(Common Course Number DRAM 1330)

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)

**THE 104 Stagecraft II (3)**

(Common Course Number DRAM 2331)

Prerequisite: Theatre 103 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)

**THE 105 Make-Up For The Stage (3)**

(Common Course Number DRAM 1341)

The craft of make-up is explored. Both theory and practice are included. Laboratory fee. (3 Lec.)

(Coordinating Board Academic Approval Number 5005025230)

**THE 106 Acting I (3)**

(Common Course Number DRAM 1351)

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)

**THE 107 Acting II (3)**

(Common Course Number DRAM 1352)

Prerequisite: Theatre 106 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 106. Emphasis is on characterization and ensemble acting. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**THE 109 Voice And Articulation (3)**

(Common Course Number DRAM 2336)

Students may register for either Speech 109 or Theatre 109 but may receive credit for only one of the two. Emphasis is on improving voice and pronunciation. (3 Lec.)

(Coordinating Board Academic Approval Number 2310015835)

**THE 110 History Of Theatre I (3)**

(Common Course Number DRAM 2361)

Theatre 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)

**THE 111 History Of Theatre II (3)**

(Common Course Number DRAM 2362)

Theatre 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)

**THE 112 Beginning Dance Technique In Theatre (3)**

(Common Course Number DANC 1345)

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)

**THE 113 Intermediate Dance (3)**

(Common Course Number DANC 1346)

Prerequisite: Theatre 112 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)

**THE 114 Rehearsal And Performance I (1)**

(Common Course Number DRAM 1120)

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)

**THE 199 Demonstration Lab (1)**

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)

**THE 201 Television Production I (3)**

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)

**THE 202 Television Production II (3)**

Prerequisite: Theatre 201. This course is a continuation of Theatre 201. Emphasis is on the concept and technique of production in practical situations. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 1001045226)

**THE 205 Scene Study I (3)**

(Common Course Number DRAM 2351)

Prerequisites: Theatre 106 and 107. Emphasis is on the study, rehearsal and performance of selected scenes of various periods and styles. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**THE 207 Scene Study II (3)**

(Common Course Number DRAM 2352)

Prerequisite: Theatre 205. This course is a continuation of Theatre 205. Emphasis is on individual needs of the performer and the various styles of production. (2 Lec., 3 Lab.)

(Coordinating Board Academic Approval Number 5005035130)

**THE 208 Introduction To Technical Drawing (3)**

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)

**THE 209 Lighting Design (3)**

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)

**THE 210 Rehearsal And Performance II (2)**

(Common Course Number DRAM 1221)

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)

**THE 211 Broadcasting Communications I (3)**

Basic techniques of television and video performance are introduced. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

**THE 212 Broadcasting Communications II (3)**

Prerequisite: Theatre 211 or demonstrated competence approved by the instructor. This course is a continuation of Theatre 211. Emphasis is on radio and television as mass media and practical applications in both radio and television. (3 Lec.)

(Coordinating Board Academic Approval Number 0904035226)

### **THE 236 Theatre Workshop (3)**

(Common Course Number DRAM 1323)

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)

## **VETERINARY TECHNOLOGY**

### **VT 113 Medical Terminology (1)**

The fundamentals of medical terminology are covered with emphasis on prefixes, suffixes and root words and the meaning of the most commonly used words in medical areas as they apply to the technician in daily practice. (1 Lec.)

### **VT 114 Introduction To Veterinary Technology (4)**

This course is an introduction to employment areas, ethical and professional requirements and basic animal handling and care. Included are a survey of common breeds of livestock, domestic pets, and an outline of sanitation and disease principles. Laboratories provide experience and observation in restraint, behavior, grooming and basic animal nursing practices. Laboratory fee. (3 Lec., 3 Lab.)

### **VT 115 Introduction To Applied Biology And Biochemistry (4)**

This course is an introduction to the basic life sciences with emphasis on the cell, cellular physiology, genetics, basic principles of chemistry and biochemistry. The course will prepare students for later classes in anatomy and physiology and pharmacology. Laboratory fee. (3 Lec., 3 Lab.)

### **VT 120 Animal Care And Sanitation I (1)**

Prerequisite: Veterinary Technology 114. This course covers the common diseases of the canine species, diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

### **VT 121 Veterinary Anatomy And Physiology I (4)**

Prerequisite: Biology 101. Mammalian life processes and body structure are presented on a comparative basis. A gross study of selected organ systems is made using the dog, cat, horse and cow. Laboratory fee. (3 Lec., 3 Lab.)

### **VT 122 Animal Behavior (2)**

This course is designed to provide students with an understanding of the instincts and life functions of domestic and selected wild animals. Special emphasis is on socialization of the dog, cat and horse and behavioral problems in these species. The human/companion animal bond is also covered in selected areas of the course. (2 Lec.)

### **VT 131 Veterinary Anatomy And Physiology II (4)**

Prerequisite: Veterinary Technology 121. This course is a continuation of Veterinary Technology 121. Laboratory fee. (3 Lec., 3 Lab.)

### **VT 132 Pharmacology (3)**

Prerequisite: Mathematics 139. Various chemicals and drugs used in the veterinary practice are studied. Topics include the measurement of drugs, common routes of administration, proper handling and storage, principles of efficient ordering, dispensing and inventory control. Requirements of narcotic, stimulant and depressant drug control are emphasized. Basic drug categories and their use in relation to disease treatment are outlined. (3 Lec.)

### **VT 134 Animal Care And Sanitation II (1)**

Prerequisite: Veterinary Technology 120. This course covers the common diseases of the feline species, diseases of public health importance, disease transmission and the procedures for prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

### **VT 135 Clinical Pathology I (5)**

Prerequisite: Veterinary Technology 114. Clinical laboratory methods are covered. Topics include internal and external parasites, CBC's, leukocytes in disease and erythrocytes in disease processes. Laboratory emphasis on identification of common parasites, internal and external, blood analysis is undertaken, including preparation of blood smears, differential cell counts, hemoglobin and packed cell volume determinations. Laboratory fee. (3 Lec., 6 Lab.)

### **VT 136 Equine Reproduction And Management (Elective) (3)**

Prerequisite: Demonstrated competence approved by the instructor prior to enrollment. This course will cover the basic principles of equine reproductive physiology, the anatomical basis of reproduction with emphasis on endocrinology. Nutrition and other related areas will be covered as well. The laboratory will also focus on basic handling, training, and husbandry of mares, foals and stallions. Laboratory fee. (2 Lec., 3 Lab.)

**VT 211 Anesthetics and Surgical Assistance (4)**

Prerequisites: Veterinary Technology 114, 132, and 135. This course introduces commonly employed preanesthetic and general anesthetic agents, their methods of administration, patient monitoring while under the effects of these agents and handling of anesthetic emergencies. Principles and techniques of animal, personnel and instrument preparation for surgery, surgical assisting and post operative care are also emphasized. Laboratory periods involve individual practice in anesthetizing and monitoring animal patients and preparing for assisting the veterinarian during surgery. Laboratory fee. (3 Lec., 4 Lab.)

**VT 212 Large Animal Assisting Techniques (4)**

Prerequisites: Veterinary Technology 114 and 132. This course covers the skills and knowledge needed to support and assist large animal practitioners. Emphasis is on principles and techniques in basic history, physical exams (T.P.R.), administration of drugs on veterinarian's prescription, bandaging techniques, general husbandry, foot and hoof care, reproductive management assisting and recordkeeping. Laboratory fee. (3 Lec., 4 Lab.)

**VT 213 Clinical Pathology II (5)**

Prerequisite: Veterinary Technology 135. This is a continuation of Veterinary Technology 135 and will cover blood chemistry analysis, urinalysis, and diagnostic microbiology. Laboratory practice will emphasize the practical aspects of the biochemical profiles, urine determinators and identification of pathogenic organisms. Laboratory fee. (3 Lec., 6 Lab.)

**VT 214 Animal Care And Sanitation III (1)**

Prerequisite: Veterinary Technology 134. This course covers the common equine diseases of public health importance, disease transmission and the proper procedures for prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

**VT 215 Special Projects in Veterinary Technology (Elective) (3)**

This course provides for individual study in some special interest area of the student's major field. The study is under the guidance of a specific faculty member who acts as advisor and performance evaluator. At the discretion of the student's advisor, a technical paper may be required together with an oral presentation for student information and discussion. Professional staff members may be invited to any special project presentation to aid in discussion of the topic presented. (3 Lec.)

**VT 216 Clinical Seminar (Elective) (2)**

This course is designed to allow the student to receive on-the-job instruction from an authorized veterinarian concerning daily routine procedures. (2 Lec.)

**VT 220 Animal Care And Sanitation IV (1)**

Prerequisite: Veterinary Technology 214. The course covers the common diseases of the bovine species, diseases of public health importance, disease transmission and the proper procedures for their prevention. The lab requires the students to help maintain the animals used by the Veterinary Technology program for various courses. Laboratory fee. (1 Lec., 1 Lab.)

**VT 221 Radiographic Principles And Practices (3)**

Prerequisite: Veterinary Technology 211 and Mathematics 139. Lectures are used to present the theory behind the production of x-rays, machine operation and maintenance, technique chart development, factors involved in producing diagnostic quality radiographs and radiation safety procedures and precautions. Laboratory sessions focus on techniques and practice in proper positioning of the patient, calculation of correct KV and MAS settings for adequate radiographic exposure, manual processing of exposed radiographic film, quality analysis and film storage and handling. Laboratory fee. (2 Lec., 3 Lab.)

**VT 222 Veterinary Nursing (4)**

Prerequisites: Veterinary Technology 211, 212 and 213. This course integrates and brings into sharp focus skills, techniques and knowledge acquired in earlier courses. In addition, new material, concepts and methods are presented in the areas of infectious and noninfectious disease, animal nursing, emergency first aid, intensive care techniques, dental problems and prophylaxis and client management and relations. Laboratory fee. (3 Lec., 3 Lab.)

**VT 223 Laboratory Animal Medicine (3)**

Prerequisite: Veterinary Technology 114 and 211. This course introduces handling, restraint, sexing and uses of common laboratory animal species. Methods of husbandry and management to control or prevent common disease species in each of the species considered. Techniques of rodent anesthesia and surgery are presented and practiced. The purpose, concepts and theory of gnotobiotics and axenic techniques are explained. The ethical differences in functional responsibility occurring between veterinary technicians employed in research institutions as compared to employment in veterinary hospitals are emphasized. Laboratory fee. (2 Lec., 3 Lab.)

#### **VT 224 Exotic And Zoo Animal Medicine (2)**

Prerequisite: Demonstrated competence approved by instructor prior to enrollment. This course is designed for students seeking a career working in a zoo or with wildlife. Emphasis will be upon husbandry, disease prevention, sanitation, treatment of injuries and diseases and nutrition. (2 Lec.)

#### **VT 225 Avian And Reptile Medicine (2)**

Prerequisite: Demonstrated competence approved by the instructor prior to enrollment. This course is designed for students seeking knowledge on avian and reptile species seen in specialty practices. Emphasis will be on the nutrition, husbandry, diseases and treatment of this particular species. (2 Lec.)

#### **VT 703 Cooperative Work Experience (3)**

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations, pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 15 Lab.)

#### **VT 704 Cooperative Work Experience (4)**

Prerequisite: Instructor approval. This course is designed to put veterinary technical skills into practice in an instructor approved work station. Students must work directly under the supervision of a veterinarian or a technician while applying skills acquired from previous academic preparation. The student, employer and instructor will develop a written competency based learning plan with specific learning objectives. Seminar topics are designed by the instructor for each class and may include but are not limited to clinical pathology, radiology, surgery, medical records, client relations, pharmacy maintenance, animal behavior, job site interpersonal relations, employer/employee expectations and job application techniques. (1 Lec., 20 Lab.)

## COMMON COURSE NUMBER INDEX

The following DCCCD courses have been assigned Common Course Numbers (CCN #). The Common Course Numbering scheme is an attempt by a number of Texas colleges and universities to identify similar courses by utilizing the same number in order to facilitate the transfer of courses between and among institutions. A course, however, may transfer even if it does not have a Common Course Number.

ACC 201 ..... ACCT 2301  
 ACC 202 ..... ACCT 2302  
 AGR 100 ..... AGRI 1231  
 AGR 103 ..... AGRI 1407  
 AGR 105 ..... AGRI 1419  
 AGR 107 ..... AGRI 1415  
 AGR 111 ..... AGRI 2317  
 AGR 124 ..... AGRI 1327  
 AGR 202 ..... AGRI 2301  
 AGR 203 ..... AGRI 2303  
 AGR 204 ..... AGRI 1311  
 AGR 205 ..... AGRI 1329  
 AGR 211 ..... AGRI 1309  
 AGR 250 ..... AGRI 1413  
 ANT 100 ..... ANTH 2346  
 ANT 101 ..... ANTH 2351  
 ANT 104 ..... No CCN #  
 ANT 110 ..... No CCN #  
 ANT 231 ..... ANTH 2302  
 ARC 101 ..... ARCH 1311  
 ARC 102 ..... ARCH 1205  
 ARC 130 ..... ARCH 1307  
 ARC 133 ..... ARCH 1308  
 ARC 134 ..... ARCH 2301  
 ARC 135 ..... ARCH 2302  
 ARC 151 ..... ARCH 2312  
 ARC 161 ..... ARCH 1303  
 ARC 162 ..... ARCH 1304  
 ARC 230 ..... ARCH 1302  
 ARC 233 ..... ARCH 1301  
 ARC 237 ..... No CCN #  
 ARC 257 ..... ARCH 1315  
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 ART 105 ..... ARTS 1303  
 ART 106 ..... ARTS 1304  
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ART 111 ..... ARTS 1312  
 ART 114 ..... ARTS 1316  
 ART 115 ..... ARTS 1317  
 ART 116 ..... ARTS 2341  
 ART 117 ..... ARTS 2342  
 ART 118 ..... No CCN #  
 ART 119 ..... No CCN #  
 ART 165 ..... ARCH 1403  
 ART 199 ..... No CCN #  
 ART 201 ..... ARTS 2323  
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 ART 203 ..... No CCN #  
 ART 204 ..... No CCN #  
 ART 205 ..... ARTS 2316  
 ART 206 ..... ARTS 2317  
 ART 208 ..... ARTS 2326  
 ART 209 ..... ARTS 2327  
 ART 210 ..... No CCN #  
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 ART 217 ..... ARTS 2366  
 ART 218 ..... ARTS 2367  
 ART 220 ..... ARTS 2333  
 ART 222 ..... ARTS 2334  
 ART 227 ..... ARTS 2311  
 ART 229 ..... No CCN #  
 ART 232 ..... ARTS 2336  
 ART 233 ..... ARTS 2337  
 AST 101 ..... PHYS 1311  
 AST 102 ..... PHYS 1312  
 AST 103 ..... PHYS 1111  
 AST 104 ..... PHYS 1112  
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 AST 112 ..... PHYS 1412  
 BIO 101 ..... BIOL 1406  
 BIO 102 ..... BIOL 1407  
 BIO 110 ..... BIOL 1411  
 BIO 115 ..... BIOL 1408  
 BIO 116 ..... BIOL 1409  
 BIO 120 ..... No CCN #  
 BIO 121 ..... No CCN #  
 BIO 203 ..... No CCN #  
 BIO 211 ..... BIOL 2418  
 BIO 216 ..... BIOL 2420  
 BIO 218 ..... No CCN #  
 BIO 221 ..... BIOL 2401  
 BIO 222 ..... BIOL 2402  
 BIO 223 ..... BIOL 2306  
 BIO 226 ..... BIOL 2416  
 BIO 230 ..... No CCN #  
 BIO 235 ..... No CCN #  
 BUS 105 ..... BUSI 1301  
 BUS 143 ..... BUSI 1307

BUS 234 ..... BUSI 2301  
 CHI 101 ..... CHIN 1411  
 CHI 102 ..... CHIN 1412  
 CHI 201 ..... CHIN 2311  
 CHI 202 ..... CHIN 2312  
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 CHM 116 ..... No CCN #  
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 CHM 202 ..... CHEM 2425  
 CHM 203 ..... CHEM 2401  
 CHM 205 ..... CHEM 1207  
 CHM 234 ..... CHEM 2402  
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 CJ 132 ..... CRIJ 1306  
 CJ 139 ..... CRIJ 1307  
 CJ 140 ..... CRIJ 1301  
 CJ 148 ..... CRIJ 2333  
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 DAN 156 ..... DANC 1148  
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 DAN 161 ..... DANC 1241  
 DAN 163 ..... DANC 1242  
 DAN 165 ..... DANC 1245  
 DAN 166 ..... DANC 1246  
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 DAN 235 ..... DANC 1102  
 DAN 252 ..... DANC 1112  
 DAN 253 ..... DANC 1113  
 DAN 255 ..... DANC 2147  
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DAN 260 .....DANC 2242  
 DAN 265 .....DANC 2245  
 DAN 266 .....DANC 2246  
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 ECO 201 .....ECON 2301  
 ECO 202 .....ECON 2302  
 ECO 203 .....ECON 2311  
 EGY 291 .....GEOL 1305  
 EGR 101 .....ENGR 1201  
 EGR 105 .....ENGR 1304  
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 ENG 216 .....No CCN #  
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 FR 202 .....FREN 2312  
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GPY 102 .....GEOG 2312  
 GPY 103 .....GEOG 1302  
 GPY 104 .....GEOG 1303  
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 GVT 211 .....GOVT 2331  
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 HD 106 .....No CCN #  
 HD 107 .....No CCN #  
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 HST 103 .....HIST 2321  
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 HST 110 .....HIST 2380  
 HST 112 .....HIST 2331  
 HST 120 .....HIST 2381  
 HST 204 .....HUMA 2319  
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 JPN 202 .....JAPN 2312  
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 MUS 119 .....MUSI 1192  
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 MUS 121 .....MUAP 1169  
 MUS 122 .....MUAP 1165  
 MUS 123 .....MUAP 1181  
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 MUS 129 .....MUAP 1121  
 MUS 130 .....MUAP 1129  
 MUS 131 .....MUAP 1125  
 MUS 132 .....MUAP 1133  
 MUS 133 .....MUAP 1137  
 MUS 134 .....MUAP 1141  
 MUS 135 .....MUAP 1145  
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 MUS 152 .....MUSI 1184  
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 MUS 160 .....MUSI 1237  
 MUS 161 .....MUSI 1116  
 MUS 162 .....MUSI 1117  
 MUS 166 .....MUSI 1310  
 MUS 170 .....MUSI 1123  
 MUS 171 .....MUSI 1133  
 MUS 172 .....MUSI 1134  
 MUS 173 .....MUSI 1138  
 MUS 174 .....MUSI 1132  
 MUS 175 .....MUSI 1139  
 MUS 176 .....MUSI 1140  
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 MUS 181 .....MUSI 2237  
 MUS 184 .....MUSI 1125  
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 MUS 218 .....MUSI 2182  
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 MUS 252 .....MUAP 2365  
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 MUS 271 ..... MUSI 2116  
 MUS 272 ..... MUSI 2118  
 NTR 101 ..... HECO 1322  
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 PEH 103 ..... PHED 1101  
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 PHI 103 ..... No CCN #  
 PHI 105 ..... PHIL 2303  
 PHI 202 ..... PHIL 2307  
 PHI 203 ..... PHIL 2306  
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 PHY 117 ..... PHYS 1405  
 PHY 118 ..... PHYS 1407  
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 PHY 132 ..... No CCN #  
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 PHY 202 ..... PHYS 2426  
 PSC 118 ..... PHYS 1415  
 PSC 119 ..... PHYS 1417  
 PSY 101 ..... PSYC 2301

PSY 103 .....PSYC 2306  
 PSY 131 .....No CCN #  
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 PSY 202 .....PSYC 2302  
 PSY 205 .....PSYC 2316  
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 SOC 102 .....SOCI 1306  
 SOC 103 .....SOCI 2306  
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 SOC 210 .....SOCI 2320  
 SOC 231 .....No CCN #  
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 SPA 211 .....No CCN #  
 SPA 212 .....No CCN #  
 THE 101 .....DRAM 1310  
 THE 102 .....No CCN #  
 THE 103 .....DRAM 1330  
 THE 104 .....DRAM 2331  
 THE 105 .....DRAM 1341  
 THE 106 .....DRAM 1351  
 THE 107 .....DRAM 1352  
 THE 109 .....DRAM 2336

THE 110 .....DRAM 2361  
 THE 111 .....DRAM 2362  
 THE 112 .....DANC 1345  
 THE 113 .....DANC 1346  
 THE 114 .....DRAM 1120  
 THE 199 .....No CCN #  
 THE 201 .....No CCN #  
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 THE 207 .....DRAM 2352  
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 THE 209 .....No CCN #  
 THE 210 .....DRAM 1221  
 THE 211 .....No CCN #  
 THE 212 .....No CCN #  
 THE 236 .....DRAM 1323

2UM

## TELECOURSES

### **ACC 201 Principles Of Accounting I (3)**

(Common Course Number ACCT 2301)

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.)

### **ANT 101 Cultural Anthropology (3)**

(Common Course Number ANTH 2351)

This course introduces students to the elements and processes that create culture, society and social interaction. Language, cross-cultural communication, fieldwork, and analysis of multicultural societies are covered. A special emphasis is given to cross-cultural comparison and analysis of basic social institutions on a global scale in order to provide students with an appreciation and understanding of the underlying unity of diverse cultural expressions. (3 Lec.)

(Coordinating Board Academic Approval Number 4502015342)

### **ANT 110 The Heritage Of Mexico (3)**

This course (cross-listed as History 110) 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 110 or Anthropology 110 but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

### **BUS 105 Introduction To Business (3)**

(Common Course Number BUSI 1301)

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)

### **BUS 234 Business Law (3)**

(Common Course Number BUSI 2301)

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)

### **CD 254 Introduction To Administration Of Child Care Programs (3)**

The management of preschool/day care centers is studied. Topics include budgeting, record-keeping, food, health and referral services, and personnel practices. Laboratory fee. (2 Lec., 2 Lab.)

### **CLS 100 College Learning Skills (1)**

This course is for students who wish to extend their learning skills for academic or career programs. Individualized study and practice are provided in reading, study skills, and composition. This course may be repeated for a maximum of three credits. 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)

### **CIS 101 Introduction to Computer Applications And Concepts (4)**

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.)

### **CIS 103 Introduction to Computer Information Systems (3)**

This course presents an overview of computer information systems with an emphasis on business applications. Topics include terminology, systems and procedures, and the role of computers and their evolution in an information-oriented society. The fundamentals of computer problem solving are applied through the use of the BASIC programming language and application software packages. Laboratory fee. (3 Lec., 1 Lab.)

### **DM 091 Elementary Algebra (3)**

Prerequisite: Developmental Mathematics 090 or an appropriate assessment test score. This is a course in introductory algebra which includes operations on real numbers, polynomials, special products and factoring rational expressions, and linear equations and inequalities. Also covered are graphs, systems of linear equations, exponents, roots, radicals, and quadratic equations. (3 Lec.)

(Coordinating Board Academic Approval Number 3201045137)

**ECO 201 Principles Of Economics I (3)**

(Common Course Number ECON 2301)

Sophomore standing is recommended. The principles of macroeconomics are presented. Topics include economic organization, national income determination, money and banking, monetary and fiscal policy, macroeconomic applications of international trade and finance, economic fluctuations, and growth. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**ECO 202 Principles Of Economics II (3)**

(Common Course Number ECON 2302)

Prerequisite: Economics 201 or demonstrated competence approved by the instructor. The principles of microeconomics are presented. Topics include the theory of demand, supply, and price of factors. Income distribution and theory of the firm are also included. Emphasis is given to microeconomic applications of international trade and finance as well as other contemporary microeconomic problems. (3 Lec.)

(Coordinating Board Academic Approval Number 4506015142)

**EGR 107 Engineering Mechanics I (3)**

(Common Course Number ENGR 2301)

Prerequisite: Credit or concurrent enrollment in Mathematics 124. This course is a study of the static 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)

**ENG 101 Composition I (3)**

(Common Course Number ENGL 1301)

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)

**ENG 102 Composition II (3)**

(Common Course Number ENGL 1302)

Prerequisite: English 101. In this course students refine the writing, research, and reading skills introduced in English 101. A related goal is the development of critical thinking skills. Writing assignments emphasize argumentation and persuasion. Students will also write a formal research paper. (3 Lec.)

(Coordinating Board Academic Approval Number 2304015135)

**ENG 215 Studies In Literature (3)**

Prerequisite: English 102. This course includes selections in literature organized by genre, period, or geographical region. Course descriptions are available each semester prior to registration. This course may be repeated for credit. (3 Lec.)

(Coordinating Board Academic Approval Number 2303015335)

**GVT 201 American Government (3)**

(Common Course Number GOVT 2301)

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 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

**GVT 202 American Government (3)**

(Common Course Number GOVT 2302)

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 201 and 202 within the DCCCD.) (3 Lec.)

(Coordinating Board Academic Approval Number 4510025142)

**HST 101 History Of The United States (3)**

(Common Course Number HIST 1301)

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)

**HST 102 History Of The United States (3)**

(Common Course Number HIST 1302)

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)

**HST 110 The Heritage Of Mexico (3)**

(Common Course Number HIST 2380)

This course (cross-listed as Anthropology 110) is taught in two parts each semester. The first part of the course deals with the archaeology of Mexico beginning with the first humans to enter the North American continent and culminating with the arrival of the Spanish in 1519 A.D. Emphasis is on archaic cultures, the Maya, the Toltec, and the Aztec empires. The second part of the course deals with Mexican history and modern relations between the United States and Mexico. The student may register for either History 110 or Anthropology 110, but may receive credit for only one of the two. (3 Lec.)

(Coordinating Board Academic Approval Number 4511015342)

**HST 112 Latin American History (3)**

(Common Course Number HIST 2331)

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.)

**HD 100 Educational Alternatives (1)**

The learning environment is introduced. Career, personal study skills, educational planning, and skills for living are all included. Emphasis is on exploring career and educational alternatives and learning a systematic approach to decision-making. A wide range of learning alternatives is covered, and opportunity is provided to participate in personal skills seminars. This course may be repeated for credit. (1 Lec.)

(Coordinating Board Academic Approval Number 3201995140)

**HUM 101 Introduction To The Humanities (3)**

(Common Course Number HUMA 1301)

Introduction to the Humanities focuses on the study and appreciation of the fine and performing arts and the ways in which they reflect the values of civilizations. (3 Lec.)

(Coordinating Board Academic Approval Number 5007035130)

**MGT 136 Principles Of Management (3)**

This course emphasizes the managerial functions of planning, organizing, staffing, directing, and controlling. Communication, motivation, leadership, and decision making are included. (3 Lec.)

**MTH 101 College Algebra (3)**

(Common Course Number MATH 1314)

Prerequisites: Two years of high school algebra and an appropriate assessment test score or Developmental Mathematics 093. This course is a study of relations and functions including polynomial, rational, exponential, logarithmic, and special functions. Other topics include variation, complex numbers, systems of equations and inequalities, theory of equations, progressions, the binomial theorem, proofs, and applications. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015437)

**MTH 102 Plane Trigonometry (3)**

(Common Course Number MATH 1316)

Prerequisite: Mathematics 101 or equivalent. This course is a study of angular measures, functions of angles, identities, solutions of triangles, equations, inverse trigonometric functions, and complex numbers. (3 Lec.)

(Coordinating Board Academic Approval Number 2701015337)

**MTH 139 Applied Mathematics (3)**

The course is a study of commercial, technical, and other applied uses of mathematics. Topics vary to fit the needs of the students enrolled in a particular technical/occupational program. The prerequisite will vary accordingly and be determined by the needed skills. (3 Lec.)

**NTR 101 Principles of Nutrition (3)**

(Common Course Number 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)

**PHI 203 Ethics (3)**

(Common Course Number PHIL 2306)

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)

**PEH 101 Health For Today (3)**

(Common Course Number PHED 1304)

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)

**PSY 101 Introduction To Psychology (3)**

(Common Course Number PSYC 2301)

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)

**PSY 201 Developmental Psychology (3)**

(Common Course Number PSYC 2314)

Prerequisite: Psychology 101. This course is a study of human growth, development, and behavior. Emphasis is on psychological changes during life. Processes of life from prenatal beginnings through adulthood and aging are included. (3 Lec.)

(Coordinating Board Academic Approval Number 4207015140)

**SOC 101 Introduction To Sociology (3)**

(Common Course Number SOCI 1301)

This course is a sociological study of social behavior and social structures, emphasizing the importance of a knowledge and appreciation of the multicultural 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)

**SPA 101 Beginning Spanish (4)**

(Common Course Number SPAN 1411)

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)

**SPA 102 Beginning Spanish (4)**

(Common Course Number SPAN 1412)

Prerequisite: Spanish 101 or the equivalent or demonstrated competence approved by the instructor. This course is a continuation of Spanish 101. Emphasis is on idiomatic language and complicated syntax. Laboratory fee. (3 Lec., 2 Lab.)

(Coordinating Board Academic Approval Number 1609055131)

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**Cedar Valley College**  
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